

E-Club Inc.
Operating Guidelines for
Activites Clubs

January 6, 2009

Guidelines for the Creation of New Activities Clubs

- Applications for prospective new activities clubs must be submitted in writing (or via e-mail) to a member of the E-Club Board of Directors. This request shall come only after the club organizers have read and understand the provisions of the requirement statements herein.
- It is possible for prospective clubs to meet face-to-face with the E-Club board of directors, for the purpose of proposing a new club. This presentation shall be in addition to the written request mentioned above. Representatives of prospective clubs will be allowed to attend a regularly scheduled board meeting upon request to the President of the E-Club.
- The E-Club sponsorship of all new clubs must be voted on by the E-Club board of directors, after each board member has had time to review the new club written request for entry.
- Each club must provide a set of By-Laws that contain, at a minimum, the following;
 - Their affiliation with the E-Club.
 - The purpose of the club.
 - Liabilities of the club.
 - Rules for the dissolution of the club if necessary.
 - The structure of the club, elected officials etc.
 - Address meeting guidelines, time, place, order of business, etc.
 - Membership guidelines.
 - Description of method for election of officials.
 - Description of amount and method of collection for dues.

Categories of Clubs

The organizations sponsored by the E-Club shall be referred to as “activities” clubs. There are two types of activities clubs:

- EXCLUSIVE MEMBERSHIP CLUBS
- GENERAL MEMBERSHIP CLUBS

Exclusive Membership Club

All members in exclusive clubs must be L3 Systems employees (with a current E-Club membership card), their spouse, or a dependent residing in the home of an employee. This type of club is eligible for financial assistance from the E-Club.

General Membership Club

All members in general membership clubs are open to membership by the general public. The general public membership of a general membership club may not exceed 49% of the total club membership and members of the general public may not vote or hold office in that club. This type of organization will not necessarily be eligible for financial assistance from the E-Club, but is eligible for all other benefits afforded exclusive clubs/activities.

Activities Clubs Officers

The President and Treasurer shall be L-3 employees. Other officers may be non-L-3 members. If desired, a co-president position may be created and may be held by a non-L-3 member.

Activities Clubs Financial Guidelines

- All activities clubs are required to charge their members dues, if funding is to be requested from the E-Club. The amount of dues charged each member shall be commensurate with the type of activity the club engages in, and expected operating expenses.

For non-sports related clubs, a \$10.00 minimum per E-Club member of the club per year is recommended as dues. All non-E-Club members of the clubs must pay \$10.00 plus normal E-Club members' dues as a minimum per person per year.

Sports type clubs are recommended to charge a minimum \$10.00 per E-Club member per season of play. If an activity is non-seasonal, then a minimum of \$10.00 per E-Club person, per year of play is recommended. All non-E-Club members of the clubs must pay \$10.00 plus normal E-Club members' dues as a minimum per person per season of play, or, per year.

The budget amount allocated to the clubs is determined by the E-Club Board annually.

The activities clubs will receive a designated amount from the E-Club for each person in the activities club who as an individual, pays E-Club dues, whether this is a regular membership, associate member, or retired member.

This policy was established by the E-Club Board of Directors with President Don Reeder. Refer to the E-Club By-Laws, Article II, Section 3, for E-Club membership definition.

Quarterly financial reports are REQUIRED from all clubs whether or not funding is requested.

Clubs will receive written confirmation from the E-Club not later than 31 January of their expected budget.

If a club collects membership dues from its members, the funds collected must be kept in the club bank account, or forwarded to the E-Club for accountability. If a club has a bank account, then the account number, and a financial report must be submitted to the E-Club quarterly. This requirement is necessary to meet State and Federal guidelines. Quarterly financial reports are due by the 10th of the month of April (for 1st quarter), July (for 2nd quarter), October (for 3rd quarter), and January (for the 4th quarter of the previous year).

- If a club does not have a club bank account, the club commissioner or treasurer must submit the collected yearly dues (seasonal fees for sporting

activities) to the E-Club Treasurer for accountability. Submittal shall be in the form of a single cashiers check, made out to E-Club, in the amount of the total dues collected. In the case of sports related clubs that are seasonal in nature, this check shall be for the upcoming season. With the check submittal, a copy of the club's current membership roster will be included. This roster shall list all E-Club members with clock numbers, as well as non E-Club members, and the amount paid by each member. If other members join the club, those dues will be submitted to the E-Club treasurer in a similar fashion.

- Special financial allowances can be made for general membership clubs on an individual basis. Financial assistance shall be requested through the standard Budget Request Form. This funding will be considered by the E-Club Budget Subcommittee.
- The club must also maintain at least a 50% E-Club member roster to receive ANY funding.
- Requests from a club for budgeted funds from E-Club should be made using a Check Request with a copy of the original receipt. The written request must state the club name, date of request, individual requesting the payment, and the purpose of the requested funds. The written request shall be made to the E-Club Club Commissioner. A copy of the original receipt must be turned in with the request for funds.

E-Club funds shall not be used for the following activities: food, drinks or postal mailings.

Sports Clubs Eligibility Guidelines

For sports related activities, there are two categories of eligible players:

- L-3 employees (E-Club membership required), spouse, or dependent residing in the employee's household.
- Non-L3 members.

The club commissioner, together with the E-Club Sports/Clubs Director, will decide the maximum allowable non-L3 Systems members on a team roster for the various sports related clubs, but that number shall never exceed half the roster.

The decision to allow non-L3 members to participate will be decided by the individual sports activity commissioners along with the E-Club Sports/Clubs Director, on an individual club basis.

No L-3 employee will be exempted from being on a team roster in lieu of a non-L3 member. All leagues will be formed using L3 members first, then completing the roster with non-L3 members.

Sports clubs must have membership open to all L3 Greenville employees, customer employees, retired L3 employees, Service First Credit Union employees, and L3 cafeteria employees.

Miscellaneous Operational Guidelines

The clubs shall maintain a roster of all persons in the club. This roster must include name, clock number, and E-Club membership status for L3 Systems employees, their spouse or dependent. The clock number information should be left blank for non-L3 employees only.

- All clubs are encouraged to bring any ideas or problems to the attention of the E-Club Board of Directors through the Sports /Clubs director.

- Each club shall maintain a detailed list of all assets bought with E-Club and/or club funds. The list shall include purchase amount, serial numbers if applicable, quantity, location and description of each item. A description of the intended use, upkeep, and storage provisions of these assets shall also be kept on file. The Club Commissioner may request a list of a club's assets at any time.
- All clubs should hold regular scheduled meetings (at least one per year) at a location that is easily accessible to all interested employees. Consideration should be taken to allow 2nd and 3rd shift members to attend, as well as spouses and dependents that cannot easily enter L3 property. The recreation hall is available to all E-Club sponsored clubs at no charge. To reserve a room and to arrange to pick-up and drop-off the door keys, contact the facilities department.
- All sports related clubs are required to have each member on the roster fill out a liability release form. A copy of this form can be obtained from the E-Club Sports/Clubs Director. Completed liability release forms must be kept by each club/activity commissioner at least two years from date of completion.
- If a club/activity publishes a newsletter, then it must be written, reproduced, and distributed on personal time. L3 reproduction and in-plant mail services may be used for this purpose.
- When a club revises its by-laws, a copy shall be submitted to the E-Club Board for approval. All clubs shall keep a current copy of their by-laws on file with the Club Commissioner.

Club Entitlements through E-Club Sponsorship

- Clubs sponsored by the E-Club are allowed to advertise and post current club news and notice of upcoming events in the weekly E-Trader publication. Ads shall be submitted to the Editor of the E-Trader, not to the E-Club. Submissions must be in accordance with the E-Trader guidelines.
- Clubs sponsored by the E-Club are allowed to use the L3 recreation building and other designated facilities at no expense for club activities. Arrangements for recreation building usage shall be coordinated with the Facilities Department. Usage of the Round-Up Room must be coordinated with the E-Club board of directors.
- Clubs are considered for financial assistance from the E-Club.
- Clubs have a tax exempt status through the E-Club.

Dissolution of Clubs

If a club decides to no longer be active, all of the assets of the club shall be returned to the E-Club.

Record of Changes

January 6, 2009. Added last paragraph on page 7.