



PROCEDURES FOR SPONSORS AND CANDIDATES ¹

1. To be eligible for membership, candidates must have resided within a ten mile radius of the Litchfield Country Club for a minimum of two years before an application is submitted on their behalf. Sponsors must be *Regular Members* of the Club, who are not concurrently sponsors of another candidate. Members of the Board of Governors may not sponsor.
2. It is the responsibility of the Principal Sponsor, not the candidate, to manage the application process. The Principal Sponsor starts the process by requesting a *Proposal for Membership* form from the Chairman of the Membership Committee.
3. The Principal Sponsor must obtain two additional sponsors, and assist the candidate in completing the *Proposal for Membership*. Sponsor letters should be clear as to how long and in what capacity the sponsor has known the candidate, and should comprise an unqualified endorsement of the candidate.
4. Principal Sponsors have the responsibility of affirming that any couple they are proposing for membership are married, since unmarried couples may not hold a membership jointly. In cases in which the couple does not share a surname, the Club relies on the Principal Sponsor to attest that the couple is, in fact, married. If the couple is unmarried, the Principal Sponsor should indicate which of them is to be proposed as the member.
5. Sponsors typically introduce their candidates at the quarterly cocktail parties which the Board arranges for this purpose. They are held at the clubhouse at 6:00 pm, on the second Fridays of May, August, November, and February. The Club absorbs the cost of *hors d'oeuvres*, and members pay for their own drinks and those of their guests. Board members pay for their own drinks.
6. The Principal Sponsor should submit the completed *Proposal for Membership* to the Chairman of the Membership Committee (PO Box 126, Litchfield, CT 06759), together with three sponsor letters. The completed *Proposal for Membership* and sponsor letters must be submitted to the Membership Chairman 48 hours prior to the introductory cocktail party.
7. Upon receipt of a completed *Proposal for Membership*, the Chairman of the Membership Committee will post the candidate's name in the clubhouse lobby for thirty days. Regular Members may provide comments to any member of the Board of Governors.

¹ This summary is provided solely as a convenience. The Club's Constitution and By-Laws are the controlling legal authority in membership and all other governance matters.

PO Box 126, Old South Road, Litchfield, CT 06759
(860) 567-8383 litchfieldcountry@snet.net www.litchfielddcc.net

President	Ralph White	House	Martha Bernstein	Membership	Bruce Losee
Vice President	Jonathan Costa	Golf	Stephen McCoy	Ladies Golf	Molly Roraback
Treasurer	Paul Casali	Greens	David Danielson	Pool	Jessica Travelstead
Secretary	Jo Anne McCormick	Tennis	David Meharg	Building	Bobby D'Andrea
		Platform Tennis	Byron Round	& Grounds	



8. Following the expiry of the posting period, and the candidate's introduction to Board members, the Membership Committee Chairman submits the Candidates' names, with any members' comments, to the Board of Governors for a vote.
9. Following an affirmative vote, the candidate is immediately admitted to membership, provided the limitations on each category of membership so permit (200 Regular Members, and 60 House Members). If those categories are full, as they typically are, the Chairman of the Membership Committee places the candidate on a waiting list, first for House Membership, and, if applicable, for Regular Membership. The date of receipt of the completed *Proposal for Membership* determines the candidate's place on the waiting list.
10. Admission to membership is provisional, pending the payment of initiation fees totaling \$12,000 for Regular Membership, and \$5,000 for House Membership (and \$7,000 for the upgrade). Annual dues and assessments total \$3,320 and \$1,360, respectively. The quarterly minimum food and beverage charge is \$175 quarterly (\$700 annually) for both House and Regular Membership. If the member is admitted in the midst of the quarterly minimum accrual period, the minimum for that period may be pro-rated or waived. The Board may establish other assessments at its discretion. At present (2007), there is a monthly capital assessment of \$40.00 for Regular Members and \$20.00 for House Members.
11. Sponsors and candidates frequently have questions about our waiting lists. There is some complexity in our handling of waiting lists, but that complexity is driven by objectives of fairness and standardization of treatment, which ultimately benefits all parties.
 - a. There are two waiting lists. Following an affirmative Board vote, the candidate is first placed on the waiting list for House Membership. When a vacancy is available, the candidate is invited to become a member, and the initiation fee is due. Also due at initiation are the annual dues, pro-rated, if necessary, to the number of months then remaining in the calendar year. If the new member has requested Regular Membership, his or her name is automatically placed on the waiting list for Regular Membership. When a Regular Membership becomes available, and the candidate accepts the Club's invitation, an incremental initiation fee of \$7,000 is due, plus the pro-rated annual dues. Members with questions about these fees should contact The Business Center at tbclinda@optonline.net.
 - b. There are three ways to avoid the waiting list. First, returning former members become members immediately, without waiting, even if it means exceeding the cap on that type of membership. Second, the 25 year old children of Regular Members; on request,

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may become members immediately, irrespective of any membership caps. Third, the divorce of members may, upon their independent requests, result in two memberships, irrespective any membership caps.

- c. There is one way to go directly to the head of the waiting list. Applicants who previously enjoyed Club privileges as the child of a member will be placed at the top of the waiting list for House Membership, and upon becoming House Members will be placed ahead of all other House Members awaiting Regular Membership.

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