



Salmagundi Club

Operations Manual

Membership Policy

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Salmagundi Club - Membership Policy

Rev. 7

1. **INTRODUCTION**

This manual will serve as the Salmagundi Club Membership Policy. Updates to this manual must comply with the procedures described in Article II Section 1 of the Bylaws. If the Bylaws are amended in such a way that they conflict with this manual, the manual is to be updated.

2. **APPLYING FOR MEMBERSHIP**

Applicants for membership of the club must do the following prior to acceptance as a member:

- Complete the membership application
- Provide a proposer
 - The proposer must be a member of Salmagundi Club in good standing
- Provide two sponsors for resident members or one sponsor for non-resident members
 - The sponsor(s) must be a member of Salmagundi Club in good standing
- Pay the application fee, if applicable (see section 5 of this manual for which membership types owe an application fee)
- Meet with the Admissions Committee
 - This is done after submitting the membership application
 - The Club Secretary schedules this meeting
 - Resident Patron members may be placed on a wait list or granted a Provisional membership if the number exceeds the percentage of Resident Artist members per the Bylaws Article II, Section I
 - A majority of the Admissions Committee must approve the application to submit the applicant as a nominee to the board
 - Artist candidates must submit a portfolio of 8 to 10 pieces and be approved by the Art Committee before being interviewed by the Admissions Committee
- The Board of Directors must approve the Admissions Committee nominees by a majority vote

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3. **RESIDENCY REQUIREMENTS**

The residency requirements for Salmagundi Club are as follows:

Resident

- Members who reside within 50 miles from 47 Fifth Avenue, New York, NY
- Members who reside or do business between 50 and 100 miles from 47 Fifth Avenue New York, NY may request Resident status from the Board of Directors provided they agree to pay Resident Artist/Patron dues
- Emeritus Members who reside or do business less than 100 miles from 47 Fifth Avenue, New York, NY and had Resident Artist/Patron status when awarded Emeritus status

Non-Resident

- Members who reside and do business beyond 50 miles from 47 Fifth Avenue New York, NY
- Members who reside or do business between 50 and 100 miles from 47 Fifth Avenue New York, NY and do not pay Resident Artist/Patron dues

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4. **RULES AND RESPONSIBILITIES OF ALL MEMBERS**

All members of Salmagundi Club must comply with the Member Code of Conduct (see page 10 of this document). The member code of conduct may be updated as required by law or the legal counsel of the club.

In addition, all members are expected to abide by the following rules:

- Members are asked to make advanced reservations for all events and dining room meals
- Members are allowed to bring guests to the clubhouse; however,
 - Members assume liability for any guests that they bring
 - Members are responsible to pay for any costs that their guest may incur at the restaurant, bar, or elsewhere
 - Guests under the age of 16 must stay with their accompanying member
 - Guests must wait for their accompanying member in the lobby
 - Guests are only allowed club access with their accompanying member
- The Club has a relaxed dress code, however;
 - Shoes are required at all times
 - Special events may require their own dress code
- Dues and other charges must be paid in a timely manner
- The board of directors may cancel anyone's membership for the nonpayment of dues once that member is 90 days in arrears
- Members may request a Leave of Absence ("LOA") if:
 - They are members in good standing, which may include those with a negative account balance, provided all restaurant and bar charges are paid current
 - The LOA does not exceed 3 years
 - The LOA must be approved by the board of directors
 - Once approved, a member on LOA is not subject to dues or assessments; however;
 - The member must be in good standing without a negative balance on their account upon return
 - Members on such a leave may not vote, hold office, exhibit art, serve on committees, participate in membership meetings, or access Salmagundi Club's reciprocal clubs
 - Members on a LOA may use the bar and/or dining room only as a guest accompanying a current member
 - Members are permitted a maximum cumulative LOA of three years within any ten-year period

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- Anyone who has resigned their membership may reapply for membership after paying any debts owed to the club
 - Such an applicant must have a completed application with a proposer and sponsor(s)
 - Such an applicant does not need to pay an application fee
 - Such an applicant must be re-interviewed by the admissions committee
 - If the applicant has already been approved by the art committee as an artist member, they do not need to resubmit for art committee approval
- The Club is not responsible for damaged or lost items kept in the check room
- The Club is a non-smoking facility
- If the Club's finances are in arrears, the board of directors will implement an assessment of up to \$300
- Gambling or betting is prohibited in the club
- No member or guest of the club may give money or gratuity to an employee of the club
- The club is a no cash environment
- No book or paper may be removed from the library except by making arrangements with the Library Committee
- Behavior / conduct / complaints should be addressed as follows
 - Of Members – Audit Committee
 - Of Employees - Executive Director

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5. **RULES AND RESPONSIBILITIES OF SPECIFIC MEMBERS**

Resident Artists – This membership is for individuals who are 35 and older, meet the residency requirements, have paid the application fee, and have been approved by the art committee. This membership is also available for current Junior Artists who meet the residency requirements, starting on their 35th birthday.

- The dues for this class of membership are currently \$1110 annually, billed quarterly
- This membership has a quarterly house charge of \$100
- This membership is allowed to vote at meetings, sit on committees and hold office

Resident Patrons – This membership is for individuals who are 35 and older, meet the residency requirements, and have paid the application fee. This membership is also available for current Junior Patrons who meet the residency requirements, starting on their 35th birthday.

- The dues for this class of membership are currently \$1110 annually, billed quarterly
- This membership has a quarterly house charge of \$100
- This membership is allowed to vote at meetings, sit on committees and hold office
- Resident Patron member applicants may be placed on a wait list prior to membership approval in order to comply with Article II Section 1 of the bylaws
- This membership status can be changed to a resident artist membership with the approval of the Art Committee

Provisional – This membership is a temporary classification for individuals who have been approved as a Resident Patron when there are no openings available as per Article II Section 1 of the Bylaws.

- The dues for this class of membership are currently \$1100 annually, billed quarterly
- This membership has a quarterly house charge of \$100
- This membership is not allowed to vote at meetings, serve on committees, or hold office
- There cannot be an excess of 100 provisional memberships
- The Club Secretary will notify these members when their membership is converted to Resident Patron
- This membership can be changed to a resident artist membership with the approval of the Art Committee

Non - Resident Artists – This membership is for non-residents who are 35 and older, have been approved by the art committee, and have paid the application fee. This membership is also available for current Junior Artists who do not meet the residency requirements of Resident Artist Members, starting on their 35th birthday.

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- The dues for this class of membership are currently \$570.00 annually, billed bi-annually (or quarterly upon request).
- There is no quarterly house charge for this class of membership
- This membership does not vote at meetings
- This membership is eligible to sit on committees at the sole discretion and approval of that particular committee Chair
- This membership does not hold office
- Upon reaching the age of eighty, Non-Resident Artist Members, with a minimum of fifteen years of membership, may request a fifty percent reduction in their annual dues, and are exempt from assessments.

Non - Resident Patrons – This membership is for non-residents who are 35 and older and have paid the application fee. This membership is also available for current Junior Patrons who do not meet the residency requirements of Resident Patron members, starting on their 35th birthday.

- The dues for this class of membership are currently \$570.00 annually, billed biannually (or quarterly upon request).
- This membership does not vote at meetings
- This membership is eligible to sit on committees at the sole discretion and approval of that particular committee Chair
- This membership does not hold office
- This membership can be changed to a non-resident artist membership with the approval of the Art Committee
- There is no quarterly house charge for this class of membership
- Upon reaching the age of eighty, Non-Resident Patron Members, with a minimum of fifteen years of membership, may request a fifty percent reduction in their annual dues, and are exempt from assessments.

Senior Resident Artist, Level I – This membership is for Resident Artist members who are 75 years or older, and meet the residency requirements for Resident Artist members.

- The dues for this class of membership are currently the same as Resident Artist dues, billed quarterly
- This membership has no quarterly house charge
- This membership is allowed to vote at meetings, sit on committees and hold office
- Members must email ClubSecretary@Salmagundi.org to request this classification; changes become effective at the start of the next billing cycle

Senior Resident Artist, Level II – This membership is for Resident Artist members who are 80 years or older, have at least 15 years of documented membership in the Salmagundi Club (continuously or cumulatively), and meet the current residency requirements for Resident Artist members.

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- The dues for this class of membership are currently 50% of the Resident Artist dues, billed quarterly
- This membership has no quarterly house charge
- This membership is allowed to vote at meetings, sit on committees and hold office
- Members must email ClubSecretary@Salmagundi.org to request this classification; changes become effective at the start of the next billing cycle

Senior Resident Patron, Level I – This membership is for Resident Patron members who are 75 years or older, and meet the current residency requirements for Resident Patron members.

- The dues for this class of membership are currently the same as Resident Patron dues, billed quarterly
- This membership has no quarterly house charge
- This membership is allowed to vote at meetings, sit on committees and hold office
- Members must email ClubSecretary@Salmagundi.org to request this classification; changes become effective at the start of the next billing cycle
- This membership status can be changed to a Senior Resident Artist Membership with the approval of the Art Committee

Senior Resident Patron, Level II – This membership is for Resident Patron members who are 80 years or older, have at least 15 years of documented membership in the Salmagundi Club (continuously or cumulatively), and meet the current residency requirements for Resident Patron members.

- The dues for this class of membership are currently 50% of the Resident Patron dues, billed quarterly
- This membership has no quarterly house charge
- This membership is allowed to vote at meetings, sit on committees and hold office
- Members must email ClubSecretary@Salmagundi.org to request this classification; changes become effective at the start of the next billing cycle
- This membership status can be changed to a Senior Resident Artist Membership with the approval of the Art Committee

Junior Artists – This membership is for residents or non-residents, who are at least 21 years of age but younger than 35 and have been approved by the art committee.

- The dues for this class of membership are currently \$305 annually, billed quarterly
- This membership has a quarterly house charge of \$15 for resident members
- There is a \$35 application fee for this membership
- This membership is not subject to assessments

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- This type of member may serve on committees if they meet the residency requirements. However, if they wish to become a director or officer, they must agree to pay the resident artist dues
- This membership does not vote at meetings

Junior Patrons – This membership is for residents or non-residents, who are at least 21 years of age but younger than 35.

- The dues for this class of membership are currently \$305 annually, billed quarterly
- This membership has a quarterly house charge of \$15 for resident members
- There is a \$35 application fee for this membership
- This membership is not subject to assessments
- This type of member may serve on committees if they meet the residency requirements. However, if they wish to become a director or officer, they must agree to pay the resident patron dues
- This membership does not vote at meetings
- This membership can be changed to an artist membership with the approval of the Art Committee

Scholarship Members – This membership is for individuals who are at least 21 years old but younger than 31 and have been approved by the art committee.

- There are no dues for the first year of this class of membership
- The dues for any additional year of membership are \$75 until the 31st birthday
- There is a \$35 application fee for this membership
- This membership is not subject to assessments
- This membership is allowed to serve on committees of the club except as Chair, provided they meet the residency requirements
- This membership does not vote at meetings
- This membership does not have residency requirements
- This membership is ineligible for service as a board member or officer of the club

Spouse Members – This membership is for anyone who is married or in a domestic partnership with a member.

- The dues for this class of membership are currently \$275
- This membership is not subject to assessments
- There is no application fee associated with this membership
- This membership does not vote at meetings
- This membership does not have residency requirements

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- This member may not exhibit art unless the exhibit specifically allows it or they have been approved for an artist membership
- This membership may be continued by the spouse in the event of the death of the member

Emeritus Members – This membership may be granted to any Salmagundi member with at least 15 years of continuous membership who, in the opinion of the board, has rendered significant service or made significant contributions to the welfare of the Salmagundi Club.

- There are no dues for this class of membership
- This membership is not subject to assessments
- This membership may vote at meetings if they meet the residency requirements
- This membership is not subject to minimum house fees
- This membership may serve on committees
- This membership may serve as a director or officer if they meet the residency requirements
- At its discretion, the board may, by majority vote, allow exceptions to the residency requirement
 - This member may not exhibit art unless the exhibit specifically allows it, or they have been previously approved for an artist membership

Honorary Members – This membership may be granted to any distinguished person by the board of directors.

- There are no dues for this class of membership
- This membership is not subject to assessments
- This membership is not eligible to hold office
- This membership does not vote at meetings
- This member may not exhibit art unless the exhibit specifically allows it, or they have been previously approved for an artist membership
- If a resident member is awarded this type of membership, they will retain all privileges held at the time of the appointment

Life Members – This membership may be granted to any resident member who has been a resident patron member for 5 years or a resident artist member for 10 years and paid in advance the equivalent of 10 years of dues. The board of directors must approve this membership.

- There are no additional dues for this class of membership after approval
- This membership is not subject to assessments
- This membership may vote at meetings if they meet the residency requirements
- This member may not exhibit art unless the exhibit specifically allows it, or they have been approved for an artist membership

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Corporate Members – This membership is for individuals who are directors or officers of an incorporated business that has been approved by the board of directors.

- The dues for this class of membership are currently \$2600
- There is no application fee associated with this membership
- This membership does not vote at meetings
- This membership does not have residency requirements
- Corporate members are granted a 10% discount on rentals
- Corporate members may have access to a mailbox in the reception area and use the club address as their own for business-related mail
- There are a limited number of mailboxes thus the use of a mailbox may be subject to availability
- Members of the Board of Directors and Executives of a Corporate Member are given a membership card granting them access to the clubhouse
 - Corporate members must keep their membership card with them while using the clubhouse
 - Up to six designees may be granted the privileges of one corporate membership
- Corporate members are asked to wear business casual attire while dining
 - This includes neat and presentable collared shirts, casual pants, slacks, shirts and dresses
 - Relaxed casual attire is permitted in the bar and the billiard room

Salmagundi Club Member Code of Conduct

Salmagundi is committed to fostering a welcoming and inclusive environment that may be enjoyed by all Members and guests, and one which supports a positive and healthy workplace for staff. To that end, the Club has established this Member Code of Conduct policy to promote and preserve a mutually respectful Club climate.

This policy applies to all interactions while on Club premises, and similarly, to actions taken in the Club's name, on its behalf, or in its interest.

Guidelines & Applicability:

- Club Members, their families, and guests are required to abide by this policy, which may be amended from time to time.
- Club staff (and their designated agents) are invested with the authority to enforce this policy and are encouraged to report to the Board of Directors, Audit Committee, and/or Club management any violations thereof.

Member Conduct:

- Members are required to treat all fellow Members, their family, guests, and all staff with consideration, courtesy, and respect at all times.
- Members must not interfere with the staff's ability to do their job.
- Under no circumstances may Members use offensive language, derogatory comments or engage in any form of verbal, physical, or digital abuse with other Members, Club Guests or Staff.
- Willful destruction of Club property is not permitted under any circumstances, including but not limited to:
 - property owned, leased, or rented to the Club
 - property owned, leased, or rented to another Member, Member guest, or family member
 - property owned, leased, or rented to Club staff
 - property owned, leased, or rented to any client, customer, consultant, contractor or intern

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- Members are not permitted to engage in conduct that might reasonably be understood to negatively impact the health, reputation, safety, or harmony of other Members or staff.
- Members must not, in any way, engage in any conduct toward other Members, their guests or family members, or Club staff that may be construed or interpreted as a violation of local, state, or federal discrimination, harassment, or bullying laws.
- Members are not permitted to request, demand, or expect “special treatment”, “policy exceptions,” or any kind of “favors” from Club staff in connection to or as a result of the staff member's work, which might result in unequal treatment than that which would be received by any other Member.
- Members are not permitted to make recommendations, suggestions, or offer or solicit other commentary on the performance of Club staff, except in the most egregious violation of policies or the law. “Staff” is defined as employees of the Club.
- Members are not permitted to threaten or undermine the current or future employment (at Salmagundi, its reciprocal clubs, or any other organization) of Club staff.
- Members must not maliciously spread gossip or false information about other Members (including members of the Board of Directors, Member guests, and family members) or staff in any way (verbal, written, tangible, or electronic).
- Members must not, in any capacity, spread misinformation about the Club, its governing documents, by-laws, operations, policies, processes, or procedures in any way (verbal, written, tangible, or electronic).
- Members must not (nor purport to) act on the Club's behalf without prior written authorization by the Board of Directors, and must be limited in scope with clear parameters, oversight, and accountability.
- Members must abide by the policies, procedures, and processes that the Club staff uses for its functional and business operations, and may not interfere with those policies, procedures and processes for any reason.
- Members are required to attend anti-harassment, anti-discrimination, and anti-bullying training when requested, directed by the Board of Directors or Audit Committee
- Members are solely responsible for the timely payment of any and all dues, fees, or charges incurred on their Member accounts, in accordance with all other Club policies.
- Members visiting clubs with which Salmagundi has reciprocal arrangements are responsible for observing the house rules of the host Club.

Violations and Investigation

In the event that a Code of Conduct violation is brought to the attention of Club staff, its Audit Committee, the Board of Directors, or its authorized representatives, the Club will immediately initiate a process of investigation. All parties will be granted the utmost confidentiality as is

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possible without unreasonably interfering with an investigation. Any Member who has engaged in behavior that violates this policy may be reprimanded, formally censured, suspended, or expelled from the Club (along with all associated rights and privileges)

This process may include, but is not limited to:

Interviews with Club staff: Club staff members directly or indirectly involved in the incidents reported (or named as witnesses by the reporter) will be interviewed by the Audit Committee or their designee in order to fully understand what they've experienced. At that time, notes will be taken and verified with the reporter to ensure an accurate understanding of events.

Review of Evidence: Evidence is not required in order to report a violation of this policy, but any that has been provided will be thoroughly and objectively reviewed immediately following the report.

Interview with Violating Club Member: When requested, or when substantial evidence of the Reporter's claim is not available, the individual conducting the investigation process may contact the violating Club Member for more information, or to gain more insight into the alleged violation.

Remedial Action Recommendation: Based on the information provided, an outcome recommendation will be made for the Club Member to the Audit Committee. This recommendation will be made within 30 days of the receipt of the report.

Decision of the Audit Committee: The Audit Committee will make a decision and take action on such decision within 30 days of the Recommendations having been submitted. The Audit Committee will equitably enforce this policy, and exceptions will not be made on the basis of any relationship between the violating Member and any Committee member, Club staff member, or Director. The decision by the Audit Committee will be final.

Referral to Law Enforcement: In the case that any conduct is (or is reasonably believed to be) violent, criminal, or in violation of the law, a referral may be made to the appropriate government authorities.

Special Considerations:

In the case that the violating Member is currently serving on the Audit Committee, the violating Committee member must recuse themselves from any discussion or vote on the matter.