

**MCCORMACK FITNESS CENTER**  
Membership Policies and Guidelines

A. Membership Categories –

*Regular Members* may include the following persons or groups:

1. Employees of EPA Region 1, including those who work at the EPA Laboratory in Chelmsford, MA (Chelmsford Lab);
2. Any Federal employee who works at the McCormack Federal Building (POCH); and,
3. Other persons or groups as approved by the Board of Directors (Board).

*Associate Members* may include the following persons or groups:

1. Any non-Federal employee, contractor or contract employee who works at POCH or the Chelmsford Lab;
2. EPA student interns, summer interns, and “Coop” students; and,
3. Part time associate membership is available to those who work for one of the federal agencies with offices in the McCormack Federal Building and whose permanent place of work is not Boston. Part time members may use the facility no more than twice a week. The cost of part time membership is half that of full membership; and
4. Other persons or groups as approved by the Board.

B. Membership Guidelines –

1. Membership is offered on an annual basis with a membership year covering the period January 1 through December 31.
2. Non-Federal employee membership may not exceed 25% of total membership.
3. Regular Members enjoy full McCormack Fitness Center (MFC) privileges, voting rights (including election of the Board), and eligibility to serve as members of the Board.
4. Associate Members enjoy full fitness center privileges, but will not have voting rights or be eligible to serve on the Board.
5. Regular and Associate Members may inspect, upon request to the Board, the records of the MFC, except for confidential member health and fitness records.
6. The fee for annual membership will be \$200 (or some other amount, as approved by the Board). As of the date of this document, the cost of membership is \$200 from January 1 through December 31 regardless to when you sign up. A tiered system also allows you to join as a Three Quarter-year Member from April 1 through December 31 for \$180, Half-year Member from July 1 through December 31 for \$140 and as an End-of-the-year Member from September 1 through December 31 for \$100. All memberships end at the end of the calendar year on December 31.
7. For new employees (and others newly eligible for Regular or Associate membership) who apply for membership after March 1 of their initial year of eligibility, such first year membership fee will be a prorated amount corresponding to the portion of the membership year remaining as of the date the application is completed and submitted to the MFC for consideration;
8. Membership is available after January 1 for the remainder of a membership year at the full, 1-year rate, unless otherwise specified herein or approved by the Board.
9. Student interns/coops may become members for \$20 per month up to a maximum of \$200 per year (or some other amount, as approved by the Board) for the period of

their employment with EPA or other government agency at the McCormack Building.

10. A member or individual otherwise eligible for membership who is planning to retire in the next membership year and cease, at that time, to use the MFC may become a member for a prorated membership fee corresponding to the portion of the membership year preceding the date of retirement, *provided* written notice of the person's retirement date and request for partial membership term is given to at least one Board member, on or before December 1.
11. Due to limited MFC locker space, locker use is permitted only when using the fitness center; no daylong or overnight locker use is allowed.
12. Only instructors or trainers employed or directed by McCormack Fitness Center, Inc. are allowed to provide services at the McCormack Fitness Center.
13. No member or non-member can conduct any type of business on MFC premises without the express permission of McCormack Fitness Center, Inc.
14. The normal operating hours are the same as normal building hours of 6 am to 7 pm. Cleaners have priority access to the locker room. From approximately 6 am to 7:30 am the Cleaners are in the locker rooms. Members working out in the early hours need to work around the Cleaners schedules.
15. MFC uses many volunteer instructors committed to providing classes. The classes are considered peer-to-peer instructional classes since not all the instructors are certified. Therefore, the Board is unable to guarantee the quality and the frequency of the classes. The volunteer instructors are compensated with a free membership. Emails are periodically sent out to inform members about class schedules. Information about classes can also be found on the website [www.mfcinc.org](http://www.mfcinc.org). No refunds will be considered.
16. A person's membership will continue as long as: 1) the person's dues are current, 2) the person continues to satisfy the requirements of Regular or Associate Membership, as specified by the MFC By-Laws, and 3) the Board has not revoked or suspended the person's membership for good cause.
17. A suspended member may be reinstated by the Board upon such terms and conditions as the Board may prescribe.
18. A limit on the total number of members with MFC use privileges may be established by the Board in accordance with the By-Laws.

C. Membership Meetings –

1. A membership meeting will be held each year during the month of September with written notice given to members in accordance with the By-Laws at least 2 weeks before the meeting date.
2. The Board will make available to members the MFC Annual Report at the time of the membership meeting, or otherwise upon request by a Regular or Associate MFC Member.
3. The Board may call for a special membership meeting with the membership and, in any event, must schedule such a meeting if the Board receives a petition calling for such meeting signed by at least 10% of Regular Members in good standing.
4. Ten percent of the membership is a quorum at membership meetings and, unless otherwise specified by the By-Laws or these guidelines, a simple majority of

members present and authorized proxies will prevail on any matter put to a vote by members.

5. Under procedures specified thereunder, the MFC By-Laws may be amended by a two-thirds vote of the Regular Members in good standing at a scheduled membership meeting. The By-Laws may also be amended upon ratification by Regular Members of a Board-initiated amendment.
6. Only Regular Members whose dues are current as of the date of a meeting will have the right to vote on any matter at that membership meeting or election. Each Regular Member in good standing has one vote, unless the member fails to attend a meeting (or designate a proxy), in which case the Board may cast that member's vote on any question on the agenda. The Board of Directors will prescribe how proxies may be cast at membership meetings. Elections for members of the Board will be by electronic ballot (e.g., e-mail) or by such other means as directed by the Board (e.g., voice vote, hand vote or written ballot) at a general membership meeting.
7. All meetings, unless specifically directed otherwise by the Board, are open for participation by Regular and Associate Members.

Approved: April 16, 2013

This document is intended as guidance only. Additional detail regarding many of the matters herein may be found in the MFC By-Laws, the terms of which are not amended, superseded or otherwise affected by this document. In the event of an inconsistency between this guidance and the By-Laws, the latter will control. This document is not a regulation, creates no substantive rights or privileges for any persons and imparts no legally binding requirements on the MFC or its Board of Directors. This document may be revised periodically by the Board without public notice.