

CAPITAL CLUB

STANDING COMMITTEES STRUCTURE

Subject to the approval of the General Manager, The Board of Governors may from time to time establish committees deemed necessary for the orderly conduct of the Club.

- Arts Appreciation Committee
- Business Committee
- Food & Wine Committee
- Golf Committee
- Legacy Committee
- Membership Committee
- Social Committee

STANDING COMMITTEES SERVICE

By-laws

Article I

Scope

The Committees will consist each of twelve (12) members or members' spouses in good standing order throughout the term of their positions.

Article II

Officers and Duties

Officers will consist of a Chairman, Vice Chairman and Chairman Ex Officio. The Chairman will preside at each Committee meeting. The Vice Chairman will preside in the event the Chairman is not available for a Committee meeting. The Chairman will assume the office of Chairman Ex Officio upon expiration of the Chairman's term of office.

Article III

Officers Terms

The Committee Chairman, Vice Chairman and Chairman ex-Officio will serve a two (2) year term. Committee Chairmen will serve as members of the Board of Governors during their two (2) year terms chairing their respective Committees.

Article IV

Nominations of Committee Chairmen

Each year at the third quarter Board of Governors meeting, approximately four (4) months prior to the end of the terms of Committee Chairmen, the Board of Governors shall solicit interest and brief autobiographies/resumes from the general membership of the Club to become nominees to Chair the Club Committees. The list of nominees will be presented to the Board of Governors for acceptance at the last meeting of the year. Nominees should be Beijing residents and representative of the community and the membership. The Board of Governors will review applications and decide which

nominee will be best suited to serve as Committee Chairman. Installation of the new Committee Chairmen will occur at the first meeting of the calendar year.

Article V

Club Usage

Committee Members are expected to be using the Club facilities. The Membership should view the Committees as a representation of the community and the membership and it is expected that Committee Members are seen at the Club frequently.

Article VI

Fair Representation

The committees are dedicated to the fair representation of all club members and will strive to offer, suggest and advise with the needs of all members in mind.

Article VII

Meeting attendance

Meetings shall occur when necessary with a minimum of once per calendar quarter. All meetings shall precede the Board of Governors Meetings to allow for Committee Chairmen to prepare their reports to the Board of Governors. Attendance is requested at all meetings but required at 50% of the scheduled meetings each calendar year. A Committee Member may not miss more than two consecutive meetings.

Article VIII

Quorum

Committee Meetings may only be conducted when a quorum of the Committee is present. This is defined as a third of the Committee Members. Should the quorum not be reached through email confirmation 48 hours prior to the Meeting, the Meeting is cancelled and the Committee Chairman must reschedule a meeting within the next 30 days.

Article IX

Terms

In order to insure continuity as well as fresh ideas, all attempts should be made to carry 50% of the committee from the previous year and add 50% new committee members each year. Two (2) consecutive years will be the maximum of time any committee member may serve on the committee.

Article X

Rotation and Nomination of new Committee Members

A rotation of the Committees will occur annually concurrent with the expiration of the terms of office of the Committee Members. Each year at the third quarter Committee meetings, the Committee Chairman will be responsible for compiling a list of nominees to fill vacancies on the Committees. Nominations will be accepted from the Board of Governors, current Committee Members and Club Management. The list of nominees will be presented to the Committees for acceptance at the last meeting of the year. Nominees should be representative of the community and the membership. Installation of the new Committee Members will occur at the first meeting of the calendar year.

Article XI

Benefits

Members agree to serve on the Club Committees on a volunteer basis; however the Club will waive the 10% service charge on consumption at the Club during the Committee members' term of office. A new Committee Board will be displayed in the 50th Floor Club foyer displaying the names of the Committee Members.