

Russell Island Yacht Club (RIYC)

Rules and Regulations

Pursuant to Article 2 Section 6 and Article 5 Section 3 the Board of Directors is given rights to these rules, conduct and consequences.

GENERAL RULES:

In 1974, the RIYC was organized as a private Club, solely for the benefit and enjoyment of its members, their immediate families, and guests. The Club's members and their families shall be entitled to the use of the premises with all its rights and privileges and in exercise of the privileges all are expected to conduct themselves as ladies and gentlemen and to conform to all the by-laws and other rules and regulations as may be adopted by the Board of Directors. It is the intent of the Club to limit these Rules and Regulations ("Rules") to insure the enjoyment of the Club by all members and their guests. The obligation of enforcing these Rules lies primarily in the hands of the staff whose principal responsibility is to provide members with all the courtesies, comforts, and services to which they are entitled. It is also the duty of the membership of the Club to know these Rules and to cooperate with the management and staff in the enforcement of these Rules.

1. The Club Manager, or the person hired by the Board of Directors, shall have full and complete control of his or her duties as manager.
2. The Club Manager, at his or her sole discretion, may refuse to serve alcoholic beverages to any member or guests for any reason.
3. If your fellow member or guest is asked to leave the Club, please help them leave quietly and respectfully.
4. Be respectful to all our neighbors. Our Club is in the middle of a residential area and our neighbors are all over the island.

MEMBER RESTRICTIONS:

1. Members are not permitted behind the serving area or any storage areas.

2. No person(s) may possess a firearm or any type of weapon inside the Club or outside on the Club premises.
3. Dogs or other pet animals are not allowed on Club premises (except service animals).
4. No shoes, no service.

GENERAL GUEST RULES:

1. Any individual who is no longer welcomed or favored by BOD is denied access to any part of the Cub premises. A member who willingly contributes to the presence of such a person does so subject to disciplinary action.
2. The privilege of any guest may be temporarily or permanently withdrawn without notice at the discretion of the BOD. The BOD shall decide final disciplinary action against the sponsoring member.

DISCIPLINARY PROCEDURES:

When any of the rules are breached by any member, the BOD will make a decision on the altercation. The decision process shall be as follows.

There are two types of disciplinary processes to be use by the Club:

1. Progressive disciplinary action
2. Immediate disciplinary action

Progressive discipline is the use of increasingly more severe actions to help improve a member's behavior problem. In cases where behavior problems are too severe for progressive disciplinary action, immediate disciplinary action can be taken without counseling or a written reprimand first.

Steps used for Disciplinary Action:

RIYC uses the following types of disciplinary action, either as part of the progressive disciplinary process, or as an immediate disciplinary action, depending on the circumstances. Each case will be handled on an individual basis at the board's discretion.

The basic steps in the progressive disciplinary process are:

- Verbal Reprimand
- Written Reprimand
- Probation
- Suspension
- Termination

1. **Verbal Reprimand:** A verbal warning for correction of a performance will be given to the Member or offender. Management or Secretary will write up the member's behavior and the Verbal Warning will be placed in the member's file. No Disciplinary action is required.
2. **Written Reprimand:** A formal warning for correction of a performance or behavior problem. All reprimands will be documented and included in the member's file with the member's signature. This is a stand-alone disciplinary action and may require punishment up to 3-month probation.
3. **Disciplinary Probation:** A formally established period intended to give a member the opportunity to improve behavior. The probation period will not be less than three (3) or more than twelve (12) months in duration. A formal review of a member's performance is required to end a probationary period and will be completed by the BOD at the end of the established time frame set for probation and placed in the member's file.
4. **Suspension:** A suspension from the Club shall be for a minimum one (1) month. The Member or offender shall not be present for any reason on the club property during any time or event during the suspension unless a scheduled meeting is set with the BOD. Also accompanying a suspension can be disciplinary probation. A formal end-of-period review of a member's suspension shall be placed in the member's file.
5. **Termination of Membership:** Dismissal from membership at RIYC as a result of disciplinary action. Termination requires approval of BOD. A written statement shall be prepared explaining the circumstances which contributed to the member's termination and filed in the Club's business office and the member's file. The membership will be advised of any termination of membership.

A Member may be terminated or suspended by the Club if the

Member:

1. Submits false information on the Application for Membership Privileges.
2. Exhibits unsatisfactory behavior or conduct.
3. Fails to pay any amount owed to the Club in a proper and timely manner.
4. Any new member or that member's guest that has any violations in the probationary period of (12) month from initiation to the Club.
5. Treats the personnel or employees of the Club in an unreasonable or abusive manner.
6. Exhibits any other conduct warranting termination of membership, as determined by BOD.
7. Commission of any felony or misdemeanor theft at the Facilities.
8. Degrading another person's race, gender, sexual orientation, or religion.
9. Willful destruction of the Club property, property of a staff member or member.
10. Fighting or other physical abuse and/or gross verbal abuse of staff, members, family members or guests.
11. Continued and repeated violations of these Rules and Regulations.
12. Following suspension, if a member, family member, or guest again violates the rule that led to the previous suspension within twelve (12) months of the infraction, or if the member or family member, or guest violates any other rule that would result in suspension within twelve (12) months of the infraction their membership will be terminated.

Reinstatement of Terminated Membership:

Reinstatement of terminated membership will be conducted on a case-by-case basis by the board of directors.

1. A petition of reinstatement must be presented to the board by a member in good standing.
2. BOD's will hold a special meeting to determine the preliminary course of action. The Board holds discretion to take into consideration any input deemed relevant.

3. At the Board's discretion, a decision will be made to present the reinstatement of membership to a general vote by the membership or a board-only decision.
 - a. The decision on the course of voting will be provided to Membership and will be made within 60 days of receiving the Petition statement.
4. Membership reinstatement will be effective immediately upon receipt of membership dues and any applicable reinstatement fees.

Breach of By-laws / Member Conduct:

The Club may at any time, and from time to time, restrict or suspend, for cause or causes described in these rules, any member's rights to use any or all of the Club Facilities. Dues and other charges shall continue to accrue during the restriction or suspension period of a member and shall be paid in full prior to the reinstatement. When the conduct of a member on the Club premises or elsewhere in the judgment of the BOD is prejudicial to the Club, or likely to endanger the welfare, interest or character of the Club, or when a member willfully commits a breach or a violation of any by-law or rule or regulation of the Club, the member may be terminated or suspended from Membership at the discretion of the BOD at which the conduct of the member or members is considered. No membership shall be terminated other than for nonpayment of fees, dues and other accounts without the member first having been notified of the date, time and place of the hearing to consider his or her termination and, at such hearing, being given the opportunity of being heard by BOD. A member being considered for termination shall be warned of such hearing by notice given in writing delivered or mailed by prepaid registered post to such member. The decision of BOD, subject as hereinafter mentioned, shall be final, subject to any future petition for reinstatement.

REPORTING PROCEDURES:

Slow, unsatisfactory, or improper service should be reported immediately to the manager so that the responsible person may be assessed, and the problem corrected. Other serious complaints should be made in writing to the BOD or the Club manager for a quick response.

1. Members and employees of the Club are requested to report any violation of the Rules and Regulations in writing with a signature.
2. Anonymous emails and faxes will be considered invalid and discarded upon

receiving.

3. Members violating the same violations will be subject to such action as deemed necessary in accordance with the Rules & Regulations, including an appearance before the BOD.
4. All written complaints will be responded to in a timely manner.