

CLUB RULES

CLUB

- 1.1 CLUB BRAND:** The UWCV brand incorporates the UWCV's name and venue Hycroft and is visually expressed through its logo, design, typography, colours and imagery. The UWCV brand is extended throughout the UWCV's communications (such as stationery, advertising, publications, email, websites, electronic media, signage, merchandising, media releases, etc.). Members may not use the UWCV brand for personal or private purposes or for any purposes not approved by the Board of Directors. Unauthorized uses of the UWCV brand or unauthorized deviations from the UWCV brand are not permitted.
- 1.2 CLUB AUTHORITY:** The UWCV Board sets policy and maintains control and supervision of the Club, and of Hycroft, through persons authorized by the Board. Club Policy shall be formed with approval of the UWCV Board and/or membership in accordance with Club Bylaws. Policies must not conflict with policies of CFUW or CFUW BC Council.
- 1.3 CLUB REPRESENTATION:** No member other than the President, except as directed by the Board, shall represent the Club in any correspondence or business matter, nor shall issue statements to the media or to the public on Club matters.
- 1.4 CLUB ELECTRONIC DISTRIBUTION LISTS:** The electronic mail distribution lists are maintained by Club administration-and are not to be accessed by members unless authorized.

MEMBERS

- 2.1 MEMBER ACCOUNTS:** All member usage accounts must be paid fully by the monthly due date using cash, cheque, debit card, or credit card. Failure to do so may result in a late payment levy. Members whose accounts become 30 days in arrears are deemed to be 'not in good standing'.
- 2.2 MEMBER BEHAVIOUR:** Members of the Club and their guests are expected to demonstrate the highest standards of personal behavior toward all members, guests and non-members, and Club staff. A member may be disciplined, suspended or expelled for conduct that breaches the Constitution &Bylaws or Rules of the Club.
- 2.3 HARASSMENT POLICY:** The Club and its members are bound by the British Columbia Human Rights Code. Any harassment or discrimination by members towards other members or employees is prohibited and unacceptable. Any member or employee who alleges breach of this policy may bring a complaint that will be dealt with pursuant to the rule regarding Member Behaviour as described in these rules.
- 2.4 MEMBER GUESTS AND NON-MEMBERS:** Guests and Non-Members must observe standards of conduct expected of members and must obey Rules. It is the responsibility of the host member to ensure that her guests are aware of and comply with the Rules.

2.5 MEMBER DIRECTORY: Member contact information contained in the Membership Directory is for use by members and staff for member social and Club contact, and when Club business directed by the Board of Directors requires. The information therein must not be shared with non-members, sold, exchanged, used for business or personal profit, or provided to third parties or other organizations, for any purpose whatsoever.

2.6 CLUB LIBRARY: Only members may borrow books from the Club Library.

2.7 MEMBER GRATUITIES and GIFTING: There shall be no additional tipping or giving of large gifts of money or liquor to staff.

HYCROFT

3.1 PARKING: The parking lot at Hycroft is private. Members using the parking lot must display a valid Club parking decal or temporary day pass if necessary. Parking in fire lanes or any areas designated as “disabled”, for tenants, UWCV Officers or as ‘No Parking’, or in any way parked illegally may be towed at the owners’ expense.

3.2 PHOTOGRAPHY: Non-commercial photography and videos of the property are permitted. Members may use the property for commercial photography, videos and /or movies, providing they enter into a rental contract in advance or with the authorization of the Board. Members shall not take photos of other members without their permission.

GENERAL

4.1 GAMING: Games of chance, lotteries, raffles, or fund-raising activities are not permitted in the Club except as authorized or approved by the Board. The Board shall determine how funds raised will be used.

4.2 LIQUOR: Service and consumption are subject to BC Liquor Control and Licensing Regulation and by the liquor license held by the Club. No person under the age of 19 years may be served alcohol. Members are expected to be responsible for their own conduct involving the consumption of alcoholic beverages. Consumption will be monitored. Management and staff have the authority to refuse service and advise a member not to drive.

4.3 ILLEGAL SUBSTANCES: Illegal Substances are not permitted in or at Hycroft. Any person breaching this rule will be immediately expelled from the premises.

4.4 SMOKING: Smoking is not permitted in Hycroft or on the grounds.

4.5 Cannabis Products: Shall not be sold nor consumed in Hycroft or on the grounds.

- 4.6 LOST AND FOUND:** Left items will be held a reasonable time to be reclaimed, however the Club assumes no responsibility for their care, and they will be disposed of as Club management sees fit after a period of 60 days.
- 4.7 NOTICES, SUBSCRIPTIONS, ETC:** Notices, subscriptions, petitions, announcement cards or similar materials shall not be distributed, circulated or posted in the Club without pre-authorization by the Board of Directors.
- 4.8 PRIVACY POLICY:** The British Columbia Personal Information Protection Act (PIPA) applies to all Club members, employees and all Club business. The Club has a Chief Privacy Officer to advise the Board on privacy issues. The Club Privacy Policy is posted on the UWCV website.
- 4.9 VANDALISM AND THEFT:** Any member misappropriating or willfully damaging Club property will be subject to disciplinary proceedings.

A printed copy of the CLUB PROCEDURES is available in the office, on the website and the Oak Room. This document contains information on: the mandate, appointment and operation of the Club's committees; the guidelines for presentation of events of interest to Club members, including required approval and budgeting processes and the allocation of funds; signing authority; preparation and approval of the Club's annual Operating and Capital budgets and expenditures. It is updated regularly.