

WESTSIDE CLUB OF GEORGETOWN
RULES OF BEHAVIOR ENFORCEMENT PROCEDURES
Adopted November 1, 2016

1. The Westside Club's bylaws describe the functions and organization of the Club. Under I. Purpose, The Board (House Committee) has the authority to oversee the safe and effective operation of the Club.
2. If an attendee at the Club has a concern about misconduct, the attendee should immediately report it to a member of the House Committee or the person at the snack bar. The latter will then report it to a House Committee member.
3. The House Committee process to address inappropriate behavior includes the following steps:
 - a. If warranted, the House Committee discusses the reported behavior, and if appropriate, designates one of its members to investigate. That member talks with the person who reported the misconduct and, if appropriate, the person whose behavior has been reported. If warranted, the member verbally warns the individual to stop the behavior and records the date of the warning.
 - b. If the behavior continues, the House Committee provides a written warning, citing the dates of the verbal warning(s) with specific incidents.
 - c. If the behavior continues after a written warning, the House Committee considers the circumstances and may suspend the individual from the premises for up to 12 months. The premises of the Westside Club are defined as the alley, staircase and interior of the Club and 150 feet outside in any direction.
 - d. In the case of a suspension, the House Committee gives the individual a written notice of suspension for a specific amount of time. This notice provides that the individual may request a reconsideration and a hearing before the House Committee by giving written notice in writing within two (2) weeks of receiving the notice of suspension.
 - e. Within 5 days of receiving such a request, the House Committee holds the hearing, requiring the attendance of the subject of suspension who may bring one (1) representative. Five days after the hearing, the House Committee provides a written decision to the individual.
 - f. If the decision to suspend is sustained, the written notice includes a statement that the individual may apply in writing for readmittance at the end of the suspension period. The request for readmittance should include evidence of a change in attitude and behavior.

Westside Club
Rules of Behavior Enforcement
Page Two

- g. If the person does not respect the suspension, the House Committee may take legal action by getting a barring notice from the police. A member of the House Committee serves the notice to the individual, and if the person returns to the Club, the House Committee member calls the police, and the police will remove the person. If barred, the person must stay 150 feet away from the club.
- h. When someone is barred, he or she may apply in writing to return to the Club after the time period barred. The written request should include evidence of a change in attitude and behavior.
- i. In accordance with these procedures, if the House Committee suspends or bars an individual from the Club, it will report the action, including the reason, on the Club's bulletin board and website without stating the person's name.
- j. Note in general at any time: If someone is not abiding by the Rules of Behavior and is threatening the safety of the Club, the House Committee, or a responsible person in attendance, i.e., snack bar attendant, the chair of the meeting at the time of the incident, or House Committee member, should ask the person to leave, and if he or she does not, should call the police to escort the person from the premises.
- k. The Westside Club House Committee posts the Rules of Behavior and Enforcement Procedures on the Club bulletin board and on its website, westside.org