



## **DRAFT of CLUB'S By LAWS / REGULATIONS**

### Article 1

The purpose of the Piraeus Marine Club Internal Regulations is to provide information about its operation to the Members, the Board of Directors and the staff.

All Members are obliged to comply with the Regulations and all the decisions made by the Board of Directors.

### Article 2

The Club is managed by the General Assembly of the Members and the Board of Directors which is elected by the General Assembly according to the Club's Manual.

### Article 3

Regarding the Acceptance of New Members

1. The acceptance of new Members is regulated by the Club's Manual.

#### Members of the Club

1. Members of the Club can be enrolled regardless of their sex. They should be over 21 years old, their main occupation should be within the Maritime Industry either as businessmen or executives.
2. In order to become a Member one should:
  - Be in the business for at least five years
  - Submit their application form to the Board of Directors of the Club accompanied by proposals from two older Members. The Board will decide by a majority vote whether the application will be accepted.
  - Immediately following the approval of the application and settlement of the registration and annual fees the Member will be entered into the Members' Archive and will receive a Member ID Number.
  - Previous Members who wish to re-enroll receive a new ID Number, and a note of the old one is also made within their Membership observations.
3. The Board has the authority to award the title of Honorary Member or Honorary President of the Club or Honorary Member of the Board to persons that have offered exceptional services to the Club or are Distinguished Members of the Maritime Community. An Honorary Member, Honorary President or Honorary Member of the Board can be present at the Board of Directors Meetings and has the right to express their opinion but not to participate in the decision-making taking process.
4. Also the Board of Directors has the authority to award the title of "Special Member of the Club" with full access rights to the Club and full



use of its facilities to persons that promote the Club, its achievements and its continued effort to promote Greek issues within the Maritime Industry. The Board will decide whether they will pay an annual fee or not.

#### Article 4

##### Rights and Obligations of the Members

All Regular Members have equal rights. They can offer suggestions according to the Clubs' Manual during the Annual General Assembly.

They can control the actions of the Board, void their decisions whenever it is possible, vote and be elected during the elections and vote on any subject brought forth by the President.

All Members have the same obligations and are mainly obliged to be present during the Annual General Assembly of the Club, to execute the duties assigned to them, be civilized during the General Assembly or Board Meetings and contribute to the achievement of the Club's goals.

Also, for the benefit of the Club and its Members, annual fees should be settled during the first trimester of each year.

#### Article 5

##### Members Behavior

All Members should behave with courtesy and avoid any physical or verbal abuse.

During discussions they should avoid any and all words or expressions that may in some way damage or insult another Member. It is not allowed to make comments about other Members. All complaints regarding the behavior of another Member should be addressed to the President or at least one Member of the Board.

Outside the Club, all Members should avoid any comments that can be used by other to harm the Club or its Members in any way.

Violation of the above article is against the dignity of the Club and its Members and is therefore punishable under the penalties of the Club's Manual.

It is forbidden to use the Club's headed paper for commercial purposes.

It is also forbidden to use the Club's Name or Logo for commercial purposes.



## Article 6

### Deletion of Members

Every regular Member can ask to be deleted. Companies can also request to delete any of their members by submitting a signed letter.

The deletion is valid following the approval of the Board.

Members that have been deleted must settle any outstanding bills as well as any annual fee due, including the entire year in which they wish to be removed as Member

In the case of Member companies then the company is also liable.

Otherwise the deletion of any Member can only be effected following the decision of the Board according to the Club's Manual.

## Article 7

### Member Account

All Members must pay for their meals, drinks, telephone calls, cigarettes and any other item in cash or by Credit Card.

All prices are displayed in a catalogue which has been approved by the Board.

## Article 8

### Regarding visitors and persons invited by Members for lunch

All Members can invite friends and associates, men or women to the Club, using all of its facilities during working hours as determined by the Board.

Members are responsible for their guests' appearance and behavior.

Traditionally all Members entering the Club should wear jacket and tie, mainly during the winter season. (October – April).

All Club facilities can be made available for luncheons, seminars, functions, exhibitions etc. following reservation with the Club's Manager. Following the approval of the Board the Member must pay 30% of the value of the function in advance and the rest on the day of the event.

Any function can be interrupted if extreme noise is generated or bad behavior is noted at the Club Manager's discretion.

The working Hours of the Club and its Restaurant are regulated by the Board.



## Article 9

### Complaints regarding the Staff

For complaints regarding Staff, every Member should contact the Club's Manager or the President or write a letter, that way avoiding direct confrontation.

Members can use staff only for services and/or duties assigned to them by the Club.

Complaints against the Manager of the Club must be addressed to the President or his designated replacement.

For any misbehavior or negligence of the Staff, all Members can address the Club Manager during his working hours.

## Article 10

### General Staff Obligations

All Club staff should execute their duties keeping in mind the following general principals:

- Familiarity and observance of the Clubs' Regulations
- Compliance to the decisions of the Board and their immediate supervisors
- Execution of their duties with diligence, dedication and courtesy
- Maintenance of chain of command
- Spirit of willingness and full cooperation with all parties concerned
- Coordination duties
- Prompt arrival to work
- Strict maintenance of their working hours
- Programming
- Swift pace
- Avoid leaving duties unfinished
- Avoid entering areas that are unnecessary for the execution of their duties
- Report to their supervisors regarding the outcome of instructions given
- Proposals for improvement regarding their own duties
- Proposals for improvements generally
- Initiative within the appropriate limits
- Observance of exemplary order and cleanliness
- Awareness that the Club exists for its Members and not the other way around
- Communication of Members' complaints and observations
- Everyone's appearance should be impeccable
- The appropriate uniforms (Restaurant – Kitchen) should always be worn during working hours and they should always be in excellent condition

## Article 11



### Complaints

Every Member can address the Board in writing for complaints, observations or requests. The Board is obliged to reply in writing within a maximum of 8 days or straight after the next monthly Board Meeting.

### Article 12

#### Regarding Incoming Log Book

All Members and guests entering the Club should be logged and signed into the Log Book and must leave any valuables, briefcases, small bags, etc at the Reception.

### Article 13

#### Member Addresses

All Members should make notice of any change of their personal or business addresses to the Clubs' Secretary in writing for immediate update of their files.

### Article 14

Any modification of the Club's bye laws regarding enrolment or annual fees can be done by decision of the Board.

### Article 15

The present regulations include all that is necessary for the smooth operation of the Club and its communication to its Members.

### **The Piraeus Marine Club President**

**John A. Xylas**