

Woodfords Club

House Rules

Revised October 9, 2020



Woodfords Club
179 Woodford Street
Portland, ME

Established September 19, 1913

HOUSE RULES

1. The Club Rooms shall be open for members from 6 A.M. to 12 Midnight.
2. Friday night of each week is Club Night and a general attendance is desired.
3. The Board has authority to designate a Rental Manager, who may rent Club spaces or properties to members or to non-member individuals or organizations. The availability of club spaces for rental shall be posted, digitally or otherwise.
4. Each individual member, or dues-paying member of a household membership, shall be entitled to one key to the Club Rooms to be obtained from the Secretary. No member shall loan or duplicate a club key. Upon termination of membership, all keys shall be returned to the Secretary.
5. No property of the Club shall be taken from the Club Rooms, and damages to the Club property by any member or by any person introduced by a member shall be charged to that member.
6. Animals, other than service animals, are not allowed in the Club Rooms except by permission of the Board.
7. Members shall not post, digitally or otherwise, any correspondence from the Club, nor issue any communication or statement on behalf of the club, intended to appear in any newspaper or publication, unless authorized to do so by the Board.
8. No report of any matters or proceedings in the Club Rooms shall be made or published except by permission of the President, Secretary, or Chairman of the committee in charge.
9. No subscription paper, nomination paper or petition shall be circulated in Club rooms. Except by permission of the Board, none of the following are allowed in club rooms: articles exposed for sale, notices relating to other than Club matters, or advertising.
10. For Club activities, no intoxicating liquors shall be brought upon the Club premises and evidence of having partaken of intoxicating liquors shall be sufficient warrant for excluding a member from the Club Rooms. In the areas of the Club that are available for rental, alcohol may be provided under proper control. Smoking, vaping, or any equivalent shall not be allowed in the Club facilities. Use of any illegal substances on or in club property is grounds for immediate termination of membership.

11. Complaints or suggestions in relation to the management of the Club should be in writing and addressed to the Board of Directors.
12. Non-members shall not be allowed in Club facilities except for the following:
 - a. Each club member may bring guests into the club for club weekly suppers, so long as said guests are accounted for in the planning of these meals as required and all meal fees are paid.
 - b. Each club member may bring guests into the club at any time for personal use of the club facilities, or to a club-sponsored activity not open to the public.
 - c. At the discretion of the Board or Rental manager, any club member may host a one-time or recurring meeting of an unspecified number of non-members not more than once every seven days. Reservation or use of space for said event must be in accordance with house rule 13.
 - d. The attendance of a non-member as a guest in (b) or (c), or any combination of (b) or (c), may occur no more than once every seven days.
 - e. Members using the club for any reason, including paid use per house rule 13, are responsible for all the actions and effects on club property of all of their guests. All guests must comply with House Rules.
 - f. The Board may approve a club-sponsored event open to non-members not subject to the restrictions above.
13. Rental or reservation of club facilities shall be subject to the following:
 - a. Any member may use unreserved, unoccupied general club facilities at any time on a first-come, first-serve basis.
 - b. Members shall be respectful of the needs and activities of other members using the same or adjoining spaces.
 - c. Members shall respect reservations and rentals of club spaces by other members and non-member individuals or groups by minimizing travel through rented spaces and refraining from activities in adjacent spaces that would disturb the renters.
 - d. Members may reserve club facilities on a standby basis. This must be accomplished through the Rental Manager, and means the member has priority to that space over spontaneous use by members but can be displaced for a paid rental. Any non-members attending a standby reserved event are expected to pay for each visit as stated in house rule 15, to be collected by the sponsoring

member and delivered to the Secretary or Rental manager. Such standby reservations should appear on the rental calendar.

- e. Members may reserve club spaces for a discounted fee as set by the Rental Manager. Member rentals have equivalent priority to any other rentals and may not be displaced for a full-price rental without the consent of the renting member.
 - f. A board-approved, club-sponsored event reserving club facilities shall have the same status as a paid rental.
14. Minors are not allowed in the club without a club member present.
15. Current dues and fees are:
- a. Individual membership: \$75/six-months
 - b. Household membership: \$70/six-months for each household member
 - c. Application fee: \$20
 - d. Standby reservation of club facilities: \$1 per attendee per event.
 - e. Discount for member reservation of club facilities: at the discretion of the Rental Manager, depending on demand.
 - f. Dues or fees may be discounted on a case-by-case basis for a single billing cycle at the discretion of the Board.
16. New members shall be assigned a mentor member available to answer questions and assist with any issues during early membership. The mentor member agrees to accompany new members to at least one Friday dinner, one monthly Club meeting, and contact the new member no less than one month, but no more than three months, after membership commences to ensure no further questions or issues exist.
17. Quarterly workdays shall be scheduled by the Board (although no more than four times a year). Members are expected to participate in at least two quarterly club workdays each year, or contribute equivalent to that work, unless health or other hardship prevents it. Members may bring guests to a workday. Such a visit does not count to house rule 12 (d).
18. Use of Membership List: As a private social club the Club exists for private enjoyment of its members and their invited guests. Members of the Club are entitled to privacy and are obligated to respect the privacy of their fellow Club members. The Secretary shall maintain the list of current members in good standing together with such contact information as addresses, phone numbers, e-mail addresses, and other contact information.

- a. The current list of members and their contact information is maintained exclusively for administrative and social reasons and may not be shared in any way with nonmembers. A membership list may be displayed on the Club's Web site only in the section that may be accessed by the members only by use of their password, a password that may not be shared with anyone other than another member.
- b. The current list of Club members is private and may not be used by non-members without express written permission of the Board of Directors. A violation of this Rule is a violation of the Members' privacy.
- c. No member shall provide access to this private membership list to any nonmember for any purpose without express written permission provided in advance by vote of the Board of Directors. Any member who permits a non-member to have access to the private membership list violates the privacy of the members of the Club.
- d. Use by a member for the purpose of contacting another member for club related social reasons is permitted. No advance permission is required.
- e. Use by a member or members to communicate with the general membership concerning the business of any Club Committee or issues that are before the Board, requires advance permission of the chairperson of the Committee or the President or a vote of the Board of Directors in advance of such use. This includes communications by telephone, cell phones, e-mails, text messaging, letters sent over the mail and other forms of mass communications using the contact information from the Club's private Membership List. Any member who violates this Rule violates the privacy of Club members.