



**The Houstonian Club
Disciplinary Committee**

April 2024

Purpose:

The purpose of the Houstonian Club Disciplinary Committee is to facilitate Member enjoyment of the Club through effective communication of Bylaws, Rules and Regulations and Code of Conduct to Members and promoting adherence to them.

Committee Members:

The Committee shall consist of the Club General Manager, Director of Security, Assistant General Manager, Membership Sales Director, Campus Director of Security and Facilities, and the Hotel General Manager or Spa Director if relevant to the circumstances of the incident.

Meetings:

Meetings are held once a month, or as necessary, as determined by the Club General Manager. The records and proceedings of the Committee shall be confidential.

Duties of the Committee:

1. The Committee will review verbal or written communication related to potential infractions of the Club's Bylaws, Rules and Regulations and Code of Conduct and determine whether disciplinary or other action is warranted.
2. The Committee will advise the Club General Manager regarding historical responses to disciplinary matters of a similar nature and make recommendations to the Club General Manager regarding recommended disciplinary action.
3. The Committee may make recommendations to the Club General Manager regarding amendments to the Rules and Regulations and Code of Conduct of The Houstonian Club as appropriate.

Process:

Upon receipt of a notice of a potential infraction of rules or standards by Club Management, the General Manager/Assistant General Manager and the Director of Security will review the situation and determine whether referral to the Disciplinary Committee is warranted. If the decision is made to refer the matter to the Disciplinary

Committee, the Member may be suspended temporarily, and the Disciplinary Committee shall review the facts. If the Disciplinary Committee determines that an infraction occurred and formal response to the matter is appropriate, the Disciplinary Committee will prepare a recommended course of action and draft a formal communication to the Member, which shall be reviewed by the General Manager or Assistant General Manager and delivered to the Member as appropriate.

The Member may receive one warning letter depending on the severity of the infraction. If infractions continue, the Disciplinary Committee may recommend further action, including membership suspension or termination as provided in the applicable section of the Club Bylaws.

The Club General Manager has final approval authority on all matters of discipline as recommended by the Committee.