



# **Cardinal Club House Rules & Bylaws 2001**

## ***Introduction***

It is the intent of the Cardinal Club to limit the following rules and regulations to the minimum required in order to maximize the mutual enjoyment of the club by all its Members and guests. The obligation of enforcing these rules for the good of the Members is placed primarily in the hands of the staff, whose principal responsibility is to assure you of all courtesies, comforts, privileges and services to which you, as a Member of a fine private club, are entitled.

It is further the duty of the Membership of the Club to know its rules and to cooperate with the management and staff in the enforcement thereof.

## ***General Club Rooms and Appropriate Attire***

Facilities include a lobby area, lounge area, Main Dining Room, Library Bar, Lion's Lair and seven private dining rooms: Atlantic I, Atlantic II, Board Room, Dogwood Room, Capitol Room, Sir Walter Raleigh and North Dining Room.

Gentlemen are required to wear shirts with collars in the Club. Coat and tie are optional but encouraged. Shorts, jeans, athletic attire, and athletic shoes are not allowed at any time in the Club quarters. Women are expected to wear similarly appropriate attire in a manner befitting their presence in the Club quarters. The dress requirements apply to guests and children of school age or older.

## ***Guests***

Members may not give their Membership cards to guests or associates. Members may host guests at the Club at any time, provided the Member accompanies the guests. Upon the request of the Member, a guest may be authorized to use the Club when the Member is not present. These requests will be honored for up to eight guest visits per membership per calendar year. Guest privileges must be authorized by the Member and approved by the Membership Director in advance of the guest visit. Members are responsible for making their guests aware of Cardinal Club House Rules.

## ***Service Charges***

Members shall acknowledge all food, beverages and services rendered by signing a charge ticket with their name and Membership number. An automatic service charge is added to each ticket in addition to applicable state and local sales taxes.

A holiday fund is established annually for distribution to all regular employees. The Advisory Board will recommend an amount for Member consideration and the Member may give that amount or

more or less. Participation in the employee holiday fund by the Membership is strictly voluntary, not mandatory.

### ***Holiday Schedule***

The Club will normally be closed on principal holidays except when events are planned for the Membership. Accordingly, the Club will be closed on the following holidays:

*New Year's Day*

*Martin Luther King Day*

*Memorial Day*

*Independence Day*

*Labor Day*

*Christmas Eve*

*Christmas Day*

### ***Private Dining Rooms***

Private dining rooms capable of serving groups from 2 to 600 are available to the Members on a reservation basis. Business meetings, conferences, receptions and private parties will be scheduled during the time periods that the Club is open for breakfast, lunch and dinner. Menus must be pre-arranged through the club catering office for all parties of 12 and over. Specific arrangements may be made for parties scheduled to be held outside of normal Club hours, such as holidays, Monday dinner, Saturday lunch, and Sunday dinner upon payment of the appropriate opening charge and food and beverage minimums. Minimum expenditures may be required to reserve certain private rooms during peak times or seasons. In fairness to all Members desiring access to private dining rooms, a cancellation policy is in effect for all event reservations.

### ***Table Reservation Policy***

Members are encouraged to make reservations when planning to dine in the Club and are urged to arrive promptly. Table reservations cannot be held longer than 15 minutes beyond the specified time. No specific tables such as window tables can be reserved but shall be offered to Members on a first-come basis.

### ***General Manager***

The operation of the Club shall be under the direction of the General Manager with full authority under the Club's Owner to enforce these house rules. The General Manager shall meet periodically with the Advisory Board for purposes of answering questions, providing information and receiving suggestions on the operation of the Club and to coordinate special events and Member activities.

### ***Club Property***

No Member, guest or visitor shall take any article belonging to the Club from the Club premises or remove from the Club reading area any books, pamphlets or newspapers or mutilate or destroy same. Members will be held liable for loss or damage to Club property caused by themselves or their guests.

### ***Telephone Calls & Personal Telephone Usage***

Members or guests desiring to place long-distance calls should notify the concierge desk and they will be directed to the nearest courtesy phone. In order to preserve the peaceful and elegant atmosphere of

the Club, personal cellular telephones may not be used in the Main Dining Room and ringers should be muted at all times while in the Club.

### ***Personal Property***

The Club shall not be held responsible to any Member or guest for the loss of property of any kind. Articles left at the Club cloakroom must be removed within 30 days; all unclaimed articles will be disposed of to an appropriate charitable organization at the discretion of the General Manager.

### ***Conduct***

Conduct becoming to ladies and gentlemen shall be required of all persons while in the Club. The Club reserves the right, and the Club management is instructed and authorized, to refuse service to any Member, associate Member or guest who violates these rules. Matters of indiscretion and conduct unbecoming to Club Members will be reviewed by a grievance sub-committee of the Advisory Board and Club management as written in the Club by-laws and may result in expulsion.

It shall be at the discretion of the management to curtail the serving of alcoholic beverages to a Member or guest in accordance with state law. The Club reserves the right to refuse service to any person.

### ***Sons and Daughters***

Membership privileges shall be extended to sons and daughters of active Club Members as long as they are unmarried, living at home, and under the age of 21. Dependents 21 years of age or older, enrolled as college students, and unmarried, may use the Club until they reach the age of 23. At that time, Club privileges under the parents' Membership are discontinued.

### ***Parking***

Members will have access to a limited number of parking spaces in the parking deck on Wilmington Street located directly across the Fayetteville Street Mall from the Club Building. Parking is provided in this parking deck for Cardinal Club Members and Guests for normal Member usage (does not include private parties) at a special reduced Member rate which is reviewed on an annual basis by Club management and the building owners. Should a Member choose to use this parking facility, the parking charges will be automatically applied to the Member's account upon validation by the Club concierge.

Transportation and parking for private parties will be handled separately and may be arranged through the Club's catering office.

### ***Associate Clubs and Resorts***

Cardinal Club Members have access through Associate Club privileges to certain resorts and private business and country clubs as established by their classifications of membership.

### ***Member Directory***

The Club shall print an annual directory of membership to be provided free of charge to Club Members. Members have the option of not appearing in the directory or purchasing an additional business listing.

### ***Waiting List***

While the Club at present is accepting applications from sponsored individuals, the Club reserves the right to close the Membership when it is deemed to have a full complement of Members. At that time, a waiting list will be established and accepted applications will be approved in the order in which they are received, as openings occur.

### ***Membership Card***

A Membership card is provided to facilitate accurate accounting. We request Members carry their cards to Associate clubs for identification purposes.

### ***Limitations on Private Functions***

No direct commercial activities in the form of selling merchandise or taking orders for sales of merchandise may be conducted by Members or guests in the Club.

### ***Posting of Notices***

No written subscription, advertisement, petition or notice (other than Club notices) shall be posted or circulated in the Club without permission of the General Manager. If the Club provides a bulletin board for Member notices, they may be posted there, and nowhere else. The General Manager may maintain a Club Announcement Board for official notices of Club matters or items of general interest to the Members.

### ***Smoking***

Cigarette smoking is permitted in the 28<sup>th</sup> floor lounge and in the Library Bar. Pipe and cigar smoking is permitted only in the Library Bar.

### ***Club Bylaws***

A copy of the complete Club by-laws is available to Members upon request.