

## **Keokuk Yacht Club Policy for Disciplining of Club Members**

The purpose of this policy is to outline the procedures for disciplining KYC members if warranted.

Antisocial behavior on Club property will not be tolerated. This type of behavior includes, but is not limited to, disruptive behavior such as shouting or arguing, displaying vulgar or offensive clothing, unwarranted physical contact such as pushing or shoving, and participating in combative behavior with another member or guest.

Further, KYC will not tolerate harassment, discrimination, bullying, or threatening behavior. This could include but is not limited to abuse or threatening to abuse (verbally, physically, or in writing) another person, physically or sexually assaulting another person, intimidating, threatening, or harassing another person, sexually harassing another person with unwanted, unwelcome or uninvited behavior, and bullying or humiliating another person.

The Keokuk Yacht Club Board of Directors is solely responsible for club member discipline.

The Board of Directors will execute the disciplinary process without passion or prejudice.

The Board of directors will promptly review any complaints related to behavior outlined above and make recommendations for the appropriate level of response.

For the first violation of this policy. The Board of Directors' first course of action will be a letter of reprimand to the member/members responsible for and/or involved in the incident under review. The letter of reprimand (typically sent USPS normal mail) may contain a warning that further involvement in such incidents could result in a temporary suspension of Club privileges.

If the incident under review is severe enough, as in a physical conflict between members or guests, an immediate suspension of Club privileges may be issued to the parties involved as a first step rather than a letter of reprimand. This notification is typically sent by certified USPS mail.

For a second violation of this policy. If a member that has previously received a letter of reprimand is involved in subsequent incidents in violation of this policy, a minimum 30-day suspension of Club privileges will be enforced by the Board of Directors. This notification is typically sent by certified USPS mail.

Suspensions typically will begin the day following the incident in question and run for a minimum of 30 consecutive calendar days.

Members receiving a second suspension may be subject to a longer suspension or possible expulsion from the Club.

Any member receiving a letter of reprimand or suspension may appear in person or respond in writing to the Board of Directors for an explanation regarding the Board of Directors' response to the incident in question.

Violation of the suspension of Club privileges (i.e. being on Club premises) could result in a loss of membership. Suspended members are still allowed access to the boat docks and boat lifts.