Alano Club of Kent County's

CODE OF CONDUCT

The Alano Club of Kent County (the Club) is asking all members, guests and visitors to help us maintain an atmosphere of recovery and fellowship while on the premises.

Please be respectful and responsible while meetings are going on and keep all noise to a minimum. Parents, help your children to respect the meetings also. Minor children should not be left unattended.

It is not the desire of the Club to deny anyone recovery or what they need to hear in a meeting. However, if you cannot act in a **respectful and responsible manner** you may be asked to leave.

Your cooperation is needed.

Guidelines of Conduct

The Club has decided that inappropriate behavior will not be tolerated on Club property. Members and guests are expected to act responsibly.

Inappropriate behavior includes, but is not limited to, the following:

- The use or possession of alcohol and/or illegal drugs or any substances used in an illegal manner.
- Gambling
- Vandalism or deliberate destruction of Club property.
- Physical assault
- Sexual harassment
- Theft of property on Club premises

Violation of the above guidelines may result in disciplinary action that includes, but is not limited to, a temporary ban from the premises, and/or other actions up to a permanent ban and legal action. Loitering or hanging out on Club property, without attending meetings or being a member, may be construed as inappropriate behavior.

The Board of Directors shall have the authority to suspend, terminate, or restrict membership rights and privileges of any member or guest whose conduct is not consistent with the purpose of the Club or in violation of Club rules, including this Code of Conduct. Temporary action to do so may be taken by the Executive Director, but all such decisions shall be reviewed and confirmed or withdrawn by the Board of Directors at its next regular monthly meeting. (The Board may retreat into executive session to discuss conduct issues) A **member** whose rights and privileges have been restricted, suspended or terminated, may appeal to the Board of Directors, by written request, for a hearing at the next regular meeting of the Board.

1. Anyone may file an incident report regarding a conduct issue. The Executive Director (or the Operations Manager, in the ED's absence) has the authority to take immediate action if warranted and will notify the Executive Committee of the Board of Directors immediately if action is taken.

NOTE: It is important that you fill out the incident report as thoroughly as possible, listing any witnesses present.

2. No one is authorized to use physical force while enforcing a conduct issue.
3. Everyone must be careful to not escalate any situation beyond what it already is.

Regarding Discipline for Offenses

First time offenders of the Club's Code of Conduct **may** be verbally warned and a written notation of their warning shall be placed in the Executive Director's file.
A second offense **may** result in a letter of reprimand noting graduated levels of consequences. Some offenses **may** be met with immediate bans. Each case shall be measured on its own merits.

All disciplinary action by Groups with their members shall be supported by the Club. If someone is asked to leave a meeting they must also leave the property.

We do not wish to exclude anyone from coming to the Club to seek recovery.
It is only as a last resort that we take this action.

PLEASE TREAT EVERYONE WITH RESPECT!

The mission of the Alano Club is to serve those recovering from addiction by providing a welcoming place to support meetings and fellowship. It is our hope that this Code of Conduct will help uphold our mission by providing a safe place for recovery.

Respectfully,
Board of Directors
Alano Club of Kent County