

Billings Petroleum Club

HOUSE RULES

ARTICLE I

Section 1. All House rules shall become effective upon publication, and may be changed at any time by action of the House Committee subject to the approval of the Board of Directors.

Section 2. House rules shall be observed as rigidly as they By-Laws, and disregard for or violation of the House rules may be grounds for expulsion from the Club subject to action by the Board of Directors as authorized in Article 1, Section 2 of the By-Laws. The House Committee will report violation of the rules to the Board with recommendations to be taken for violations thereof.

Section 3. The Club Manager is vested with absolute authority for enforcing all House rules. Any guest who fails to comply with any order or request of the Manager will be required to leave; any member who fails to comply with any order of the Club Manager in connection with the House rules may, in accordance with Section 2 above, thereby forfeit his membership.

Section 4. A member of spouse may be requested to show a membership card at any time while on the Club premises.

Section 5. Any amendment or change in the House rules will become effective when it is posted on the bulletin board.

ARTICLE II CLUB HOURS

Section 1. Club hours shall be established by the Board of Directors. Club hours may be changed from time to time. Current hours shall be posted in the Club and published every month in the Club newsletter.

Section 2. The business office of the Club shall be open from 8:30 A.M. to 4:30 P.M. Monday through Friday.

Section 3. Club procedures concerning reservations shall be set by the Board of Directors, in a manner consistent with policy promulgated by the Directors and posted in the Club and published in the Club newsletter.

ARTICLE III GUESTS AND VISITORS

Section 1. Guests of members may be admitted to the Club and such guests shall have the privileges of the Club as long as their host remains.

Section 2. Guests will be admitted only when accompanied by a member or upon presentation of a valid card. (Guest vouchers are available at the business office.)

Section 3. Members of other clubs with whom the Billings Petroleum Club has a reciprocal agreement shall show their own club membership card and register in the Club's Guest Book.

Section 4. No member of reciprocal club whose place of residence is in Yellowstone County shall be permitted the use of the Club except as provided in Section 7 hereof.

Section 5. Out of town guests of members may be issued guest cards not to exceed thirty days. The member is responsible for all debts incurred by his guest.

Section 6. The Board of Directors may, by a majority vote of its members, issue guest cards to out of town visitors for a period of time longer than that set forth in Section 5 above, under such terms and conditions as it may approve.

Section 7. Local guests (persons living within Yellowstone County) may not be registered for Club privileges unless they have a guest voucher. They may also visit the Club in the company of members.

ARTICLE IV CONDUCT

Section 1. No loud, boisterous or obscene language, or disorderly or ungentlemanly conduct of any kind will be permitted. The Manager is instructed to refuse service to any member or guest violating this rule, and to require the offender to leave. Repeated violations of this rule are subject to expulsion from the Club in accordance with Article I, Section II, of the By-Laws.

ARTICLE V INDEBTEDNESS TO CLUB

Section 1. Members' accounts are mailed out by the first day of the month and are due and payable by the 15th of the month. Any member whose account is overdue for a period of 60 days shall be considered delinquent. The name of any member whose account is delinquent shall be posted on the Club's bulletin board with the total amount of the indebtedness to the Club, including both the current and delinquent charges set opposite their name, and thereafter such member shall not be permitted the privileges of membership in the Club until the total indebtedness is paid in full. If such total indebtedness remains unpaid after posting for a period of thirty days, the Board of Directors shall be notified thereof by the Treasurer and may, by resolution, expel such member from the Club and take whatever steps it deems advisable to collect the amount of the indebtedness from such member. Any member so expelled from the Club shall not be entitled to rejoin the Club except upon the approval of the Board of Directors and upon such terms and conditions as it may prescribe.

EXAMPLE

January Statement (mailed January 1, 2006)
due and payable by January 15, 2006, account
becomes delinquent if not paid by February 28,

2006. Name posted and Club privileges suspended,
if not paid by February 28, 2006. Possible expulsion,
if not paid by March 30, 2006.

A finance charge will be made on all delinquent accounts. The finance charge is
computed at the rate of 1.5% per month on the unpaid balance. This is an
annual percentage rate of 18%.

ARTICLE VI CLUB AND PRIVATE PROPERTY

Section 1. Any property of the Club broken, damaged or lost by a member must
be promptly paid for by said member. Members shall be held responsible for any
such damages incurred by their guests.

Section 2. The Club will not be responsible for articles lost or stolen.

Section 3. Articles of clothing such as topcoats, hats, overshoes, etc., must be
placed in the cloakrooms provided. Items of value such as briefcases, etc., may
be deposited in the business office but at the member's own risk.

ARTICLE VII DRESS

Section 1. Dress shall always be in good taste. Men are required to wear
jackets after 6:00 P.M. in the main dining room.

Section 2. Gentlemen are not permitted to wear hats anywhere in the Club.

ARTICLE VIII EMPLOYEES

Section 1. No member shall directly reprimand an employee of the Club. All
cases of complaint should be addressed in writing to the Club Manager and shall
be reported by him/her to the House Committee.

Section 2. No employee of the Club shall be sent on an errand of any pretense
except by the Club Manager.

Section 3. Employees of the Club are forbidden to play in any game with the
members and the latter are asked to co-operate in the enforcement of this rule.

ARTICLE IX SERVICE CHECK & SERVICE CHARGES

Section 1. Members are required to sign all service checks with name and
membership number.

Section 2. A fixed 15% service charge is added to all food and bar checks. At a member's discretion an additional gratuity may be added. An 18% service charge will be added to groups larger than eight, meetings that require a private room, and all banquets.

Section 3. Except as aforesaid, no tips, money or gifts shall be offered to, or accepted by an employee of the Club.

Section 4. Employee bonuses voted by the Board of Directors shall be permitted.

ARTICLE X SUGGESTIONS AND COMPLAINTS

Section 1. Any member having suggestions to make regarding improvement or service or operations of the Club is requested to do so in writing over signature in a letter addressed to the House Committee of the Club Manager.

Section 2. All complaints against members, and/or their guests shall be made in writing, signed and addressed to the House Committee.

ARTICLE XI CASHING CHECKS

Section 1. The Club shall not cash checks.

ARTICLE XII RESTRICTIONS

Section 1. No subscription, petition, announcement card of matter of any kind not authorized by the House Committee, shall be distributed, solicited or passed in the Club or sent through the Club membership.

Section 2. No article shall be advertised, exposed or offered for sale in the Club without permission of the House Committee.

Section 3. No pets shall be allowed in the Club.

Section 4. No list of members shall be given out for any purpose, except to members, unless approved by the House Committee.

Section 5. No picture or decoration shall be placed in the Club, except upon authority of the House Committee.

Section 6. Members shall not post notices or other writing on the bulletin board except upon authority of the House Committee.

Section 7. Members shall not take from the Club any articles belonging to the Club.

Section 8. No Club member or guest shall purchase alcoholic beverages for any employee of the Club.

Section 9. Cards and other games must be restricted to the Grill and Card Room area after 6:00 P.M., unless prior arrangements have been made with the Club Manager, subject to space available.

Section 10. No pipe or cigar smoking is permitted anywhere in the Club. Cigarette smoking is permitted in the bar and grill room only from 2-6:00 P.M. Hosted private parties: At the request of the host, if available, a private room may be designated a smoking area.

ARTICLE XIII PRIVATE PARTIES

Section 1. Arrangements for the use of the Club facilities for private parties may be made with the Club Manager under the authority of the Board of Directors.

Section 2. Reservations for parties, dinners, receptions or other occasions which require advance preparations by the food and other departments of the Club may not be cancelled, without risk of penalty, less than 48 hours prior to the event for which the reservation is made.

Section 3. The host or sponsor of a private party, etc. shall enter into a contractual agreement with the Club with respect to the use of the Club facilities.

Section 4. Tips or gratuities given directly to employees are strictly forbidden.

Section 5. Service charges will be added to the bill. They shall be commensurate with food and bar services rendered, but in no instance shall they exceed 18%. Particulars as to service charge requirements are to be agreed on between the host and the Club Manager.

ARTICLE XIV MISCELLANEOUS

Section 1. In the event there is any conflict between the House Rules and the By-Laws, the By-Laws shall prevail.