

INTERNAL REGULATION OF THE PIRAEUS SHIPPING CLUB

Article 1 – Purpose

The purpose of the Internal Regulation of the Piraeus Shipping Club is to record and communicate rules for the information of its Members and Staff regarding all matters related to the organization and operation of the Club.

The Members and the Staff of the Club are required to comply with the Statutes, this Regulation, and all decisions and remarks issued by the Board of Directors.

Article 2 – Governing Bodies

The governing bodies of the Club are the General Assembly and the Board of Directors, elected according to the relevant provisions of the Club's Statutes.

Article 3 – Admission of New Members

1. The registration of new Members is governed by Article 4 of the Club's Statutes.
2. Any person, regardless of gender and over the age of 18, who is professionally employed in any kind of shipping business, either as an entrepreneur or as an executive, is eligible to apply for membership.
3. To become a Member of the Club, an individual must:
 - Submit a written application to the Board of Directors, accompanied by recommendations from two existing Members.
 - The Board decides by majority vote of present members whether to accept the application.
 - Upon approval and payment of the registration fee and annual subscription, the Member is recorded in the Membership Registry and assigned a membership number.
 - Former Members who rejoin receive a new membership number, with the previous one noted for reference.
4. The Board may confer the title of **Honorary President, Honorary Member of the Board, or Honorary Member** to individuals who have offered exceptional services to the Club.

Honorary Members are exempt from annual dues.

The Honorary President and Honorary Board Members may attend Board meetings and express their views but have no voting rights.

5. The Board may also confer the title of **Associate Member** to individuals who contribute to the Club's public profile and broader mission of advancing the Greek maritime industry.

These Members have full access rights to the Club's premises and facilities as Regular Members but may attend General Assemblies only in an advisory capacity, without voting rights or eligibility for office.

Article 4 – Rights and Obligations of Members

All Regular Members have equal rights, including the right to speak and submit proposals during General Assemblies, monitor the Board's actions, request annulments when permitted, vote, and stand for election.

All Members have the same obligations, particularly to attend General Assemblies, perform assigned duties, behave respectfully during meetings, and contribute to the Club's mission.

Members must pay their annual dues within the first quarter of each year.

Article 5 – Member Conduct

Members must behave courteously and avoid any action, comment, or expression that may offend another Member's dignity or beliefs, or be reasonably considered harassment.

Members may not make remarks to other Members directly. Complaints should be directed to the President, Board Members, or the Club's Director, who must inform the Board promptly for appropriate action.

Outside the Club, Members must refrain from comments or gossip that could be used against others or damage the Club's or its Members' reputation.

Violation of this article is considered a serious breach of conduct and may lead to expulsion under the Statutes.

The use of the Club's letterhead or logo for professional purposes is strictly prohibited.

Likewise, Members may not use their Club membership status for business promotion.

Article 6 – Member Resignation or Expulsion

Any Regular Member may submit a written resignation. Likewise, companies that are Members may request the removal of any of their affiliated Members.

Resignations take effect upon approval by the Board.

Departing Members must settle any outstanding debts for services used and pay the annual dues for the year of resignation, as well as any previous unpaid dues. For company-affiliated Members, the company is jointly liable.

Expulsion can only occur by decision of the Board in accordance with Article 6 of the Statutes.

Article 7 – Member Charges

All Members must pay on the same day for any food, beverages, etc., consumed at the Club. Payments can be made in cash or by credit/debit card.

Prices are listed on a menu approved by the Board.

Article 8 – Guest Policy

Members may invite friends and associates to the Club, using its facilities during operational hours.

Members are responsible for the proper appearance and behavior of their guests. By tradition, restaurant guests must be appropriately dressed.

Club spaces may be reserved, by prior arrangement with Management, for lunches, receptions, seminars, exhibitions, etc. With Board approval, Members must prepay 30% of the event cost, and non-Members 50%. The balance is due no later than the event day.

Events causing noise or disorder are prohibited and may be immediately halted by Management without compensation to the organizer or offending parties.

Club and restaurant operating hours are determined by the Board.

Article 9 – Comments, Complaints, Suggestions

Complaints or reports regarding staff misconduct should be addressed to the Board Members or the Club Director during business hours. Direct confrontation is to be avoided.

Complaints about the Director should be submitted to the President or other Board officers.

Members may submit written suggestions or remarks to the Board, which is required to respond in writing within ten (10) calendar days.

Article 10 – Staff Responsibilities

All staff must perform their duties according to the following principles:

- Familiarity and compliance with the Regulation.

- Immediate obedience to decisions of the Board, Director, and supervisors.
- Performance with zeal, dedication, and courtesy.
- Respect for hierarchy.
- Willingness to collaborate.
- Team coordination.
- Timely arrival and strict adherence to schedules.
- Planning and fast work pace.
- Avoiding delays and unnecessary movement.
- Reporting on command execution.
- Complete proposals within their scope.
- Suggestions for improvements.
- Initiative within appropriate limits.
- Exemplary cleanliness and order.
- Understanding the Club exists to serve Members.
- Relaying Member feedback to the Director.
- Proper appearance and uniforms in excellent condition, worn during duty hours.

Article 11 – Use of Club Facilities and Staff

Members may not use Club facilities beyond authorized purposes or engage staff outside their assigned duties.

Article 12 – Visitor Logbook

Members and their guests are traditionally asked to sign the Visitor Book upon entering and to hand over bags, suitcases, or other items for safekeeping.

Article 13 – Member Contact Information

Members must immediately notify the Secretariat of any changes in employment, phone number, or email address to update the Club's registry.

The Club may not share Members' personal information with other Members or third parties.

Article 14 – Amendments

This Internal Regulation, along with membership registration and annual subscription fees, may only be amended by decision of the Board of Directors.

Article 15 – Final Provision

This Regulation includes all provisions from the Statutes and the Board required for the proper functioning of the Club and for informing its Members.