



CLUB SAINT-JAMES

INTERNAL BYLAWS—SAINT JAMES CLUB OF MONTREAL

1. ACCESS TO THE CLUB

Admittance—Access to the Club is reserved for its members and their spouses, honorary Club members and members of the University Club of Montreal.

Guests—Club members and members of the University Club of Montreal are authorized to invite non-members as guests, provided that they accompany them and that they are fully responsible for their actions and behaviour.

Non-resident members—Non-resident members of the Club enjoy the privileges set forth in the bylaws, in particular access to all our affiliated clubs.

Spouses—Spouses of members have the same privileges as members.

2. BUSINESS HOURS

The Saint-James Club is open from Monday to Friday and is closed on statutory holidays.

Meals and bar service:

Breakfast is served in the main dining room and the James Bar from Monday to Friday, from 6:30 a.m. to 9 a.m. Lunch is served from noon to 2 p.m. To make a reservation, please call the reception desk at 514 866-7474.

The James Bar is open Monday to Friday, from 6:30 a.m. to 7 p.m., or later upon reservation.

Dinner:

Whether for a pre-show dinner, an evening out or a gourmet experience, dinner is available as of 5:30 p.m. in the main dining room, upon reservation. Please call the reception desk at 514 866-7474.

Private reception:

The Club is available on evenings or weekends for group reservations (with meals). To make a reservation, please contact Julia Kampis, Representative of the University Club of Montreal at 514 866-7474.

3. MEETING & FUNCTION ROOMS

The Saint-James Club is proud to have the largest banquet room of all Montreal private clubs. The Saint-Denis Room can accommodate up to 250 guests and offers a stunning panoramic backdrop of the city's lively downtown business district, including Place Ville-Marie's main building. Private meetings, board meetings, training sessions, receptions, meals, conferences or wedding receptions: all of these events can be held at the Club. For 2 or 250 people, the Saint-James Club provides its members with all the services they may need to hold their event, from the proper setting of the function room, necessary audiovisual equipment, exquisite food and diverse menu to exceptional service.

Let us organize your next event or meeting! Our dedicated and attentive staff will ensure the success of your event in a prestigious and impressive setting.

To inquire about our meeting and function room availability, please contact Julia Kampis, Representative of the University Club of Montreal at 514 866-7474.



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4. MEMBERS' RESPONSIBILITIES

Members of the University Club of Montreal are responsible for the actions of their guests and must also ensure that they are properly attired. Members who hold events must be present. Members assume responsibility for any damages that they or their guests may cause; in this event, the Executive Committee will determine the extent of the damages. Members are asked to bring any violation of the bylaws to the Executive Committee's attention.

5. DISCIPLINE

Complaints and suggestions

Members of the University Club of Montreal should not address any complaint to the personnel; they should notify Julia Kampis of any problem by email or telephone. The Council of the University Club of Montreal will receive all suggestions and submit them for consideration by the Management of the Saint-James Club.

6. CONVENTIONS

Dress code:

Men and women are required to dress in relaxed business attire.

WOMEN

- ◆ Dress pants, dark jeans or skirt
- ◆ Elegant top or blouse
- ◆ Short dress
- ◆ Flat or high-heeled shoes

MEN

- ◆ Dress pants or dark jeans
- ◆ Dress shirt
- ◆ Sports jacket, no tie
- ◆ Closed shoes

Light or torn jeans and athletic shoes are not allowed. If a male guest arrives without a jacket, the reception desk staff will provide one. No exceptions are allowed in the dining room.

Business documents:

Documents, newspapers and magazines may be read in the dining room, provided this is done very discreetly. Document folders and briefcases are allowed in the private function rooms, but not in the dining room. You may leave them with the receptionist desk staff when you arrive at the Club. In any case, members and their guests are asked to respect expectations of other members who wish to enjoy the Club's quiet atmosphere. No member should leave the premises with any newspaper, book, magazine or other similar item belonging to the Club.

Cell phone:

Cell phones may be used in a private function room and in the corridors—provided users speak softly so as not to disturb meetings under way in other rooms—but they are not tolerated in the dining room. The Club has a technologically advanced telephone system that is made available to the members at all times, as well as two private phone booths, at the entrance to the men's cloakroom, on the Club's main floor.

Tablet Computer:

Tablet Computer may be used discreetly in the dining room and in the function rooms.

WIRELESS NETWORK IS ALSO AVAILABLE. The password is available at the reception desk.



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Menus, prices and invoicing:

À la Carte menu and a three-course *table d'hôte* are available for lunch and dinner in the dining room. An Express Menu is also available at the Bar. A 15% administrative fee as well as applicable taxes will be added to the invoice; the invoice will be charged to the member's account. Each member will receive a monthly statement to the email or mailing address of their choice (home or business).

Members of the University Club of Montreal will be able to access the list of affiliated clubs, the member directory, as well as consult their invoices by visiting the Member Section of the Club's website at www.stjamesclub.ca.

Parking:

Intended solely for our members while they attend events or enjoy the Club's amenities, our underground parking offers about thirty parking spaces, in a safe environment and with direct access to the Club's Main Lobby. For guests and members of the University Club of Montreal, a \$15 flat fee will be required for parking facilities.

Advertising:

Members of the University Club of Montreal of the University Club of Montreal must not make use of Club's stationery without prior consent from the Executive Committee. The permission of the Executive Committee must be obtained prior to the posting of any notice of any kind.

In addition, members are prohibited from using the list of Club Members for solicitation.

Gambling activities:

Cards and other games must be subject to limited stakes that could be determined by the Board of Directors.

Tips:

Members are asked not to tip the Club's personnel. However, every year, during the holiday season, they will be invited to contribute to the Club's Employees' Christmas Fund. The amount raised is distributed on a merit basis to all Club employees. Members must not send a Club employee outside the Club's premises for any errands.

Domestic Pets:

It is strictly prohibited to bring any domestic pets within the Club's premises, with the exception of guide dogs.

7. CHANGE OF ADDRESS

Note

Members of the University Club of Montreal must inform Julia Kampis of any change of address. The last address provided by the member and registered in the books is the official address valid for all legal purposes. If the Secretary or General Manager cannot reach the member at the provided address, they reserve the right to try to reach the member at an address that is felt to be the most certain. This address is considered as valid as the last address entered in the books.

Please contact Julia Kampis, Representative of the University Club of Montreal at 514 866-7474 if you would like to make changes to your membership file.
