

SVLA Policy on Recognized Clubs

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For the purpose of this policy, all references to a “Club” means a “Recognized Club” by SVLA that has been approved by the Board of Directors.

All recognized clubs operate independently of SVLA. Each club is responsible for the management of its own finances and for the collection and deposits of its own club membership dues and moneys.

Each club is responsible for preparing, reporting and filing any tax related forms, if required, and complying with all applicable tax laws.

The Association, its Directors, agents and officers shall not be responsible or liable for any club’s tax requirements or management of its finances. The Association, its staff, directors, agents and officers shall not assist any clubs with banking, receipt of monies or in the preparation, filing and reporting of club taxes.

Clubs should seek the advice of an accounting and tax professional for assistance in any financial and tax matters.

These written procedures will be distributed annually to all current clubs and acknowledgment of receipt provided by each club.

Club Formation

Club recognition applications will be processed by the SVLA staff. SVLA staff will forward all Club recognition applications to the Board of Directors for approval at the next regular Open Session meeting. Club applicants will be notified of the Board’s decision in writing and, if not approved for recognition, will be informed as to the reason(s) for that decision.

All club applications submitted for recognition to the Board must be considered in accordance with these policies and voted upon by the Board of Directors in Open session.

Clubs must have a common interest among its members and not be used as a SVLA sponsored means to subvert or undermine the goals and objectives of SVLA, which is to promote a friendly, community-oriented environment for all members.

Some example clubs are:

- Board and Card games such as Bunco, Canasta, Bridge, etc.
- Social Clubs
- Sporting Clubs such as bocce ball, golf, tennis, swimming, etc.
- Visual and Performing Arts Clubs
- Art and Crafts Clubs

Club Requirements

Clubs must comply with all guidelines, rules, and policies established by SVLA including:

1. Have a stated name, purpose and a President (see Enforcement Policies below for responsibilities).
2. When required, file insurance release forms and carry adequate insurance coverage naming the club as a separate entity and list SVLA as an additional insured on the policy.
3. Obtain all necessary permits and/or licensing fees unaffiliated with SVLA including their own non-profit status, if desired.
4. Have at least FIVE (5) qualified members to maintain club status and notify the Board if membership falls below this level. A qualified club member is a current SVLA member or an associate member in conjunction with #5 below.
5. Club membership must be comprised of at least 75% SVLA members or associate members at all times.
6. All clubs must complete an annual renewal process request by June 1 of each year and the club President must certify adherence to all club policies and guidelines.
7. Follow safety codes at events, gatherings and meetings.
8. Follow procedures and regulations for facility scheduling and use.
9. Consult and cooperate with the GM or staff as requested.
10. Disclose and certify to SVLA, if requested, that all policies herein are being complied with by the club and all club members.
11. Maintain a record of attendance for each club meeting or event that uses SVLA facilities. This record will include Name, Address, and indicate whether the attendee is a SVLA Member/Associate Member/Guest or non-member.
12. Club President shall be a member in good standing with SVLA. For the purpose of this policy document, "good standing" shall mean:
 - No overdue assessments or outstanding citations.
 - No outstanding legal issues or any other unpaid obligation to the Association.
 - Association membership rights and privileges have not been suspended.

Use of Facilities

Attendance at all recognized club functions and activities shall be limited to:

- Club members
- SVLA Members and Associate Members
- SVLA members' guests (as defined in SVLA governing documents) using a valid SVLA Guest Pass.

Activities open to the general public, non-residents, or non-members are generally prohibited unless expressly pre-approved by the Spring Valley Lake Association Board of Directors.

Activities open to the general public or non-residents may be approved by the Board under unique circumstances such as a request for a special event that benefits SVLA members directly or indirectly, or clubs whose events primarily benefit SVLA and its members.

Club members will be held financially responsible for damage to any SVLA facility or Common Area caused by them, members of their family, their guests, invitees or tenants and are subject to all SVLA Rules & Regulations and fines.

Club Benefits

Clubs are permitted to use all SVLA facilities on an as-available basis for no charge.

Clubs may use SVLA communications, publications, social media, and all electronic media at no charge on an as-available basis and all content is subject to staff and/or Board review to determine appropriateness of content. SVLA media shall not be used to attack, embarrass, harass, or criticize SVLA, staff, Board, or other members of SVLA or to portray SVLA in a negative manner.

The primary purpose of club communications shall be to inform the community and club members of their activities, dates and times of meetings, and events. SVLA media shall not be used for editorial, political, or election commentary.

The Administration Office is responsible for the scheduling of all SVLA facilities.

SVLA does not provide any food or refreshments for Club activities.

Enforcement of Policies

Clubs are authorized solely by the Board of Directors for the enjoyment and benefit of SVLA members and recognition of any club may be revoked by the Board for not adhering to any policies contained herein.

The Board of Directors delegates authority to the General Manager or his/her designee to temporarily suspend the use and enjoyment of any SVLA common area or facility if any club activities constitutes an emergency and/or an immediate threat to the health and safety of others. The suspension action will be placed on the agenda for resolution at the next scheduled Board of Directors meeting.

The Club President is the designated contact person for the club and is the only person authorized to interact with staff on behalf of the club. The President is also responsible for adherence and enforcement of all SVLA club policies.

Loss of Club Recognition

If a club fails to comply with the policies set forth herein, the Board may withdraw recognition of any club upon written notification to the club President. A club that is refused initial recognition, denied

annual renewal, or has lost their status as a recognized club due to the enforcement of this Policy has the right to appeal. To appeal this action, a club President must request in writing to be placed on the

next available regular open Board meeting. The Board of Directors shall have final authority on the appeal.

Adopted by SVLA Board of Directors on December 16, 2014.