

SUN CITY MESQUITE CLUB GUIDELINES

Introduction

Association Clubs are sponsored by the Sun City Mesquite Community Association, Inc. The clubs are the operational nucleus for the Association's recreation program and promote recreational pursuits among the Association's members. They provide both structure and vitality to the program's mission. Clubs function as non-profit organizations within the organizational purview of the Association.

The purpose of these guidelines is to provide direction and structure to the club system and enable the membership to fully enjoy the Association facilities and programs offered. These guidelines are subject to change and subject to approval by the Board of Directors.

Establishing Clubs

Club applications are available through the Program Director. These applications will be submitted to the Lifestyle Committee and reviewed by the Program Director and the Community Manager before submission to the Board of Directors for formal approval. Approval will not be granted to groups that:

- Require membership in affiliated national, state or regional organizations as a precondition for membership.
- Are political, religious, gender based (see below), ethnic culture, national origin, racial or that bar disability.
- Are a duplication of existing groups or clubs.
- Need amenities the Association does not have. The Association may approve groups that use Association facilities for meetings, but use off-site locations for recreational pursuits such as hiking, bowling, skiing, racquetball etc.

Club Requirements

- A minimum of **12** members regularly attending/participating is required to reserve space in the Community Center.
- A stated specific recreational purpose of the group is required.
- Groups must be open to all members of the Association without discrimination as to race, religion, color, ethnic culture, or national heritage. Note: Segregated activities for male and female members may be established if desired by both genders and each gender has the same opportunity to pursue common interests.
- Clubs cannot limit the number of members.

Allocation of Space

Space allocation is dependent upon membership interest in a Club's activities and the availability of Association space. As space allows, Clubs are provided with regular meeting and activity space, without charge. "Regular" is defined as consistently scheduled on the same day and time of the week/month/quarter throughout the calendar

year. Regular facility use will be scheduled through the Lifestyle Committee and approved by the Program Director. Depending on the nature and size of an activity, the Lifestyle Committee will determine the space to be allocated. In all cases, the decision will be based on maximizing the utilization of space. Daily assignment changes shall be made by the Program Director, as conditions require.

- Initially each club will be allotted a maximum of three hours weekly. Exceptions will be made for clubs that meet less often on a case-by-case basis.
- Clubs will lose their reserved space in the Center if membership falls below the established minimum to use the facility. If reserved space is consistently not utilized, the Program Director reserves the right to cancel or reassign the space.
- Non-club members shall contact the Program Director to schedule use of Center facilities on a space available basis. The Program Director will delegate this scheduling responsibility to another staff member during weekends, off -hours or whenever the Program Director is unavailable.

The Association reserves the right to preempt club space at any time on the basis of priorities established by the Association's general operations and policies.

Appeal

Any group shall have the right to appeal to the Board of Directors a decision of the Lifestyle Committee, Program Director, or Association Manager regarding club status or allocation of space in the Community Center. The Board must receive a written request at least ten days prior to the Board meeting. The group shall request a place on the Board's agenda and outline the nature of the appeal.

Club Membership & Operation

- Club membership is open to any Association Member.
- Club membership rosters are intended for use solely for the conduct of club business. Care should be taken to protect the privacy of members.

Board-recognized clubs are groups whose members meet regularly on an informal basis. These clubs must have a designated chairperson who is responsible for the organization and cleanup of the group activity. These clubs may set their own procedures and policies, which are to be submitted to the Lifestyle Committee for Board approval.

As groups evolve and desire more structure, they must submit a set of bylaws to the Lifestyle Committee for approval. At a minimum these bylaws should include the following:

- **MEETINGS:** Clubs must hold a minimum of one meeting per year. Additional meetings may be held as deemed by the club.
- **OFFICERS:** Clubs must elect officers comprised of (at a minimum) a president, vice president and secretary. Each officer holds a one-year term. If the club anticipates dues or other financial considerations, a treasurer must be elected. (Note: If desired, clubs may combine the position of secretary and treasurer). The Club will provide the Program Director with a written list of officers with phone numbers and e-mail addresses if available.
- **ELECTIONS:** Elections must be held once a year. Clubs are required to operate on a calendar year schedule (January through December).

▪ **FINANCIAL PROCEDURES:**

If the Club has a checking account, a financial statement must be submitted as of December 31 each year.

Clubs are responsible to ensure that all required taxes are paid and properly reported. All financial information shall be submitted to the Program Director. Submission of financial information from groups in no way obligates either the Program Director or the Association as to the accuracy of said documents.

If the group does not collect dues and does not have funds, this is to be noted on the annual financial statement.

All Clubs are required to follow the appropriate financial controls and procedures as deemed necessary by Association Management and the Board of Directors.

EQUIPMENT: The facility and all Association equipment located therein remain the property of the Association.

Clubs that have special equipment, used exclusively for the purpose of the club, will be responsible for the maintenance, replacement, and/or repair of those items. Storage space is limited for Club equipment and supplies.

CODE OF CONDUCT:

All Club Members must abide by the Members' Code of Conduct as presented in the Association's Rules and Regulations.

CLUB DISSOLUTION:

If a Club disbands, all club assets (monies and equipment) shall be transferred to the Association. All financial obligations incurred by a Club must be satisfied prior to final dissolution.