



Club Information and Guidelines Handbook

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OVERVIEW OF THE RELATIONSHIP BETWEEN CLUBS AND THE ASSOCIATION

1. Association residents with a common interest may form a Club.
2. Clubs may request and receive Recognized Club status from the Association. This status entitles the Club to receive benefits from the Association. To obtain those benefits, the Club agrees to follow certain Association rules and policies that relate to Club operations and its relationship with the Association.
3. The Association will review Recognized Club's Bylaws upon their adoption or revision. This review is to determine that the Bylaws do not conflict with Association rules and policies.
4. In general, Recognized Club actions that may negatively impact only Association residents who are members of that Club should be dealt with by those Club members, and are not usually a focus of the Association rules and policies.
5. Since Association residents are in part subsidizing the operations of Recognized Clubs, the Association rules and policies are primarily designed to protect the interests of all Association residents from Club actions that could negatively impact all Association residents. Other than that, the Association rules and policies are not designed to force a Recognized Club to operate in a certain way.
6. Recognized Clubs are responsible for their internal financial transactions and records, including any tax responsibilities. Clubs have the responsibility for appropriate financial reporting to their own members.

It is strongly recommended that each club consult a tax professional to obtain information, including but not limited to determining what type of tax-exempt status the Club should file for, and to clarify the mandatory annual tax reporting that the Club must file with the IRS and the California Franchise Tax Board. Each Club is solely responsible for ensuring that all required tax reporting is prepared and filed. Payment of any taxes from admissions fees, consumable sales, etc., is the responsibility of the Club sponsoring the activity.

7. The CCOC and Association staff are available to assist Clubs with any concerns or issues they may have, either with the Association or with their own operations.
8. Responsibilities of the CCOC and Association staff include:
 - a. Work to educate Recognized Club representatives about Association rules and policies as well as other matters that may be of interest to Clubs;
 - b. Assist the Association Board of Directors in its dealings with Clubs by being the initial contact for a Club in its relationship with the Association;
 - c. Review Recognized Club applications, revisions to Club Bylaws, and requests for Club dissolution and make recommendations to the Board of Directors for their final decisions.

AUTHORITY OF ASSOCIATION TO ESTABLISH RULES AND REGULATIONS FOR RECOGNIZED CLUBS

Excerpts from Restated Bylaws of The Sun City Lincoln Hills Community Association, Revised 6/2/2009, Revised 8/28/2014:

Article XIV, Section 14.01 Organizational Rules and Regulations.

“Any group of Members interested in pursuing a particular hobby, vocation or field of interest may join together for the purpose of pursuing such interest and may request the Board of Directors to license them as a [Recognized]...Club [,] ...Shared Interest Group or ...Support Group. Requirements for... [this recognition,]such as duties, responsibilities and authorities of such clubs, shall be determined by the Board of Directors with advice from the ... Club and Community Organizations Committee [(CCOC)]. There shall be no conflict between each ...Club's rules and regulations with the Articles of Incorporation, Bylaws and Club Organization Rules, and any amendments thereto. Club's rules and regulations will be available to all clubs, organizations, and individuals who are authorized to use Association Common Facilities.”

Article X, Section 0.03 (b) Club and Community Organization Committee.

“The Club and Community Organizations Committee will review and recommend to the Board of Directors action to be taken with respect to club applications. This Committee will also promulgate and recommend the rules and regulations for Member use of the recreational facilities, and for the administration of proper relationships between the Association and its ...[Recognized] Clubs and other community organizations.”

PURPOSE OF THE CLUB INFORMATION AND GUIDELINES HANDBOOK

1. The purpose of the Club Information and Guidelines Handbook is to provide the framework by which Recognized Clubs and the Association will interact. Clubs formed by Association members (which for purposes of this Handbook shall include shared interest groups and service or support groups), may be officially recognized by the Association, and this recognition will result in benefits provided to the Clubs by the Association. Club recognition is dependent on the Club agreeing to adhere to established Association policies, rules and regulations related to Club operations and the Club's use of Association common facilities. If any policy statement or rule in this Handbook is in conflict with the Association's Governing Documents, the Governing Documents will prevail.
2. The Handbook also contains recommendations to Clubs on how they may wish to manage their operations and relationships with Club members. Recognized Club procedures do not need review or approval by the Association, but they must not conflict with any Association policies.
3. The Handbook is subject to change based on Association experience and the approval by the Association Board of Directors.
4. Association members may form Clubs that are not officially recognized by the Association. These Clubs are not subject to the provisions of this Handbook. However, these Clubs may interact with the Association, including use of Association facilities, advertising in Association publications, and in other ways, after agreeing to pay for these services and meeting other Association criteria for such use.

GENERAL INFORMATION

1. Benefits of Association Recognition of Clubs

- a. Facilities and rooms are multi-purpose areas providing a large variety of uses for Association activities including use by Association Recognized Clubs. The Association may approve Clubs requesting the use of Association facilities for meetings at no or minimal costs to the Club. Request for space is made through the Room Booking Coordinator using the Facility Reservation Request Form (see page 15).
- b. Lodge Display Windows located along the Orchard Creek Lodge social hallway, provide Clubs the opportunity to promote Club activities to encourage Club members and guests to visit Club meetings or promote a special Club event.
- c. Liability insurance coverage, as well as security bonding for Club leaders, is extended to Clubs through the provisions of the Association insurance coverage.
- d. Promotional avenues are available to Clubs through articles in the COMPASS magazine, annual ½ page color advertisement, invitation to the It's the Lifestyle Club Expo, and placement of flyers in the Lodges.

2. Restrictions on Nature and Membership of Recognized Clubs

- a. Association recognition will not be given to Clubs which are political, religious, ethnically oriented; restricted to national or racial origin; bar members with disabilities; restrict participation based on gender or gender identity; or require membership in affiliated national, state or regional organizations as a precondition for membership.
- b. To encourage collaboration and a sense of community, Association recognition will not be given to a Club whose purpose is a duplication of an existing Club.
- c. Recognized Clubs must be open to all Association residents, including renters, unless an exception is granted by the Association's Board of Directors. The formation of desirable segregated activities for male and female members of SCLHCA may be permitted as long as both genders are provided with an equal opportunity to pursue common interests, e.g., men's and women's golf Clubs.
- d. Non-residents are not allowed to be members of a Recognized Club. In no case shall the participation of a non-resident be the cause for exclusion of a resident from a Club activity. A resident sponsoring a guest at a Club activity is responsible for the conduct of that non-resident guest.

ASSOCIATION SUPPORT FOR ESTABLISHING A CLUB

1. The Association will help new Clubs wishing to organize and seek Association recognition by providing a meeting room at one of the lodges once a month for three consecutive months. The first meeting should be announced in the COMPASS magazine; this will provide the opportunity to all SCLH residents to attend the meeting.
2. After three months, the Club must submit to the CCOC the Club Application Form, Bylaws which define how the club will operate, a list of at least two Club contacts with phone numbers and email addresses, and a roster of at least twenty members. A Club Bylaws template is available to assist the Club in developing their Bylaws.
3. The SCLHCA Lifestyle staff will assist the Club through this process.
4. Preliminary review of the Club Application Form, is made by Lifestyle staff and referred to the CCOC. Club representatives will be scheduled to appear at a CCOC meeting to answer any questions related to the application. If the CCOC considers the application in order, it will be forwarded to the Association Board of Directors for review, who will decide upon Association recognition of the Club.

MAINTENANCE OF CLUB'S RECOGNITION STATUS

1. A minimum of twenty active club members are required to maintain Association recognition status for a Club. Guests are not included for purposes of this membership standard.
2. Each Recognized Club must maintain a current list of at least two Club contacts with phone numbers and email addresses, and submit it to the SCLHCA Room Booking and Club Coordinator.
3. All Clubs must develop Bylaws which define how the Club will function. The Club must make the proposed Bylaws available to the Club membership, and announce a general membership meeting in which the Bylaws will be considered for approval by the membership. Once the Bylaws have been approved by the Club membership, they must be submitted for review by the CCOC and approved by the Association's Board of Directors. Any changes to Club Bylaws must follow the same procedure.

RULES AND REGULATIONS FOR RECOGNIZED CLUB OPERATIONS

1. Club leaders cannot benefit financially from Club activities, and their position as leaders cannot promote individual agendas.
2. All Club governing documents, including Bylaws and Guidelines, Financial records, and meeting minutes, must be made available within ten (10) days to any Club member requesting them. The documents may be made available either as hard copies or in electronic digital form.
3. The individual or private sale of merchandise in the Association facilities, which is unrelated to Club activities, is strictly forbidden unless approved by the Association.
4. Clubs which sponsor events or activities off Association premises must document those activities in official Club minutes or other Club communications. This documentation may prove important in the case of third-party liability insurance issues.

5. Use and distribution of the Club's membership roster, including partial information from the roster, shall be controlled by the Club's leadership and used for official Club purposes only. The use of the membership roster and information must also conform to SCLHCA policies that include using hidden addresses for emails (BCC).
6. No information from the Club's roster, including email addresses, shall be made available for any commercial or political use. The Club's email list may not be used by any member or non-member to promote personal causes not related to the purpose of the Club.
7. On occasion, issues arise that affect the entire community and have critical time importance for sharing with residents. The Association, through the Executive Director, may request staff to direct Club leaders to distribute the important non-Club information through the Club's communication network to its members. This would be an exception to the rule stated above in number 6 and the Club leadership would be expected to forward the message to its members.
8. Use of all Association facilities shall be in accordance with Association rules and regulations. This includes adherence to all posted safety rules and OSHA guidelines, as well as use of Club safety monitors when required during use of equipment in Association facilities.
9. All incidents at Club activities involving personal injury or property damage occurring in Association facilities must be reported immediately to the Association staff on duty. Within 24 hours, an Incident Report must be submitted by a Club leader to the Association.
10. If room usage is called into question because of insufficient attendance, staff may require the submission of a completed Club Meeting Attendance Form within thirty (30) days of a meeting in Association facilities to verify the Club's active participation.
11. The following restrictions apply regarding elections:
 - a. SCLH Board of Directors: No campaigning is allowed at Recognized Club functions unless all prospective Board candidates are invited.
 - b. General: Non-Club related political campaigning may not be conducted at Club functions.
12. No Club or Club member shall, by their action, place the Club or the Association in an undesirable or embarrassing position, or violate Federal, State or local government statutes and ordinances.
13. Sun City Lincoln Hills Rules and Regulations specify member conduct and discipline as follows:
 - a. *"The authority granted to the Board of Directors to make and enforce such Rules and Regulations deemed reasonable and appropriate is provided in the governing documents. All Residents are expected to abide by the governing documents and these rules and to conduct themselves in a courteous and respectful manner at all times... Actions that jeopardize or otherwise interfere with the rights and privileges of others, use of profanity, or actions which are otherwise abusive or disruptive will not be tolerated... Residents or Guests charged with rules violations or misconduct will be subject to disciplinary actions by the Board of Directors."*

SUSPENSION/REVOCATION OF CLUB MEMBERSHIP OR RECOGNIZED CLUB STATUS

1. Club members who are deemed to be in violation of Club or Association Rules and Regulations may have their Club membership suspended or revoked. Remedial action is the responsibility of the Club's leaders. If such remedial action is not taken by the Club leaders, the Executive Director is authorized to take action or refer the matter to the CCOC. The suspended member may appeal any decision to the Board of Directors.
2. Club status as a Recognized Club may be revoked following a recommendation by staff to the CCOC. Recommendation will then be made by the CCOC to the Board of Directors.

Reasons for revoking a Club's recognition status include, but are not limited to:

- a. Violation of Association Governing Documents, including Rules and Regulations in this Handbook;
 - b. Membership decline below requirements;
 - c. Irreconcilable conflict among a membership;
 - d. Creating a condition that projects the Club and/or the Association in an undesirable or embarrassing position;
 - e. Activities outside the scope of the original purpose for which status was granted;
 - f. Violation of Federal, State or local government statutes and ordinances.
3. Revocation of a Club's recognized status may be appealed by providing written justification to the Board of Directors within thirty (30) days of the revocation notice. The Board of Directors will provide a written notice of final decision within sixty (60) days of receiving said appeal. During the disputed time and appeal process, all benefits provided to the Club by the Association will be suspended.

CLUB DISSOLUTION OR ABANDONMENT OF RECOGNIZED CLUB STATUS

1. In the event that a Club's members elect to dissolve, all remaining Club assets should be returned to members or donated to a charitable organization. Dissolution will result in loss of Club benefits provided by the Association.
2. A Club may decide to abandon its recognition status by the Association, but continue to exist for the benefit of its members. In this case, its assets and debts may remain with the group. Abandonment will result in loss of Club benefits provided by the Association.
3. Upon dissolution or abandonment of recognized club status, the Club should notify SCLHCA Lifestyle staff of its reasons for dissolution or status abandonment, and, in the case of dissolution, confirm the proper disposition of all remaining Club assets and liabilities.

RECOMMENDED CLUB PROCEDURES

Many Clubs find the following recommendations related to Club operations to be very important in maximizing the value of Club experience to their members. They do not represent Association Rules and Regulations imposed on Recognized Clubs, but do warrant serious consideration by Club leaders.

Consider creating a separate document for the Club's Operating Policies and Procedures, which could detail the Club's operating and financial rules, personnel duties, Leadership Team decisions including dues amounts, guest rules, etc. The Club's procedures document does not need review or approval by the Association, but must not conflict with any Association policies.

1. Clubs should update their member rosters annually, in order to accurately determine active membership. Assessing at least nominal member dues is useful in this update process.
2. Election of Board of Director or Steering Committee members should either be yearly or every two years as deemed necessary by the membership. A member who has served four (4) continuous years should take at least a one (1) year break.
3. Clubs should establish a written method for conducting regular elections. Elections may be held at regular meetings by a show of hands, written ballot, or secret ballot. Elections could also be conducted via email or regular mail.
4. Resident guests of SCLHCA may participate in Club activities for only a limited time before joining the Club. Each Club should designate the number of times someone may participate before joining the Club.
5. Non-residents may participate in Club activities only by invitation and accompanied by a resident. These visits shall be controlled by Club Bylaws or Guidelines.
6. Clubs may have members sign a release of liability form to ensure members understand that there are inherent risks associated with participating in offsite Club activities.
7. Recognized Clubs are responsible for their internal financial transactions and records, including any tax responsibilities. Clubs have the responsibility for appropriate financial reporting to their own members.

It is strongly recommended that each club consult a tax professional to obtain information, including but not limited to determining what type of tax-exempt status the Club should file for, and to clarify the mandatory annual tax reporting that the Club must file with the IRS and the California Franchise Tax Board. Each Club is solely responsible for ensuring that all required tax reporting is prepared and filed. Payment of any taxes from admissions fees, consumable sales, etc., is the responsibility of the Club sponsoring the activity.

8. All financial transactions involving Club funds should be recorded in the Club treasurer's records. It is important for all Clubs to maintain a detailed accounting of its receipts (revenue) and disbursements (expense). Disbursements should not be made from cash on hand, but rather by check.
9. Clubs should consider a retention period policy for their records. Many Clubs follow these guidelines:
 - a. Meeting minutes for a period of three (3) years.
 - b. Financial records for a period of seven (7) full years prior to the current year.

ASSOCIATION STAFF CONTACTS

January, 2018

Lifestyle Staff:

Lavina Samoy, Lifestyle Manager

Lavina.Samoy@sclhca.com • 916-625-4073

Shelvie Smith, Room Booking and Club Coordinator

Shelvie.Smith@sclhca.com • 916-625-4021

Executive Director:

Christopher O'Keefe

Chris.Keefe@sclhca.com • 916-625-4060

CLUB AND ASSOCIATION FORMS

SCLHCA RECOGNIZED CLUB APPLICATION

1. Please state the name and purpose of this Club.

2. Does the Club exclude members based on age, political, religious, gender, and ethnic background, National or racial origin?

YES NO

3. Does the Club bar an individual with disabilities?

YES NO

4. Does the Club have a purpose similar to an existing group?

YES NO

If yes, please explain. _____

5. Will Club meet a minimum of 20 members regularly attending? YES NO

6. Is the Club open to all members of the Association? YES NO

7. Please list the names of two primary contacts; steering committee members or officers.

8. Will the Club collect dues? YES NO

9. Please list any other sources of income the Club expects to receive. _____

10. How frequently will the Club meet? _____

11. What resources are needed from the Association? _____

12. Will the Club compensate instructors or other individuals? YES NO

13. Will a Club member receive any form of compensation as a result of participating in the Club?

YES NO

If yes, please describe the compensation and related services. _____

CCOC members and Staff questions/recommendations:

SCLHCA CLUB CONTACT UPDATE FORM

Club Full Name:	Today's Date:
List at least two primary contacts:	
<u>President / Steering Committee / Member 1</u>	Name:
Email:	Phone:
<u>Vice-President/ Steering Committee/ Member 2</u>	Name:
Email:	Phone:
<u>Secretary/ Steering Committee/ Member 3</u>	Name:
Email:	Phone:
Room Booking Coordinator (*Two contacts required)	
Name:	
Email:	Phone:
Name:	
Email:	Phone:
Club Contact listed on Hallway Sign & Quarterly Club Handout	
Name:	
Email:	Phone:
Name:	
Email:	Phone:
COMPASS Writer Contact	
Name:	
Email:	Phone:

ROOM RESERVATION GUIDELINES

- 1) To reserve a room, please complete a Facility Reservation Request Form and submit to Shelvie Smith, Lifestyle Room Booking Coordinator via email (Shelvie.Smith@sclhca.com) or drop off at Orchard Creek Activities Desk. Facility Reservation Form is attached and available at our website: suncity-lincolnhills.org under Library/Association Groups & Clubs.
- 2) All reservation requests for Performing Arts Steering Committee (LHCPA) must be submitted to Lavina Samoy, Lifestyle Manager (Lavina.Samoy@sclhca.com).
- 3) To eliminate confusion, staff will work with only one designated contact person for room bookings.
- 4) Room request will be reviewed and client will be contacted within two business days from receipt of request. An appointment to discuss details, sign and pay for contract will be set at this point. (Room charges are due at the time of booking the function.)
- 5) Rooms are accessible at the contracted time. For safety, no one is allowed to access the room if maintenance is setting up. Please do not ask maintenance for any last minute setup changes. See the Activities Monitor with your request.
- 6) To guarantee changes for an existing booking, request must be received in writing by the Room Booking Coordinator at least 48 hours prior to the event.
- 7) Please notify the Room Booking Coordinator if your event is cancelled at the earliest possible time with a written notice.
- 8) Non-residents may submit a request for the rental of the Sports Pavilion & Kilaga Springs Kitchen (Placer, California, Lincoln rooms) no earlier than 45 days prior to event.
- 9) No outside alcoholic beverages may be brought in to any function. Please contact the Catering Manager, Kathy Cameron: Kathy.Cameron@orchardcreeklodge.com or 916-625-4043 for bar setup.

If you have any questions please contact Room Booking Coordinator, Shelvie Smith:
Email: Shelvie.Smith@sclhca.com or 916-625-4021

SUN CITY LINCOLN HILLS COMMUNITY ASSOCIATION

FACILITY RESERVATION REQUEST FORM

Please submit this form for review to Shelvie Smith, Lifestyle Room Booking Coordinator, preferably one week before your event **BUT no later than 12:00 PM, and three working days prior to event date**. Request received after this deadline is not guaranteed. Submit by email (shelvie.smith@sclhca.com), fax (916-625-4076) or hand to Activities Desk.

Event Name: _____ SCLH Club Name: _____
 Contact: _____ Phone #: _____ Email Address: _____
 Address: _____
 Day/Date Requested: _____ Room Desired: _____ # of Guests: _____

Please provide three other options for event date/time in case your first choice is not available.

Choice 2: _____ Choice 3: _____ Choice 4: _____
Set Up Time: From _____ To _____ Event Time: From _____ To _____

*Acceptable set up times for room requests needed prior to event time.
 (15 minutes for meetings, 30 minutes for parties/social/presentations)*

Room Set-up: Theater Style _____ Rounds of 10 _____ Cards of 4 _____ Perimeter Seating _____
 Registration Table _____ w/ chairs (indicate how many) _____ w/o chairs _____
 Head Table _____ w/ chairs (indicate how many) _____ w/o chairs _____

Resource & Equipment Requirements (please indicate how many):

Chairs:	Microphones:	Tables:	A/V Presentation:
White Board:	Headset:	Card	Slide Projector:
Wooden Easel:	Lapel:	Round	Overhead Projector:
27" TV/DVD/VCR:	Wired:	Rectangle 6'	LCD/INFOCUS Projector: <i>(used for PowerPoint & website presentations)</i>
Boom Box:	Wireless:	Rectangle 8'	
Wooden Podium:	Floor Stands:		Screen:
Smart Podium: <small>(only available in KPH)</small>	Table Stands:	Piano:	PC Laptop:
	Small PA (3 inputs):	Baby Grand:	
	Large PA (8 inputs):	Electric:	Computer Portable Speakers:

Is assistance needed at the start of your A/V or audio presentation? Yes _____ No _____

For Kilaga Springs Kitchen (Placer, California, Lincoln rooms) Rental:

Buffet Tables (only in Social Kitchen -indicate how many) _____

For Sports Pavilion Rental:

Monitor's Station: _____ Propane Barbeque: _____ Outdoor Propane Heater: _____

(See back of this page)

Please draw in space below how you want your room setup with tables, chairs and equipment.



Comments/Special Instructions: _____

Submitted by: _____ **Date Submitted:** _____

For Staff Use Only:

Request Received by: _____ **Date Received:** _____ **Posted by:** _____ **Date:** _____ **BEO #** _____

INCIDENT REPORT FOR INCIDENTS RESULTING IN INJURY TO NON-EMPLOYEES

PRIVILEGED AND CONFIDENTIAL

(Use black ink)

Date of Report: _____ Date of Incident: _____ Time of Incident: _____ AM PM

Location where injury occurred: _____

Did injury occur on Homeowners' Association (HOA) Property? Yes No If yes, date HOA notified: _____

Injured Party Name: _____ Date of Birth: _____ Male Female

Injured Party's Home Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Work) _____

Was first aid administered? Yes No If yes, by whom? _____

Were paramedics called? Yes No Did paramedics respond? Yes No

If Minor – Parent/Guardian's Name: _____

Description of accident: _____

Did an unsafe act by any person (including the injured party) contribute to or cause the incident? Yes No

If yes, identify persons involved: _____

Is there evidence that the injured person was under the influence of alcohol or drugs (legal or illegal)? Yes No

If yes, explain: _____

Was the location inspected immediately after incident? Yes No Inspected by: _____

Describe the lighting conditions at time of incident (e.g., natural light, dusk, dawn, artificial light) _____

Describe the weather conditions at the time of incident (e.g., clear, hazy, fog, rain, sleet, snow, ice) _____

- Enclose copies of diagrams, literature, photographs, etc. of the location where incident occurred.
- Complete witness information on page 2.

(Complete all pertinent sections)

Witness Information – Personal Injury

List staff person(s) on duty at the location at the time of incident: _____

List the names of all other SCLH employees who witnessed the incident: _____

Other Witnesses:

Name #1: _____ Name #2: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone: (Home) _____ Phone: (Home) _____

(Work) _____ (Work) _____

Name #3: _____ Name #4: _____

Address: _____ Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

Phone: (Home) _____ Phone: (Home) _____

(Work) _____ (Work) _____

Report Prepared By:

Name: _____ Title: _____ Department: _____

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____

Phone: (Home) _____ (Work) _____

My Signature below acknowledges that I am refusing 911 treatment.

Signature **Date**

This Report Form must be filled out promptly and sent to:

- Original: Executive Director
- Copy: Department Manager
- Copy: Facilities Manager if environmental cause

WRITING OR REVISING YOUR CLUB BYLAWS

When a Club plans to develop or significantly revise their Bylaws, which define how the Club will function, the CCOC recommends the following:

- a) Carefully review the Club Information & Guidelines Handbook. A Club's Bylaws must not be in conflict with any of the policies stated in the Handbook.
- b) Consider use of the Bylaws Template to simplify the process. The template is a tool to help ensure that the Bylaws include important provisions for Club governance. The Club's Bylaws, when established or revised, must be reviewed by the CCOC and approved by the Association's Board of Directors.
- c) Consider creating a separate document for the Club's Operating Policies and Procedures, which could detail the Club's operating and financial rules, personnel duties, Leadership Team decisions including dues amounts, guest rules, etc. The Club's procedures document does not need review or approval by the Association, but must not conflict with any Association policies.
- d) Guidance is available by contacting the CCOC at CCOC@sclhca.com.

SUGGESTED BYLAWS TEMPLATE

SUN CITY LINCOLN HILLS

[Name of Club] _____

BYLAWS AS OF

[Effective Date] _____

ARTICLE I. NAME

The name of this group shall be _____, hereinafter referred to as “the Club”.

ARTICLE II. PURPOSE

1. The Club is organized and will operate in full compliance with the Association’s governing documents, including the Club Information & Guidelines Handbook.

2. The stated purpose of the Club:

ARTICLE III. MEMBERSHIP

Membership in the Club is open and restricted to all Association residents.

ARTICLE IV. MEETINGS

Members will be provided advance notice for the time and location of all Club general membership, social and Leadership Team meetings.

ARTICLE V. VOTING

The Leadership Team will be elected by the Clubs general membership.

ARTICLE VI. RECORDS AND REPORTS

1. The Club is responsible for internal financial transactions and records, including any tax responsibilities, and has the responsibility to report appropriate financial business to its members.
2. All Club governing documents, meeting minutes, and financial records must be available for review by any Club member in good standing.
3. The Club will maintain a current list of at least two Club contacts with phone numbers and email addresses, and submit it to the SCLHCA Room Booking and Club Coordinator.
4. Lists containing Club member information shall not be used for commercial, political or personal purposes not related to the business of the Club.

ARTICLE VII. CLUB DISSOLUTION

In the event that the Club dissolves, all remaining assets will be either returned to Club members or donated to a charitable organization. Dissolution will not be initiated until all outstanding debts are satisfied. Upon dissolution or abandonment of recognized club status, the Club should notify SCLHCA Lifestyle staff of its reasons for dissolution or status abandonment.

ARTICLE VIII. AMENDMENTS

Bylaw amendments must be approved by the Clubs general membership prior to being submitted to the CCOC for review and recommendation to the Association's Board of Directors for approval. They will become effective after final approval by the Association's Board of Directors.

Date of Club Approval: _____

Date of CCOC Review: _____

Date of Final Review and Approval by the SCLHCA Board of Directors: _____

SUGGESTED CLUB OPERATING POLICIES AND PROCEDURES TEMPLATE

- **This document should be established, maintained, and modified by vote of the club's members. Its contents are determined by the club, and could include all, some or none of the following suggestions.**
- **The document does not need to be approved by the Association, but must not conflict with any Association policies.**

GENERAL INFORMATION:

1. Define process for joining club:
2. Club dues (if applicable - amount, when payable, to whom. Dues are useful in updating active membership):
3. Define means of communication to club members (i.e.: email, phone, snail mail):
4. Membership Roster (Recommended update annually) Define any restrictions on use and email:
5. Define Etiquette/Code of Conduct Rules (any unique to club):
6. Define Disciplinary actions:

OFFICERS & LEADERS:

1. Define makeup of club's leadership team:
2. Define term limits for leadership team (e.g., member who has served four continuous years should take at least a one year break):
3. Define leadership team quorum for decision/voting purposes:
4. Define duties of elected members of leadership team (e.g., President, Vice President, Secretary, Treasurer, etc.):
 - a. Title:
 - b. Duties:
 - c. Term of office:
5. Define duties of non-elected members of leadership team (e.g., Luncheon Chairperson, standing committees, ad hoc committees)
 - a. Who appoints:
 - b. Duties:
 - c. Term of office:
6. Define processes for filling a vacancy on leadership team, and for removing someone from the leadership team before their term expires.

ELECTION PROCESS

1. Define Nominating process:
2. Define when voting held (i.e.: how often, month):
3. Define nominee and voting notification method (i.e., time before vote and how notified of candidates):
4. Define voting method (i.e.: written ballots, show of hands, email, proxy ballots, quorum):

CLUB MEETINGS

1. Define Location/Date/Time of meetings:
2. Define amount of advance notice of meetings:
3. Define quorum needed for official meeting/voting/business matters:

RECORD KEEPING & RETENTION

1. Define meeting minutes rules (retained usually 3 years – should be taken at leadership team and general club meetings):
2. Define method for Financial transactions & financial record keeping:
(Financial records retained usually 7 years prior to current year. All transactions involving club funds should be recorded in clubs treasurer's records. It is important to maintain a detailed accounting of receipts (revenue) and disbursements (expenses). Disbursements should not be made from cash on hand, but rather by check).
3. Define annual budgeting process and periodic financial reporting to club membership, including membership or leadership team approval process.

GUESTS

1. Resident Guests - Define any restrictions (i.e.: Time limit before joining):
2. Non-Resident Guests - Define any restrictions, concerns:

ADD ANY OTHER CONSIDERATIONS FOR THE CLUB TO FUNCTION

-Such as defining special interest sub-groups; how formed and approved by club, and how their activities are monitored.