



Sun City Summerlin

Community Association, Inc.

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# **Clubs and Community Organizations Procedures Manual**

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Revised September 2022

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## **INTRODUCTION**

Chartered Clubs and Community Organizations, (hereinafter referred to as “Clubs”) are organizations that are approved and sponsored by the Sun City Summerlin Community Association, Inc. (hereinafter referred to as “SCSCAI”) to foster and promote hobbies, community interests, recreational and cultural pursuits among its members. In so doing, the SCSCAI provides an opportunity for all members to enjoy associations with others while pursuing similar interests.

The community centers and recreation facilities are primarily for the use of members and their guests except when preempted at the direction of the SCSCAI Board of Directors, Executive Director and his/her staff for the benefit of the community. It is the purpose of these Clubs and Community Organizations Procedures (hereinafter referred to as “Procedures”) to provide direction and structure to the Club and Organizations system and enable the membership to enjoy fully the facilities and programs offered.

Club members should be aware that by joining a Club they are deemed to have waived any claim of liability against the SCSCAI as a result of participation in any Club sponsored activity.

Club members should contact the Community Services Department with questions, to obtain forms, or to request to be on the CCOC agenda.

These Procedures are subject to change with the approval of the SCSCAI Board of Directors.

## **I. GENERAL INFORMATION**

### **A. Authority**

The authority for Clubs rests with the SCSCAI Board of Directors. If these Procedures conflict with SCSCAI's governing documents, including without any limitation any harassment and bullying policies, the governing documents will prevail.

### **B. Responsibilities**

#### **1. Clubs and Community Organizations Committee (CCOC)**

The CCOC is a standing committee of the SCSCAI Board of Directors that operates under their guidance and is subject to their review. It serves as a liaison between Clubs and the SCSCAI Board of Directors for the purpose of recommending changes in policy, endorsing special programs, and arbitrating matters of conflict. The CCOC establishes, reviews, and modifies the Procedures for Clubs and submits them to the SCSCAI Board of Directors for approval.

#### **2. SCSCAI Executive Director**

The Executive Director or his/her designee is responsible for coordinating and implementing policy for Clubs and assisting with operational and financial concerns. As deemed necessary, the Executive Director may at any time request specific reports from any Club.

#### **3. Director of Community Services**

The Director of Community Services reports to the Executive Director and is responsible for assisting Clubs with their Charter, policies and procedures, facility scheduling, special programs, publicity and promotion, and coordinating all Club matters. The Director of Community Services may request reports and additional information from any Club, as needed.

## **II. ESTABLISHING A CHARTERED CLUB**

### **A. Club**

A Club is chartered when a Club Charter has been approved by the SCSCAI Board of Directors, thereby granting official status to the Club.

### **B. Guidelines for Establishing a Club**

To establish a Club, groups must:

- 1.** Obtain a New Club Formation packet from the Community Services Department. Complete all forms and return to the Director of Community Services.
- 2.** Charters will not be granted to groups whose purpose is similar to existing Clubs. Charters will not be granted to Clubs that require membership in affiliated national, regional, or state organizations as a precondition for membership.
- 3.** The formation of segregated activities for male and female members of SCSCAI may be permitted as long as both genders are provided with an equal opportunity to pursue common interests.

4. The Club Charter outlines a Club's basic purpose. A Club is required to stay within the guidelines of their Club's approved purpose and not infringe on any other Club's purpose or function.
5. Obtain the necessary names, phone numbers, signatures, and SCSCAI membership numbers. A minimum of 25 members is required to form a Club. All potential members of a Club must be owners or residents holding a current Association Card and in good standing with SCSCAI.
6. Develop a proposed Club Charter using the template guidelines (Attachment I) with assistance from the Director of Community Services. The proposed Club Charter shall be submitted to the Community Services Department for review by the CCOC.
7. Interim Club Officers will serve until the first official election. A Club will hold their first official election within one (1) year of the date the SCSCAI Board of Directors approves the Club Charter. Club elections will be held in the months of October, November, or December as determined in the Club's Charter. Club Officers take office by January 1 of the following year. Exceptions may be granted by the CCOC on a case-by-case basis.
8. Clubs may collect annual dues. Interim Club Officers may establish dues prior to the Club Charter being approved. (See Section III. A. 2.)
9. When all requirements are satisfied, the proposed Club Charter is submitted to the SCSCAI Board of Directors with the recommendations from the CCOC. All Club Charters shall be kept on file in the Community Service Department.
10. Following the approval of a Club's Charter, a Club shall elect to formulate its own Operating Procedures. (See Section II. C. 2.) Operating Procedures are necessary to accomplish specific Club functions.

**C. Club Charter and Operating Procedures (previously called by-laws)**

Each Club's Charter and Operating Procedures shall be in compliance with these Procedures. The Procedures will prevail if there are conflicts.

**1. Charter Amendments**

- a. Contact the Community Services Department for guidance and approval on proposed amendment(s) to an approved Charter.
- b. Club Officers must approve the proposed amendment(s) by a majority vote before presenting to the Club membership.
- c. Proposed changes to a Charter must be approved by the CCOC before voting by the Club membership.
- d. A Club member meeting to vote on the proposed amendment(s) must be published a minimum of 30 days prior to the meeting in the LINK magazine according to the LINK magazine deadline and a 30 day advance notice to the membership is required.
- e. The proposed amendment(s) must be approved by a majority vote of the



Club membership at which a quorum is present. Virtual membership meetings or email ballots are acceptable. (See Section IV. A. 2. for more information about virtual meetings and email ballots.)

f. The CCOC may request the SCSCAI Board of Directors to approve any changes to the Charter.

## **2. Operating Procedures**

Clubs shall have Operating Procedures specific to their Club functions (Attachment XV). Any Operating Procedures formulated by a Club must be approved by the Club membership and submitted to the Director of Community Services for inclusion in the official Club file. Operating Procedures may not conflict with, or modify, the Club Charter or other SCACAI governing documents.

## **D. Dissolution or Revocation of a Club**

### **1. Reasons for Dissolution of a Club**

Clubs' Charters may be revoked or suspended following a recommendation by the CCOC and the subsequent decision of the SCSCAI Board of Directors. The SCSCAI Board of Directors also has the authority to revoke or suspend any Club Charter with or without any recommendation from the CCOC.

Reasons for revoking or suspending include, but are not limited to:

- Failure to adhere to the Club's approved Charter.
- Failure to elect and maintain a minimum of three Club Officers.
- Membership declines below 25.
- Irreconcilable membership conflict.
- Noncompliance with the SCSCAI governing documents.
- Noncompliance with these Procedures.
- Violation of federal, state, or local government statutes and ordinances.
- Failure to maintain adequate financial records and control.

### **2. Officer Duties**

During the period leading to and including dissolution, the duties of the Club President and all elected Club Officers remain in accordance with these Procedures.

### **3. Membership Approval**

a. The Club member meeting to vote on the proposed dissolution must be published a minimum of 30 days prior to the meeting in the LINK magazine according to the LINK magazine deadline and a 30-day advance notice to the membership is required.

b. The approval must be obtained by a majority vote of the Club membership at which a quorum is present at an in-person meeting, virtual meeting, or email ballot. (See Section IV. A. 2. for more information about virtual meetings and email ballots.)

- c. If the Club membership fails to approve the dissolution, new Club Officer elections will be held in accordance with these Procedures and the Club will continue to operate as stated herein.
- d. If the majority of Club members vote to dissolve the Club, a Club Dissolution form (Attachment XIII) shall be forwarded to the Director of Community Services who will submit it to the CCOC for recommendation to the SCSCAI Board of Directors.
- e. If the Club membership has declined to the point where a quorum to hold a meeting to dissolve the Club is not possible, the majority of Club Officers may request the CCOC recommend dissolution of the Club to the SCSCAI Board of Directors. Final dissolution of the Club requires the approval of the SCSCAI Board of Directors.

#### **4. Assets**

Upon dissolution of a Club, all assets shall remain the property of SCSCAI.

#### **5. Liabilities**

Dissolution may not be completed until all outstanding debts of the Club have been satisfied. All members are liable for any debts incurred by the Club and must satisfy them in full prior to the Club's dissolution.

### **III. CLUB MEMBERSHIP**

#### **A. Membership**

##### **1. Membership Qualifications**

- a. Clubs must be open to all owners and residents of the Association in good standing and holding an Association Card.
- b. Participation in activities or performances may be based on skills or training. The qualifications will be defined by the individual Club (Attachment XV).
- c. Clubs must maintain at least 25 members who are owners or residents.

##### **2. Membership Dues**

- a. All Clubs may collect annual dues which shall be collected for each new calendar year.
- b. Dues shall be established by the Club Officers.
- c. Dues shall be kept at a minimum only sufficient to support Club operations.
- d. The Club member meeting to vote on the proposed changes to the dues must be published a minimum of 30 days prior to the meeting in the LINK magazine according to the Link magazine deadline and a 30-day advance notice to the membership is required.
- e. Any proposed change in the dues must be voted on and approved by the majority of Club members provided the quorum required for conducting business has been met. Virtual member meetings or email ballots are acceptable. (See Section IV. A. 2. for more information about virtual meetings and email ballots)

f. Meeting minutes of any changes to the dues must be submitted to the Community Services Department within 30 days.

**3. Membership Roster**

Each Club must submit a list of members including first and last name, email address, phone number, and Association Card number for the current calendar year to the Community Services Department by February 28 of each year as well as anytime requested by the Executive Director or Director of Community Services.

**4. Membership Compliance**

All members of Clubs are required to adhere to these Procedures as well as the governing documents of SCSCAI. The Club Officers are responsible for enforcing these Procedures within their individual Clubs. Any unresolved violations of the SCSCAI governing documents are to be reported to the Executive Director.

**5. Membership Violation**

Club members deemed to be in violation by the Association of any of the Club or SCSCAI governing documents, including the Code of Conduct (See SCSCAI Rules and Regulations), may, after a hearing, have their Club membership privileges temporarily suspended, Association membership privileges temporarily suspended, or may be fined.

**6. Membership Contact Information**

a. Club member's contact information is for Club business only.

b. When a Club desires to create a directory that lists email addresses, phone numbers and mailing or street addresses of their members, the Club must have permission of the member in writing to do so. First and last names of members can be distributed in a membership directory without permission. (Attachment XVI)

c. The Club Officers will designate in writing to the Club members the name of all Club members who have possession of the member contact information and who have permission to send messages by email using the list.

d. When mass distribution is sent by email to members of the Club the email recipients and email addresses must be hidden by using the BCC function.

**IV. MEMBERSHIP MEETINGS**

**A. Meeting Requirements**

1. A Club must have a meeting at least once a year for the purpose of reviewing the past year's business, including a budget and financial reports, sharing plans for the upcoming year and Club elections. The meeting must be published a minimum of 30 days prior to the meeting in the LINK magazine according to the LINK magazine deadline. (Election meetings must be published a minimum of 60 days prior to the election date. See Section V. A. 5. for information about Club Officer Elections and Vacancies)

**2. Any action requiring a majority vote of the Club membership: (Not including Club elections)**

- a.** All Club members must be given at least 30 days prior written notice of any action requiring a membership vote and the membership meeting must be published a minimum of 30 days prior to the meeting in the LINK magazine according to the LINK magazine deadline.
- b.** Any proposed action must be voted on and approved by the majority of Club members provided the quorum required for conducting business has been met.
- c.** Virtual membership meeting or mail ballots are acceptable. Email voting is permitted if the Club has a dedicated Club email address.
- d.** Club Officers may decide if the action will be voted on in person, virtual, per mail or email, or a combination of these options.
- e.** The first date of mail or email voting and a cut off date for receiving votes is required and must be published in the LINK magazine for a minimum of 30 days prior to the meeting according to the LINK magazine deadline. A tally of incoming emails and/or mail ballots must be kept and updated as votes are submitted. If a Club member votes by email and mail, the email vote supersedes the mail vote. No in person meeting is required and the voting results may be announced via Club email or mail. Email or mail notifications, email ballots, mail ballots, and announcement of the results must be retained for a minimum of 60 days due to no in person meeting, no minutes and must be submitted to the Association if requested. (See Section V. A. 5. for information about Club Officer Election and Vacancies)

**B. Quorum Definition**

A quorum is required in order to conduct any Club business. A quorum is defined by the Club and is a definitive number or percentage of Club members as provided in the Club's Charter. A quorum must include at least three (3) Club members.

**V. CLUB BOARD**

**A. Club Officers**

**1. Number and Terms**

- a.** Each Club shall be organized with a minimum of three (3) Club Officers, a president, vice president and secretary/treasurer, who shall serve without any salary or compensation for any service. A Club can have as many Club Officers as deemed necessary to run the Club. Clubs shall complete a new Club Officer form (Attachment II) and submit it to the Community Services Department within seven (7) days following the election. If a Club Officer is removed, resigns, or vacates their position for any other reason, the Community Services Department shall be notified in writing within seven (7) days of the Club receiving notification.

A new Club Officer form (Attachment II) must be submitted.

- b. The term of any Club Officer shall be one year in duration. There are no term limits.
- c. Each Club Officer shall be elected each year.
- d. Club members may self-nominate.
- e. If the majority of the members determine that a Club Officer is not fulfilling his or her duties, members may call for a recall election by submitting a petition signed by a majority of Club members to the Club Officers. Said recall election will be handled in the same manner as the annual election.

## **2. Officer Designations**

All Club Officers shall be elected by the Club membership. No Club shall have more than one president. The following Club Officer duties are suggestions and can be changed to each Club's specific needs.

- a. President: The president shall preside over all Club meetings and be responsible for the administration of all Club business, shall act as principal liaison between the Club and SCSCAI, shall appoint any committees deemed necessary, shall act as ex-officio chairperson over all committees with the exception of the nominating committee, and shall insure the financial and administrative integrity of the Club. All records shall be passed on to his/her successor.
- b. Vice-President: The vice-president shall preside at all meetings in the absence of the president and shall perform other duties as may be assigned by the president.
- c. Secretary: The secretary shall keep all records, issue notices of all meetings and shall record all meeting minutes to be made available for review by any member of the Club upon request, shall conduct and/or oversee all correspondence relating to the Club, shall maintain a complete roster of all members, shall furnish to SCSCAI various reports as required. NOTE: Secretary's records will be retained for a minimum of three (3) years and passed on to each successor.
- d. Treasurer: The treasurer shall receive all monies and pay all bills owed by the Club, shall keep an up-to-date ledger recording all financial transactions; shall reconcile and retain all bank statements, shall prepare financial reports for meetings to be made available for review by any member of the Club upon request, shall follow all requirements of the Club treasurer's record system as defined in Section VII. of these Procedures. NOTE: Treasurer's records will be retained for a minimum of ten (10) years and passed on to each successor.

## **3. Duties & Responsibilities**

Club Officers, in compliance with these Procedures, are responsible to:

- a. Conduct and manage the affairs of the Club in compliance with SCSCAI governing documents and these Procedures.
- b. Recommend changes to the Club's Charter and Operating Procedures in compliance with these Procedures.
- c. Prepare an annual budget to present to the Club membership for approval. Club dues shall be based on the annual budget.
- d. Enter into contracts for services to be provided to the Club. The form of the contract shall be approved by the SCSCAI Board of Directors. A Club Officer shall not be under contract within the same Club and Club Officers shall not receive any salary or other compensation for their services as officers. However, they may be reimbursed for any actual expenses incurred in the performance of such Officer's duties. All contracts are required to be approved by the membership unless the Club's Operating Procedures provide otherwise, or it is an approved budgeted item.
- e. Ensure that a list of members for the current year is supplied to the Community Services Office by February 28 of each year.
- f. Assure that all guest privileges are enforced and ensure the monitoring and tracking of member and non-member attendance at Club meetings, in dedicated Club rooms or dedicated space, and at other special functions.
- g. Follow all procedures for Club Officer elections.
- h. Fill any officer vacancy. (See Section V. A. 5.)
- i. Submit all Club reports and forms to the Director of Community Services as required.
- j. Ensure the operational safety and the proper care and use of all equipment and facilities.
- k. Ensure all Club members abide by the rules mandated by SCSCAI and the City of Las Vegas.
- l. Newly elected Club Officers shall be thoroughly briefed on all aspects of Club by outgoing Club Officers.
- m. Attend Club Officer's meeting held by the Executive Director, Director of Community Services and CCOC Chair.

#### **4. Club Officer Meetings**

The elected Officers of the Clubs shall serve as the Club's board and shall meet monthly, quarterly, or annually as provided for in the Club Charter. The elected Club Officers may appoint such other Club Officers as, in their judgment, are necessary for Club operations. However, only elected Club Officers shall have the power to vote at any meeting of the Club's elected board. Special meetings may be called at the discretion of the Club President. All meetings must have minutes which are signed by a Club Officer and made available to any member of the Club upon request with the

exception of a Club Officer meeting dealing with Club member issues.

## 5. Officer Election/Vacancies

- a. Once a year, in the month designated in the Club Charter, the Club must hold Club Officer elections. Club Officer elections will be held in the month of October, November, or December. Exceptions regarding an election month may be granted by the CCOC on a case-by-case basis. (See Section V. A. for Club Officer Number, Terms, and Designations etc.)
- b. The election date, place and time must be properly published in the LINK magazine at least 60 days prior to the meeting.
- c. The election of Club Officers may be conducted in a virtual meeting or via email if the Club is able to meet all the necessary requirements to conduct an election by online balloting. Check with the Community Services Department for requirements and approval.
- d. Verify that the Club membership list is current. Only eligible members may vote.
- e. Club members may self-nominate. Term of office is one year with no term limits for any individual office.
- f. Clubs may appoint or elect a nominating committee of not less than three (3) persons from the Club membership to find eligible candidates for all offices.
- g. Not less than thirty (30) days prior to the election advise the membership of the slate of members who have accepted nomination in at least one of the following methods: Posted in a Club's designated room, published in the LINK magazine, emailed to the membership, or announced at a membership meeting.
- h. The nominating committee volunteers will conduct the election meeting and determine if a quorum is present as defined by the Club's approved Charter.
- i. The nominating committee volunteers will assign designated Club members to distribute and collect the ballots, and to count the votes.
- j. A nominating committee volunteer will present the slate of nominees and ask if there are any additional nominations from the floor for each office to be elected. When it appears that no one else wishes to make a nomination or self nominate, they may declare the nominations closed.
- k. A nominating committee volunteer will ask the membership to cast their secret ballots. **Note: If the slate of nominees contains only one nominee for each office, and there have been no additional nominees from the floor for any of the offices, the nominating committee may call for a vote by voice or a show of hands. The slate shall be considered elected by acclamation.**
- l. The designated Club members collect and count the ballots, unless the vote was by a show of hands and presents the results to the current club president. The president announces the results to the membership.

- m.** Ballots for all Club elections shall be retained for a period of sixty (60) days following the election.
- n.** If an election is protested by 10 percent of the membership, the chair of the CCOC must review the process and notify the Club if a recount or new election is required.
- o.** All Clubs shall provide a list of new Club Officers to the Community Services Department within seven (7) days after election or appointment.
- p.** Vacancies shall be filled as follows: In the absence of the president, the vice-president will automatically assume the duties. In the case of any other Officer vacancy, a vote of the remaining elected Club Officers will determine a replacement.
- q.** It is the responsibility of the outgoing Club Officers to ensure that the newly elected Officers are properly and thoroughly briefed on all aspects of these Procedures established for Clubs.

#### **B. CCOC Club Officer Meeting**

The CCOC Chair, Executive Director and Director of Community Services will meet with Officers of all Clubs each year. These meetings are conducted to update policies, clarify procedures for training and to discuss general concerns. This meeting will normally be held in the month of February.

#### **C. Club Communications Requirement to SCSCAI**

Club matters requiring action on the part of SCSCAI management or the SCSCAI Board of Directors will be submitted in writing to the Director of Community Services by a Club Officer designated on the Club Officer form.

#### **D. Insurance**

Liability insurance for Club Officers is extended through the provisions of the SCSCAI insurance coverage. Clubs that sponsor events or activities on SCSCAI premises are covered by SCSCAI insurance as long as the activity is within the scope of the Club Charter. Clubs should be cognizant of potential liability needs and inquire into “one-time” coverage through independent agents. Any insurance acquired by Clubs will be at the expense of the Club.

### **VI. CLUB OPERATIONS & REQUIREMENTS**

#### **A. Use of Facilities**

##### **1. Guests**

It is the responsibility of the Club’s Officers and members to see that guest privileges are not abused. Clubs are responsible for seeing that the sponsoring member’s Association Card is validated at the monitor station when sponsoring guests during



Club functions and events. Club members are responsible for their guests while using the facilities. Guests under the age of 18 must be accompanied by the member at all times. Club activities are meant to be for members of the Clubs. From time-to-time Club members may want to bring a guest to participate in a Club activity. Guest participation is only allowed when it would not displace a Club member from the activity or require a Club member not to participate. The Club members are responsible for their guests and must be present and remain present as long as the guest is in attendance at the Club activity.

- a. **Resident Guest(s)**: A resident guest is a resident of Sun City Summerlin who has a current Association Card or Activity Card and has not yet joined the respective Club. After a resident guest has attended two Club functions, they will be required to become a member of the Club in order to continue attending functions.
- b. **Non-resident Guest(s)**: Non-resident guests cannot join a Club but may attend Club functions as a guest of a member of the Club. Note: SCSCAI monitors must validate a guest attending a Club function on SCSCAI property. Members of the Club or owners and residents of the Association have absolute priority over non-residents who are guests of a Club member when an activity is limited to the number of people who can participate. If the member's guest passes have been depleted, the member may purchase additional daily guest passes. This can be done at the SCSCAI Membership office or at the monitor stations at Mountain Shadows, Desert Vista and Pinnacle Community Centers. Each Club may determine how many times a non-resident guest may visit a Club function with a vote of the membership meeting at which a quorum is present. The Club is responsible to keep track of non-resident guests.
- c. **Performer Guest(s) - Non-ticketed Club Event**: Performers or guest speakers at a Club Event may invite guests as follows:
  - Bring up to two guests per solo performer/guest speaker.
  - Performing groups or a group of guest speakers may bring up to two guests per performer/speaker in the group or a total of 20 guests, whichever is less.
  - These are guests of the performers and not guests of the Club or any individual owner or resident.
  - This only applies to events/meetings where tickets are not sold and there is not a charge to attend the event.
  - No guest passes required.
- d. **Gratitude Tickets**: A way for Sun City Summerlin Clubs to honor Metro, Fire & Rescue, City Council, the Mayor, and their guests by inviting them to Club events or performances without being charged for guest passes or tickets.

- A maximum of ten tickets can be requested per event or performance. Additional tickets require approval from the Director of Community Services.
  - The Club president must submit a completed Gratitude Ticket Request form to the Director of Community Services. The Club president verifies that the invited guests on the form qualify for the complimentary ticket(s) by signing the form. The form is available in the Community Services Department.
  - The Club president should submit the ticket request form for paid ticketed events and performances prior to tickets going on sale to guarantee availability. The Club president may still request tickets once they go on sale, but availability cannot be guaranteed.
  - If the event does not require tickets, the ticket request form must be submitted to Community Services Department a minimum of five (5) business day before the event. Tickets are in lieu of guest passes.
- e. Children Policy: Clubs that would like to allow children to participate in Club activities or to be present to observe activities in dedicated Club room/space or card rooms, must provide Club members the opportunity for approval by a majority vote of the Club membership, at a duly noticed meeting at which a quorum is present.

If a Club votes to allow children, a Club must submit meeting minutes prior to contacting the Director of Community Services to determine if an appointment with the Association's insurance company or broker is necessary. The insurance company's Risk Management department will send a representative out to look at the room/space and give guidelines on the restrictions for children for each specific room/space.

## **2. Allocation of Facility Space**

The allocation of space in SCSCAI facilities is dependent upon availability. The Director of Community Services has the right to move a Club from one assigned room/facility to another assigned room/facility if it is determined to be in the best interest of the Association. This does not include dedicated Club rooms. The Director of Community Services may also deny exclusive use of a room to a Club if he/she determines it to be in the best interest of the Association. Clubs are provided with meeting or activity space and promotion of same without charge.

Clubs must have on file with the Community Services Department and where applicable, the Fitness Department, the names of the Officers of their Club that are authorized to make and cancel room reservations.

Clubs are required to give 24-hour notice to Community Services if a scheduled event is canceled. Any coffee charges incurred will be the responsibility of the Club. Repeated failures to cancel room reservations could result in loss of reservation privileges. In order for privileges to be restored the Club Officers will have to present its appeal to the CCOC for determination of when the privilege will be restored.

a. Club Sub-Groups: Sub-Groups that are formed in existing Clubs are not given additional meeting space. The intention of sub-groups is for people with similar interests to get together to meet in homes, restaurants, or other places of interest.

### **3. Regular Facility Use**

a. The term “regularly” is defined as those activities and meetings that are consistently held on the same days of the week/month/quarter throughout the calendar year. Each year, Clubs are required to complete the Room Set-up Sheet and return to the Community Services Department (Attachment III). Room Set-up Sheets for fitness center activities shall be submitted to the Fitness Department office at Desert Vista. These meetings shall be published in the LINK magazine by the Club for a minimum of 30 days prior to the meeting according to the LINK magazine deadline.

b. In addition to regularly scheduled meetings, Clubs may schedule up to two special events in a calendar year with no rental charges. If any admission is charged, the Association is entitled to receive 25% of the admission price. Events may be held without charge if a Club is sponsoring an activity that is open to the general membership and is designed to inform and communicate issues of general interest.

### **4. Request for Special Room Reservations**

Clubs may find the need to reserve a room for a class or rehearsal outside of their regularly scheduled Club time. This excludes Club Designated Rooms, Club Designated Space, rooms reserved for regular or annual Club meetings, the Starbright Theatre and Club sub-groups. Room reservations are subject to availability and are limited to a maximum of six dates per request. Additional reservations cannot be made until all reservations have been used.

### **5. Dedicated Club Room or Space**

a. Clubs who use a dedicated room or have space designated for their use must complete and agree to the terms of the Dedicated Room Use Restrictions (Attachment IX) or the Dedicated Space Use Restrictions (Attachment X) as applicable.

b. Clubs that have a dedicated craft room and/or storage cabinets must provide a list of Club members who are allowed to check out the keys, possess keys or gain access to those areas. Member list needs to be submitted to the Community

Services Department.

- c. All Club members must check in with the Club and provide their Association Card. This includes all outdoor activities. The Director of Community Services can recommend an alternative form of check-in for the Club. The alternative form must be approved by the CCOC. Alternative forms of check-in are temporary and may be revoked or changed at any time.
- d. Clubs with dedicated space will post scheduled operating hours. Operating hours may be adjusted to meet the membership demands with SCSCAI governing documents and the Director of Community Services approval.
- e. Upon request a Club must provide a list of products or materials with chemicals stored in a dedicated Club room or space.

## **6. Kitchen Use**

A Club representative must give their Association Card to the social monitor on duty to retain until the event is finished. Social monitor will return Association Card at the conclusion of the event if the room and kitchen are left in a clean condition. Clubs may be required to reimburse SCSCAI if a meeting incurs extraordinary costs for set-up, cleaning, etc. A Club must supply their own items such as coffee urns, utensils, pitchers, etc. A Club will be allowed to use the SCSCAI refrigerators or freezers at Desert Vista and Mountain Shadows Community Centers to store their food items 24 hours prior to an event, upon availability. All food must be removed immediately after event. (Attachment VIII)

## **7. Food**

Clubs may bring in food for potlucks or use a licensed caterer. Clubs must supply SCSCAI with the caterer's current business license and certificate of liability insurance. A certificate of liability insurance is not required for food drop offs only. A sign must be posted on the serving table stating if food was prepared by a licensed caterer or by members of the Club in a kitchen not overseen by the Health Department. Signage will be provided by the Community Services Department. If SCSCAI staff is requested to provide food at a Club event, then staff will control ALL food at the event. Food and/or beverages other than water are not allowed in the Pinnacle meeting room, music studio, or Starbright Theatre unless permitted by the Association. Food is not permitted on poker tables.

## **8. Alcoholic Beverages**

Alcoholic beverages consumed in any Sun City managed restaurant shall be purchased from Sun City licensed staff. During a Club function or other function, that is not held at the Pinnacle Community Center, the Summit, the Starbright Theatre or at a SCSCAI operated restaurant, members of a Club may supply their own alcoholic beverages if done as a "Bring Your Own Bottle" (BYOB) or the Club may contract with SCSCAI for a catered bar service to provide alcoholic beverages. Clubs may not

purchase alcohol to sell at or as a part of the event or to give away if the alcohol will be opened to be consumed during the function. A combination of BYOB and catered bar is not allowed and SCSCAI must be notified when the room is reserved which method of alcohol service will be used. When reserving the room, the Club must indicate if there will be alcohol at the event and if it will be BYOB –or – catered bar from SCSCAI.

Events held at Pinnacle Community Center, The Summit, the Starbright Theatre, or at a SCSCAI operated restaurant must utilize the SCSCAI catered bar service. Individuals sponsoring the event are responsible to make sure attendees are aware in advance that if there is a catered bar, then the participants cannot bring any alcoholic beverages into the event. Violation of this alcohol policy will result in immediate suspension of the Club activities until the issue is investigated and brought before the CCOC and the SCSCAI Board of Directors, at which time any sanctions imposed by the SCSCAI Board of Directors will prevail.

#### **9. Club Sponsorship and Advertising**

Clubs are required to provide a written disclaimer to the sponsor. The sponsor is required to sign and return the contract with the disclaimer to the Club. The disclaimer should state the following:

- How many households will be reached by the Club’s material.
- Disclose the type of publication the advertisement will be placed in.
- Disclose that Sun City Summerlin’s LINK magazine is an alternative way advertise that reaches all 7781 homes.

#### **10. Websites and Newsletters**

Websites paid for by the Club and/or using the name of the Club are the property of the Club. Clubs will be responsible for all fees, liability, copyright, and trademark licensing. These websites will be used for communication with Club members and communication with prospective Club members and not for commercial purposes. Clubs shall not allow advertising or advertising links on their website. However, Clubs may thank sponsors (business name only) for their support of various events.

Club websites and newsletters can only contain Club and Association news or information.

#### **11. Raffles**

- a. Following an affirmative vote of a majority of the Club members, a Club may hold raffles to benefit the Club, or may hold a raffle during a Club event to raise money for a designated charity. However, no Club funds may be spent on the raffle prize or the event, and the advertising and tickets must clearly state who the proceeds or donated items from the event are being donated to.
- b. Clubs may sell raffle tickets or Club event tickets (with the exception of

Starbright Theatre tickets) in designated areas of the community centers in advance of the event, with the approval of the Director of Community Services.

c. 50/50 raffles to benefit an organization other than the Club must be advertised in advance and the organization to benefit from the raffle must be named when advertising. The raffle does not have to be a 50/50 percentage split, the percentage is decided by the Club. Club members must announce these details at the event and when selling raffle tickets to others. Club members may not buy raffle prizes or solicit raffle prizes for a drawing that will benefit a separate organization; cash raffles are advised.

## **12. Fundraising Events**

a. Fundraising for Club Supplies etc.: Clubs may engage in fundraisers for such things as acquisition of Club equipment and supplies, guest speakers, parties, etc. Fundraisers involving any type of gambling are prohibited. All Club fundraisers are to be scheduled through and approved by the Director of Community Services. Clubs may be required to reimburse SCSCAI if a special event incurs extraordinary costs for set-up, cleaning, etc.

b. Fundraising for 501(c)(3) Charities: Clubs may hold up to two 501(c)(3) charitable events, which will only be considered if the date and time of the requested event does not conflict with any other scheduled event already approved by the Association. The Club must submit a completed Common Area Use Permit (Attachment XI) and all other documentation required by the Association to the Director of Community Services. Approval by the SCSCAI Board of Directors can take up to 60 days. For an event to qualify as a charity event, the recipient charity must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3) of the Internal Revenue Code and none of its earnings may inure to any private shareholder or individual. In addition, none of the proceeds from the charity event can benefit any individual, business of a Club and all funds must go to the 501(c)(3) charity.

## **13. Donations**

Dues collected by a Club cannot be donated to another entity. Other fees collected by the Club must be used to offset membership fees or for the purpose designated when collected or received. Clubs may accept monetary or other donations for Club purposes.

a. Club Events Funded by Club Member Donations: Clubs may collect donations above their annual or monthly dues if:

- The donation is voluntary.
- What the donations will be used for is disclosed prior to collecting.
- The amount collected from donations and how the donations were used is disclosed to the Association on the financial reporting required.

- There is no report made to the Club, reading, or listing the names of those who did or did not donate.
- No special seating, notation, or recognition is given in any form to distinguish those who made a donation and those who did not.
- The donors know in advance that the donation is not tax deductible.
- Annually it is reported and recorded in the minutes of the Club the total amount received by the Club and detailed what the funds were spent on.

#### **14. Starbright Theatre Use**

Clubs that want to perform at the Starbright Theatre shall meet with the Director of Community Services to schedule performances and rehearsal dates. A contract will be entered into between SCSCAI and the Club. If there are any conflicts with other Clubs regarding Starbright Theatre date selections, a lottery will be held and overseen by the Director of Community Services.

Club use of Starbright Theatre is limited to contracted shows, approved rehearsals or performances, and theatre related events.

#### **15. Softball Field and Sport Courts Use**

Each Club is responsible for tracking all daily Club member participation, including their Association number, and submit that list to the fitness monitor when they are finished for the day. The fitness monitor will enter those residents into the fitness tracking system.

For outdoor Club activities, such as Bocce, Pickleball, Softball and Tennis, or any other outdoor activity, a designated Club member will need to check in with the fitness monitor. The Club member must leave his/her Association Card with the fitness monitor if any equipment or key is being checked out. Other Club members may proceed directly to the play area.

Guests of each individual Club member must be checked in at the fitness monitor station to receive a guest pass.

Sport teams not affiliated with Sun City Summerlin are not permitted to use SCSCAI courts or the softball field. Club sponsored tournaments are permitted with no guest passes being required if there is a reciprocal play agreement between entities. If there is no reciprocal play agreement, then guest passes must be used.

#### **16. Bus Trip Procedures**

Clubs must complete and return the Bus Trip Procedures (Attachment VII) to the Community Services Department. A copy of the completed form will be provided to the SCSCAI Security Patrol and the Pinnacle social monitors by the Community Services Department so both entities are aware of prolonged parking of residents' vehicles. Personal Information and Release of Liability form (Exhibit 1-A) must be filled out by all Club members participating in Club bus trips. Release of Liability Form

(Exhibit 1-B) must be filled out by the Club president and a representative from the Chartered Bus Company. All above mentioned forms shall be turned in to the Community Services Department no later than five (5) business days prior to the scheduled bus trip.

**B. Programs Supervision and Safety**

**1. Operating and Safety Rules**

Club Officers are responsible for the operational safety and the proper care and use of all equipment and facilities. All Clubs, with assistance of staff and input from the Association insurance carrier, will develop appropriate rules for the operation and safety of the equipment specific to their Club. These rules must be posted in a conspicuous location. All Clubs must adhere to health, fire, and safety rules and regulations mandated by SCSCAI and governmental agencies. To comply with these rules and regulations, there must be sufficient open aisle space separating tables so as not to restrict the orderly movement or evacuation for people in the event of an emergency. The specific Operation and Safety Rules for each Club will be part of the documents the Club is required to adhere to.

For safety reasons, it is recommended that a minimum of two persons be in the craft rooms at all times when the facilities are open, and it is mandatory in the Sawdusters Club dedicated Woodshop when using a power tool other than a power sander. All Clubs are required to abide by the room set-ups that have been approved by the Facilities Maintenance and Community Services Departments. Residents are not permitted to change or interfere with room set-ups or the organizational layout of the equipment. Any change or alteration of any room or facility layout must be submitted in writing to the Director of Community Services and Director of Facility Maintenance for approval.

- a. Safety Rules: A copy of the Clubs' safety rules will be forwarded to the Director of Community Services for review and approval by the Executive Director. Clubs are responsible for providing the Director of Community Services with copies of any changes to these rules. At a minimum, the rules will explain the safe operating policies for all equipment and will identify safety awareness signs and accessory equipment required for the work area, i.e., safety goggles. Any Club may prohibit individuals who are unable or unwilling to use the equipment safely or correctly from using the equipment. Such individuals may be restricted to activities or performances of which they are capable in accordance with the Club's Operating Procedures. A Club member may be denied the opportunity to participate in a Club activity or performance if the Club's Officers deem that member to have health issues that could put him/her or other Club members at risk. It is the responsibility of the Club's Officers to monitor their members prior to participating in any Club activity. A decision to restrict or deny



member participation in Club activities by the Club's Officers may be appealed to the CCOC.

**b. Club Room Monitors:** Club room monitors may be required for certain activities and are given the responsibility of supervising a Club facility and the use of equipment in that facility. Club Officers will ensure that room monitors are qualified in the use of the equipment and trained in related safety awareness measures. Club room monitors have the authority to deny the use of equipment to any individual who is deemed either unable or unwilling to comply with stated safety rules, or if the individual fails to comply with other requirements of the Association.

**c. Dedicated Club Room Doors:** Dedicated Club room entrance doors shall remain unlocked at all times when members are present.

**d. Accidents/Incidents:** All incidents involving personal injury or property damage occurring in SCSCAI facilities must be reported to SCSCAI within 24 hours of the incident. An Accident/Incident Report (Attachment XIV) shall be submitted by the Club room monitor or Club Officer to the SCSCAI monitor on duty or to SCSCAI staff.

## **2. Service Animals**

The policy regarding service and emotional support animals is governed by Federal and State laws, as well as SCSCAI policies, procedures, and rulings. Refer to the Executive Director for questions regarding this topic.

## **C. Procedures for Classes**

### **1. Instructional and Safety Classes**

Clubs will provide instructional and safety classes in the various arts, crafts, hobbies, cultural pursuits, and physical activities that the Club requires of its members to ensure that any interested resident may participate. It is in the best interest of SCSCAI and Clubs to conduct instructional classes. Clubs are strongly encouraged to provide volunteer instructors. The number of classes and the duration of those classes should be based on the needs of the membership.

**a. Registration:** Clubs shall publicize the date, time, and location of registration for instructional classes. Registration shall be on a first-come basis so that all members may be assured of an equal opportunity to enroll for instruction. When a class waiting list is established, members may not repeat classes until the waiting list has been exhausted. Clubs will establish procedures that offer a full-skill range of instructional activity and subsequently ensure that each member has a reasonable chance of participation.

**b. Contractual Relationships:** Instructors, directors, and entertainers being compensated for personal services for the Club must be engaged on a written contract basis and shall be considered independent contractors. The Club Officers

are responsible for having all independent contractors fill out the Contract For Services, the Sole Proprietor/Independent Contractor form (Attachment IV and IV-A) an IRS form W-9, and submit the completed forms, including proof of personal liability insurance, to the Director of the Community Services in advance of hiring the Sole Proprietor/Independent Contractor. A Club Officer cannot be under contract within the same Club. Elected Officers of a Club have the responsibility to make arrangements for contracted services. The Club Officers shall determine the qualifications and schedules required and shall negotiate the rates to be charged. All Club contracts must be approved by a majority vote of the Club's membership, unless the Club's Operating Procedures provide otherwise, or it is an approved budgeted item. Instructors who are employees of a company or will be contracting to provide instructors who are employees of a company need to have Workers Compensation Insurance. This Workers Compensation Insurance Declaration page should be attached to the Contract for Services form. Owners and residents of the Association who volunteer their services are covered under the Association's insurance policy.

c. Class Requirements: In order to start a new class in a Fitness or Community Center, a Club must have a minimum of ten (10) Club members committed to said class. This should be done via a roster with Club member signatures. In order to maintain existing Club classes, the class must maintain an average attendance of ten (10) persons per class. Class attendance that drops below this average will be reviewed by the CCOC. Attendance numbers will be obtained from Club documents, Fitness Center usage reports, room schedule reports, etc.

#### **D. Property and Equipment**

##### **1. New Equipment/Used Equipment Purchases**

Clubs may use Club funds to purchase equipment and other items for use by their members. Any purchase that requires electrical, plumbing or ventilation modification requires notification and approval by the Association and shall be submitted to the Executive Director in advance (Attachment XII). Approval from the Association can take 45 to 60 days. Any requests for new equipment to be purchased with Association funds and used by the Club shall be submitted in writing by one of the Club Officers to the Executive Director for action. **No notice to the Executive Director is required when using Club funds unless there are electrical, plumbing or ventilation requirements.** A copy of all purchase documentation must be forwarded to the Community Services Department for asset tag requests.

##### **2. Inventory**

All property initially provided to a Club or subsequently obtained by a Club shall remain the property of SCSCAI in the event of Club dissolution.

### **3. Repair and Maintenance to Equipment or Facilities**

Requests for remodeling, repairs, or correction of facilities will be evaluated by the Executive Director for need and availability of funds. Maintenance and repairs to Club equipment shall be the responsibility of each Club. It is recommended that each Club establish a reserve fund (i.e., savings account) sufficient to cover replacement of expendable and capital assets. Clubs may charge the cost of damage to equipment resulting from careless or improper use to the individual responsible.

### **4. Equipment Rental**

Any equipment borrowed or rented from an outside source by a Club is done solely at the expense of the Club. No Club has the authority to lend any equipment or supplies unless approved by the Executive Director.

## **VII. FINANCIAL**

The fiscal year shall be the same as SCSCAI, July 1 through June 30. SCSCAI requires its Clubs to operate on a fiscal year for financial purposes only.

### **A. IRS Requirements and SCSCAI Accounting Requirements**

Clubs are required to submit by January 15 to the Community Services Department a Request to Issue a 1099 form (Attachment V) to a person or business (other than a corporation) who has received at least \$600 during the previous tax year.

### **B. Checking Account**

If a Club collects dues or other fees and at any time the amount of funds collected from all sources exceeds \$1000, the Club shall be required to open a Club bank account. The Executive Director can facilitate setting up accounts with banks that SCSCAI has a relationship with. Clubs that are required to have a Club bank account must:

1. Have a Club specific EIN, facilitated by the SCSCAI.
2. Provide the Community Services Department with copies of bank statements for the period ending June 30. The June statement is due by July 31. In addition, the completed and signed "Chartered Club Fiscal Year Financial Recording" (Attachments VI) for each bank account must accompany the bank statements and be submitted to the Community Services Department.

### **C. Petty Cash**

Clubs without a checking account using petty cash must submit a completed and signed "Chartered Club Fiscal Year Financial Recording" (Attachment VI) to the Community Services Department by July 31.

### **D. Accountability of Funds and Records**

1. All bank accounts shall be placed in the name of the Club and will remain so through succeeding Club administrations. The signature of two elected Club Officers shall be required on each check. Clubs may, for the purpose of establishing a reserve

fund, open interest-bearing savings accounts only. The purpose and intent of establishing such reserve funds will be limited to the purchase of new equipment or the repair or replacement of existing equipment identified on a current inventory list (i.e. lathe, computer, sewing machine, kilns and specialized sound equipment). The reserve fund shall be limited to a maximum amount not to exceed the total inventory cost list, unless the purchase is a new item, which may not be included on an inventory cost list. No certificates of deposit, etc. are acceptable.

2. Any single unbudgeted expenditure exceeding \$500, or lower amount as the Club determines, must be voted on by the Club members.

3. All Clubs shall maintain a continuity of records as follows: (1) meeting minutes for a period of three (3) years, and (2) financial records for a period of ten (10) years prior to the current year.

4. When deemed necessary, the SCSCAI Executive Director and/or the Director of Community Services are authorized to examine the Club's financial records. Clubs must provide data in a timely manner to avoid possible suspension of Club activities or Club dissolution.

#### **E. Club Treasurer's Record System**

It is vital for all Clubs to maintain an adequate record system, but also one that is simple to operate. Records should be maintained to provide a clear audit trail and comply with accepted accounting procedures. At a minimum, the treasurer's record keeping system will incorporate a petty cash system or a bank checking account with timely reconciliations. Disbursements will not be made without proper support documentation. All disbursements shall be made by check or from an established petty cash fund. If from petty cash, a signed receipt must be obtained.

### **VIII. SALES POLICIES**

The use of SCSCAI facilities by Clubs is intended for the pursuit of hobbies and to promote social interaction. Clubs and their members may offer articles for sale if they are made by members. Each Club's Operating Procedures shall define the number of articles an individual Club member may sell and what, if any, the percentage the Club receives from each sale.

### **IX. CLUB REPORTS AND FORMS**

All of the following reports and requests are to be filled out online (if applicable) at [Suncitysummerlin.com](http://Suncitysummerlin.com), mailed or delivered to the Community Services Department.

**Charter (Attachment I)** – Template is supplied to help give guidance for the completion of the Club Charter.

**Club Officer Form (Attachment II)** – All Clubs shall provide a list of new Club Officers 7 days after elections or appointments.

**Room Set-Up Sheet (Attachment III)** – Whenever any room, furniture or equipment is requested for a Club meeting, the proper form must be submitted. This request will remain in effect for each regular meeting until the end of the calendar year.

**Contract for Services & Sole Proprietor/Independent Contractor (Attachment IV & IV-A)** – Clubs are required to enter into a contract for all outside services rendered to that Club. This includes all compensated and uncompensated services. A copy must be submitted to the Community Services Department.

**Request to Issue 1099 (Attachment V)** – A Club is required to submit this form to the Community Services Department by January 15 for any person or business (other than a corporation) who has received at least \$600 during the previous tax year.

**Chartered Club Fiscal Year Financial Reporting (Attachment VI)** – Form must be completed and returned to the Community Services Department by July 31<sup>st</sup>.

**Personal Information and Release of Liability Form (Exhibit I-A)** – Form is to be signed by the Club member and returned to the Community Services Department as needed.

**Addendum to Charter Bus Agreement (Exhibit I-B)** – Form is to be signed by the Club president and returned to the Community Services Department annually.

**Bus Trip Procedures & Pinnacle Parking Lot (Attachment VII & Attachment VII-A)** – Form must be completed and returned to the Community Services Department no later than five (5) business days prior to any scheduled bus trip.

**Room Utilization Agreement (Attachment VIII)** - Form must be completed and returned to the Community Services Department at the beginning of each year.

**Chartered Club Dedicated Room Use Agreement (Attachment IX)** – Form is to be signed by the Club president after Club has been chartered and returned to the Community Services Department.

**Chartered Club Dedicated Space Use Agreement (Attachment X)** – Form is to be signed by the Club president after a Club has been chartered, and space is assigned or reassigned. Form is to be turned in to the Community Services Department.

**Common Area Use Request (Attachment XI)** – Form is to be used when a Club is planning to hold a 501(c)(3) charity event and must be submitted to the Director of Community Services. SCSCAI Board of Director approval can take up to 60 days.

**Request to Purchase Equipment (Attachment XII)** – Form is to be used whenever a Club plans to purchase replacement or additional equipment. Any purchase that requires electrical, plumbing or ventilation modification requires notification and approval by the Association and shall be submitted to the Executive Director in advance.

**Club Dissolution Form (Attachment XIII)** – Form must be completed and returned to the Community Services Department who will bring it to the CCOC. This will be taken to the SCSCAI Board of Directors for final approval.

**Accident/Incident Form (Attachment XIV)** – Clubs must complete this form immediately after a serious incident or accident occurs involving any Club operation.

**Operating Procedures – Sample (Attachment XV)** – Clubs shall have Operating Procedures specific to their Club functions. This is a sample and may be modified as needed by each Club.

**Club Sign-Up Sheet – Sample (Attachment XVI)** – Sample includes the minimum information requested to join a Club. Additional items may be added as needed.

## **Charter**

### **ARTICLE I** **Name and Purpose**

SECTION I.1      Name: The name of the Club shall be \_\_\_\_\_.

SECTION I.2      Purpose: The purpose of the Club shall be to \_\_\_\_\_.  
The Club exists to benefit its members and shall operate as a nonprofit organization, with all funds being used for Club purposes.

### **ARTICLE II** **Authority and Limitations**

SECTION II.1      Quorum: A quorum is required in order to conduct any Club business. A quorum is defined by the Club to be \_\_\_\_\_ (number of members or percentage of membership).

### **ARTICLE III** **Membership**

SECTION III.1      Membership: Membership shall be open to owners or residents holding a current Association card and who are in good standing with SCSCAI. Participation in activities or performances may be based on skills or training. The qualifications will be defined by the individual Club.

SECTION III.2      Dues: Dues shall be established by the Club and shall be collected each calendar year. Any proposed change in the dues must be voted on and approved by a majority of Club members provided the quorum requirement for conducting business has been met.

### **ARTICLE IV** **Meetings**

SECTION IV.1      Membership Meetings: A meeting of the membership shall be held at least once a year in the month of \_\_\_\_\_. Virtual meetings are permitted.

SECTION IV.2      Club Officer Meetings: The Club Officers shall meet \_\_\_\_\_ (monthly, quarterly, annually) Special meetings of the officers may be called at the discretion of the president.

SECTION IV.3      Meeting Notification: All Club membership meetings must be published a minimum of 30 days prior to the meeting in the LINK magazine. All election meetings must be published a minimum of 60 days prior to the election date in the LINK magazine. All meeting notices must be submitted according to the LINK magazine deadline.

**ARTICLE V**  
**Organization**

SECTION V.1      Composition: The Club must have at least three Club Officers, a president, a vice-president, and a secretary/treasurer. These Club Officers must be three different individuals.

SECTION V.2      Club Officers: The elected Club Officers (president, vice president, secretary/treasurer) and any other elected Club Officer position shall serve as the foundation of the Club’s voting officers.

Vacancies: In the absence of the president, the vice president shall automatically assume the duties. All other vacancies shall be determined by a vote of the remaining elected officers.

SECTION V.3      Compensation: Club Officers are unpaid volunteers and cannot receive compensation in any form.

**ARTICLE VI**  
**Administration**

SECTION VI.1      Secretary’s records: Will be retained for three (3) years including Club meeting minutes and passed on to each successor.

Treasurer’s records: Will be retained for a minimum of ten (10) years and passed on to each successor.

SECTION VI.2      Meeting Documentation: All meetings shall be documented with minutes which will be made available for review by any member of the Club upon request with the exception of a Club Officer meeting dealing with Club member issues.



**ARTICLE VII**  
**Finances**

SECTION VII.1      Budget: A budget shall be prepared annually for Club members to approve.

Unbudgeted Expenditures: Unbudgeted Expenditures exceeding \$500 must be voted on by the Club members. Expenditures included in the budget do not need to be voted on unless they exceed the projected cost by more than \_\_\_\_\_%.

**ARTICLE VIII**  
**Elections**

SECTION VIII.1      Elections: Elections shall be held annually in the month of \_\_\_\_\_. (Choices: October, November, or December) New officers shall take office on January 1.

Nominations and Term of Office: Club members may nominate themselves including on the day of the election. Term of office is one year. There are no term limits for any individual office.

SECTION VIII.2      Officer Recall: If the majority of the members determine that a Club Officer is not fulfilling his or her duties, members may call for a recall election by submitting a petition signed by a majority of Club members to the Club Officers. Said recall election will be handled in the same manner as the annual election.

**ARTICLE IX**  
**Amendments and Operating Procedures**

SECTION IX.1      Amendments: Club Officers must approve the proposed amendment(s) by a majority vote. The proposed changes must be approved by the CCOC before voting by the Club membership.

SECTION IX.2      Operating Procedures: Shall not conflict with or modify this Charter, the CCOC Procedures Manual or any SCSCAI governing documents.

**ARTICLE X**  
**Dissolution**

- SECTION X.1      Dissolution: Charters may be revoked or suspended following a recommendation by the CCOC and the subsequent decision of the SCSCAI Board of Directors. The SCSCAI Board of Directors also has the authority to revoke or suspend any Club Charter with or without any recommendation from the CCOC.
- SECTION X.2      Assets: Upon dissolution of the Club all assets shall remain the property of the SCSCAI.
- SECTION X.3      Approval: The approval must be obtained by a majority vote of the Club membership at which a quorum is present at an in-person meeting, virtual, meeting or e-mail ballot. If the Club membership has declined to the point where a quorum to hold a meeting to dissolve the Club is not possible, the majority of Club Officers may request the CCOC recommend dissolution of the Club to the SCSCAI Board of Directors. Final dissolution of the Club requires the approval of the SCSCAI Board of Directors.



**CLUB OFFICER FORM**

Elected Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**Submit the following information to the Director of Community Services within 7 days after any election of officer(s) or any change of officer(s).**

Name of Club/Organization: \_\_\_\_\_

**PRESIDENT\***

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**VICE PRESIDENT**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**SECRETARY**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**TREASURER**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**OFFICER \_\_\_\_\_ (Title)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**OFFICER \_\_\_\_\_ (Title)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**\* Primary contact for communication with the Club.**

**ROOM SETUP SHEET**

Desert Vista       Mountain Shadows       Sun Shadows       Pinnacle

Event Date: \_\_\_\_\_

Room(s) Reserved: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Club/Organization (Function): \_\_\_\_\_

Individual Requesting: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Tables/Chairs		Technical Equipment		Refreshments	
Item	Qty			Item	Qty
<u>6' Buffet Tables</u>	_____	<u>Cordless Microphone</u>	_____	<u>Coffee - DV Only</u>	
<u>8' Buffet Tables</u>	_____	<u>- Room #5 Only</u>		<u>Regular</u>	_____
<u>5' Round Tables</u>	_____	<u>Podium</u>	_____	<u>Decaf.</u>	_____
<u>3x3 Tables</u>	_____	<u>Podium w/Microphone</u>	_____	<u>Ice Water</u>	_____
<u>Chairs</u>	_____	<u>Standing Microphone</u>	_____	<u>Hot Water</u>	_____
<u>Easel(s)</u>	_____	<u>Table Microphone</u>	_____	<u>Caterer's Name:</u>	
<u>U.S.A. Flag</u>	_____	<u>Screen</u>	_____		
<u>Dry Erase Board</u>	_____	<u>TV/VCR Player</u>	_____		
		<u>TV/DVD Player</u>	_____		
		<u>Digital Projector</u>	_____		

Please draw the room arrangement in the box below and return to the Scheduling Coordinator at Desert Vista

*24-hour cancellation notice required. The SCSCAI reserves the right to make scheduling changes.*

**CONTRACT FOR SERVICES**

**This form is to be submitted to the Community Services Department.**

1. This contract is entered into between the \_\_\_\_\_,  
hereinafter referred to as “club” and \_\_\_\_\_  
hereinafter referred to as “contractor.” Club wishes to engage contractor for the specific purpose  
of (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
2. Contractor agrees:
  - A. To determine the manner, content, and hours of service to be performed, in coordination with club officials.
  - B. To be responsible for any and all taxes which may be incurred as a result of this agreement.
  - C. To provide proof of personal liability insurance and as necessary, Worker’s Compensation insurance.
  - D. Contractor is an independent contractor.
3. The club agrees:
  - A. To publicize and promote the activity of the contractor to ensure widest dissemination among club membership.
  - B. To provide fair and reasonable opportunity for all club members to participate in said activity.
4. This agreement shall begin on \_\_\_\_\_, 20\_\_\_\_, and remain in effect until \_\_\_\_\_, 20 \_\_\_\_.
5. Contractor will be paid the sum of \$\_\_\_\_\_ on the last day of the month.
6. Contractor’s hours shall be as follows \_\_\_\_\_.

---

Club Officer	Phone Number	Date
--------------	--------------	------

---

Contractor (Attach contractor’s business card here.)	Phone Number	Date
---	--------------	------

**SOLE PROPRIETOR/INDEPENDENT CONTRACTOR**

1. I am a sole proprietor and I am doing business as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. I am performing work as an independent contractor for \_\_\_\_\_  
\_\_\_\_\_
3. I am not an employee of \_\_\_\_\_  
for Worker’s Compensation purposes, and therefore, I am not entitled to Worker’s Compensation  
benefits from \_\_\_\_\_  
\_\_\_\_\_
4. This contract shall begin on \_\_\_\_\_ and will remain in effect for each term. The contract  
will automatically renew for successive terms unless either party terminates with a 30 day written  
notice. Contractor will be paid the sum of \$\_\_\_\_\_ per hour on the last day of the month.
5. I understand that if I have any employees working for me, I must maintain Worker’s Compensation  
on them.

\_\_\_\_\_  
Sole Proprietor

\_\_\_\_\_  
Date





## Request to Issue 1099

**Club Name:** \_\_\_\_\_

**Issue To:**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Year ended 12/31/ \_\_\_\_\_

Amount of 1099: \_\_\_\_\_

This form must be completed for any person or business (other than a corporation) who has received at least \$600 during the previous tax year. Do not complete this form for reimbursement of expenses.

**Please return completed form to the Community Services Department by January 15.**

**CHARTERED CLUB  
FISCAL YEAR FINANCIAL REPORTING**  
Required to Maintain Charter

**Period Covered: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_ Fiscal Year**  
**Due in Community Services Department by July 31**

**Club Name** \_\_\_\_\_

**TOTAL CLUB BALANCE BEGINNING OF FISCAL YEAR 7/1** **A.**   
*\* This should be the total account balance (D) from end of prior fiscal year  
 (total before reconciling checks and deposits)*

**TOTAL INCOME** **B.**   
*Summarize by source and amount – attach additional  
 pages if necessary. Example: Dues \$1,200.00*

**TOTAL EXPENSES** **C.**   
*Summarize by source and amount – attach additional  
 pages if necessary. Example: Supplies \$200.00*

**TOTAL CLUB BALANCE END OF FISCAL YEAR 6/30 (A+B-C=D)** **D.**

**Add: Outstanding Checks not shown on Bank Statement(s)** **E.**

**Subtract: Deposits not shown on Bank Statement(s)** **F.**

**Adjusted Available Balance End of Fiscal Year – June 30 (D+E-F=G)** **G.**

**Checking 6/30**

**Savings 6/30**

**Cash On Hand 6/30**

**All Other Cash 6/30**   
 (PayPal, Venmo etc.)

**TOTAL AVAILABLE BALANCE END OF FISCAL YEAR 6/30 \***

*\* Add balances from checking, savings, cash on hand, and all other cash.  
 Should agree with Adjusted Balance (G) above. Please attach copies of  
 all June statements (ie bank account(s) and other electronically maintained balances listed)*

*We hereby certify that this is a correct statement of income and expenses.*

\_\_\_\_\_ *Date* \_\_\_\_\_  
*Club Officer* *Print Name/Title*

\_\_\_\_\_ *Date* \_\_\_\_\_  
*Club Officer* *Print Name/Title*

\_\_\_\_\_ *Date* \_\_\_\_\_  
*Club Officer* *Print Name/Title*

**Personal Information Form and Release of Liability**

**For**

\_\_\_\_\_  
(Print name of Chartered Club, Event Name and Event Date(s))

If you are traveling on any Sun City Summerlin Community Association Chartered Club sponsored trip you must fill out and sign a **Release of Liability Form** and a **Personal Information Form** and return it to the Community Services Department at least 3 business days in advance of taking part in the event.

*Note: Travel activities may involve risks, dangers, and inconveniences, including the risk of serious injury, contagion, poison or death, cancellation or delay, or changes to scheduled transportation, accommodations, restaurant reservations, incidental optional side trips, loss of luggage and personal belongings, and price changes.*

**Personal Information Form**

Name (exactly as it appears on your driver's license, passport, or state ID), hereinafter referred to as I, you or me: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

**Emergency Contact Information (Cannot be traveling partner)**

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

**Medical Conditions**

Do you have any medical condition(s) we should be aware of while you are traveling?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Release of Liability

I desire to participate in \_\_\_\_\_ (hereinafter referred to as "Event" of the \_\_\_\_\_ Chartered Club (hereinafter referred to as "the Club") of Sun City Summerlin Community Association (hereinafter referred to as "SCSCAI)" on \_\_\_\_\_  
In consideration for the opportunity to participate in this Club Event, I acknowledge and agree as follows;

The Club is a voluntary association of SCSCAI residents and is an authorized activity of SCSCAI. As such the Club is eligible to hold meetings and conduct its business in Sun City Summerlin Community Association. The activities and business of the Club are governed and controlled solely by the Club board and the Club members, and neither SCSCAI, the SCSCAI Board of Directors, nor any employee or staff of the SCSCAI exercise control over or participate in the Club activities, except in an individual capacity. The term "Club activities" means any social or business activity organized or conducted by the Club or for which the Club is responsible, including arranged transportation, scheduling of vendor presentations and other aspects normally and usually expected and contemplated in the context of the Club planning of events and travel. The content of presentations and representations are solely the product of each vendor for which the vendor is solely responsible, and do not carry any endorsement or guarantee of accuracy or quality by the Club or its officers, the SCSCAI, the SCSCAI Board of Directors or any SCSCAI employee.

I am aware that in arranging restaurants, transportation, motels, hotels and other services, the Club, SCSCAI it agents, employees, officers, directors and affiliates assume no liability or responsibility for any accident, death, personal injury, illness, property damage, delay or other loss or expense of any nature whatsoever (collectively "Damages") arising directly or indirectly out of any act of God or any actions or omissions of, or default of, any restaurant, carrier (including bus and airlines) motel, hotel or other person or supplier of services providing any services, program, or accommodations offered in connection with this Club event. All such restaurants, carriers (including bus and airlines), motels, hotels and other persons or suppliers providing services on this Club event are independent contractors. All services related to this Club event are subject to the terms and conditions specified by the supplier of such service and to the laws of the city, county, state, and country laws in which the services are supplied.

By participating in the Club Event you agree the Club, SCSCAI and its agents, employees, officers, directors and affiliates shall not be liable or responsible for any Damages or any problems concerning any restaurant, carrier (including bus and airlines), motel, hotel, or other person or supplier providing tour services, programs, or accommodations, resulting directly or

indirectly from any occurrences beyond their control, including but not limited to acts of God, casualties, vehicle defects, natural disasters, labor disputes, theft, equipment breakdown, cancellation of itinerary, delayed departures and arrivals, missed connections, quarantines, pilferage, weather, government restraints, hijackings, mechanical defects or motel, hotel or other supplier providing services, programs or accommodations. By participating in this Club event you further agree that the Club and SCSCAI shall not be liable or responsible for any Damages arising out of this Event.

The Club reserves the right to make any changes in itineraries, hotels, restaurants, carriers, programs, or any other services without notice that it deems necessary, or to cancel an Event at any time.

By participating in this Club Event, you agree to be bound by all rules and guidelines established by Club and SCSCAI and its representatives. You are participating in this Event at your own risk. Climbing, hiking, extensive walking, touring in general, use of various transportation and vehicles, and other physical activity may involve greater risk, injury, or death than the activities which you may participate in during your daily life. By taking part in such activities, you incur and assume all risks for such activities. The Club and SCSCAI are not qualified to evaluate your fitness, you (or your doctor) must evaluate your fitness for any given activity during this Event.

By signing this agreement, you agree that all legal claims, actions, and proceedings against the Club and SCSCAI under, in connection or resulting from or incident to this Event can only be filed in the state of Nevada, USA. In no event shall the Club or SCSCAI be liable for other than compensatory damages and you hereby waive all rights to punitive damages. These Conditions for this Event may not be amended or modified.

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Exhibit 1-B

Note: This form must be filled out and signed by the Charter Bus Companies and filed with the Community Services Office along with a copy of the Charter Bus Agreement no later than 7 business days before the planned travel.

### Addendum to Charter Bus Agreement

by and between

\_\_\_\_\_, a Chartered Club of Sun City Summerlin Community

Association Inc, (hereinafter referred to as Chartered Club) and \_\_\_\_\_  
(hereinafter referred to as Charter Bus).

### Indemnification, Insurance, and Safety Check Requirements

for

### Charter Bus Companies

#### Indemnification

Charter bus agrees to defend, indemnify and hold harmless Chartered Club, its officers, instructors and members and Sun City Summerlin Community Association, Inc., its Board of Directors, officers, staff and employees against any and all costs, losses, damages, liabilities, expenses, demand and judgements, including court costs and reasonable attorney's fees, arising in whole or in part from negligent acts, errors, mistakes, omissions, work or service of charter bus, its agents, employees or any tier of its subcontractors, in the performance of the services provided in the charter agreement.

#### Charter Bus Representations

- a) That all buses and equipment necessary to fulfill this charter bus contract are well maintained, clean, in good working order and conform with proper standards of the industry.
- b) That all driving staff provided are properly certified and licensed under the laws, rules and regulations of any authority having jurisdiction, if so required by such laws, rules and regulations.
- c) That all driving staff provided have had background checks and have been drug tested and are in compliance with all laws, rules and regulation having jurisdiction.

- d) That all driving staff provided conform to all applicable laws for motor carrier drivers.
- e) That all driving staff are provided all details of the travel under this charter agreement and will be prepared with all route information.
- f) That all services to be performed by Charter Bus under or pursuant to this contract will be performed at a standard of quality and standard of care that is considered to prevail among similar businesses and organizations providing similar services under similar circumstances.
- g) Bus Charter and the representative of that company signing the charter agreement and this addendum has received all necessary corporate approvals and is duly authorized to execute, deliver, and bind this contract and addendum.

Charter Bus warrants that all laws, rules, and regulations of duly constituted authorities having jurisdiction over its activities shall be complied with the charter bus company and its drivers.

Except for the obligation of the Chartered Club to pay the Charter Bus pursuant to the charter agreement, Chartered Club and Sun City Summerlin Community Association, Inc. shall have no liability to Charter Bus or to anyone claiming through Charter Bus by reason of the execution or performance of the charter bus agreement.

### **Insurance Requirements**

Charter Bus consistent with its status as an independent contractor, will carry and will cause its subcontractors to carry, at least the following insurance, with companies having an A.M. Best Rating of A-:IV or better, and in amounts as Chartered Club may require.

- Workers Compensation Insurance with statutory limits, and Employer's Liability Insurance with limits of not less than \$500,000:
  - Employers Liability – Each Accident \$500,000
  - Employers Liability – Each Employee \$500,000
  - Employers Liability – Policy Limit \$5000,000

Policies must include (a) Other States Endorsements and (b) a waiver of all rights of subrogation and other rights in favor of Chartered Club and Sun City Summerlin Community Association, Inc.

- Commercial General Liability Insurance (including blanket contractual liability, broad form property damage, personal and advertising injury, completed operations/products liability, medical expenses, interest of employees and volunteers as additional insureds and broad form general liability endorsements) **on an occurrence basis:**
  - Each Occurrence Limit - \$1,000,000
  - Damage to Rented Premises - \$100,000
  - Medical Expenses (any one person) - \$5,000
  - Personal & Advertising Injury - \$1,000,000

Addendum to Charter Bus Agreement – Revised 09-13-2022



- General Aggregate - \$2,000,000
- Products – Completed Operations Aggregate - \$2,000,000
- Commercial Automobile Liability Insurance covering all owned, non-owned or hired automobiles, with coverage for at least \$5,000,000 (which may be satisfied with an umbrella/excess policy) Combines Single Limit Bodily Injury, Medical Payment Coverage and Property Damage. Coverage shall not exclude passengers.
- All risk physical damage on their buses, naming Chartered Club and Sun City Summerlin Community Association, Inc; its respective Board of Directors, employees, volunteers, and representatives as additional insured under the policy and provide Chartered Club and Sun City Summerlin Community Association, Inc., its respective Board of Directors, employees, volunteers, and representatives with a waiver of subrogation.

**Charter Bus will deliver to Sun City Summerlin Community Association, Inc., Community Services Office:**

- Evidence satisfactory to Sun City Summerlin Community Association, Inc., in its sole discretion, evidencing the existence of all insurance prior to the performance or continued performance of any services to be performed by Charter Bus under the charter agreement and this Addendum to the charter agreement.
- Additional evidence, satisfactory to Sun City Summerlin Community Association, Inc., in its sole discretion, of the continued existence of all insurance not less than (3) days prior to the expiration of any insurance.
- Insurance policies, with the exception of Workers’ Compensation and Employer’s Liability will name Chartered Club and Sun City Summerlin Community Association, Inc. and its Board of Directors, officers, employees and representatives, as Additional Insured for ongoing and completed operations and will provide that the policies will not be canceled until after thirty (30) days’ unconditional written notice to Sun City Summerlin Community Association, Inc. Each of these policies shall be primary and non-contributory with any insurance program maintained by Chartered Club or Sun City Summerlin Community Association, Inc. (including any self-insurance, deductible, or retention) and shall include the Primary and Noncontributory –Other Insurance Condition endorsement on the appropriate insurance forms.

**Safety Ratings**

Charter Bus must be rated as satisfactory at the following website and must be “crash-free” for the prior 24 months on the SAFER website on the Federal Motor Carrier Safety Administration site. <http://www.fmcsa.dot.gov/safety-security/pcs/index.aspx>

Addendum to Charter Bus Agreement – Revised 09-13-2022

- The above requirements, including indemnification and insurance provisions, shall remain in effect for as long as Charter Bus continues to provide service to Chartered Club and shall survive termination of any underlying charter agreement.
- If there are any conflicts between the terms of this document and the charter agreement, the terms of this document shall prevail.

**Accepted – Charter Bus**

\_\_\_\_\_  
**Authorized Charter Bus Official (print name)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Charter Bus (print name)**

**Accepted – Chartered Club**

\_\_\_\_\_  
**Authorized – Chartered Club (print name)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# Bus Trip Procedures Attachment VII

## Clubs and Community Organization Committee (CCOC) Procedures of Club BusTrips

The undersigned representative of the \_\_\_\_\_ Club hereby notified the  
Community Services Department of a bus trip scheduled for \_\_\_\_\_, 20\_\_\_\_\_.

Destination \_\_\_\_\_ Date of Departure \_\_\_\_\_

Travel Co. Name \_\_\_\_\_ Time of Departure \_\_\_\_\_

Travel Agent \_\_\_\_\_ Date of Return \_\_\_\_\_

Travel Agent Phone \_\_\_\_\_ Time of Return \_\_\_\_\_

The Club agrees to have the buses pick up and drop off their members at the east end of the softball field south of Grand Cypress Avenue. Parking will be limited to the far end of the parking lot next to Grand Cypress Avenue or the parking lot located by the craft rooms so as not to interfere with daily traffic going in and out of the centers (please see attached map which highlights the designated parking areas.) If the trip originates prior to 8:00 a.m., the restrooms at the Fitness Center or by the softball field may be used in case of emergency.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

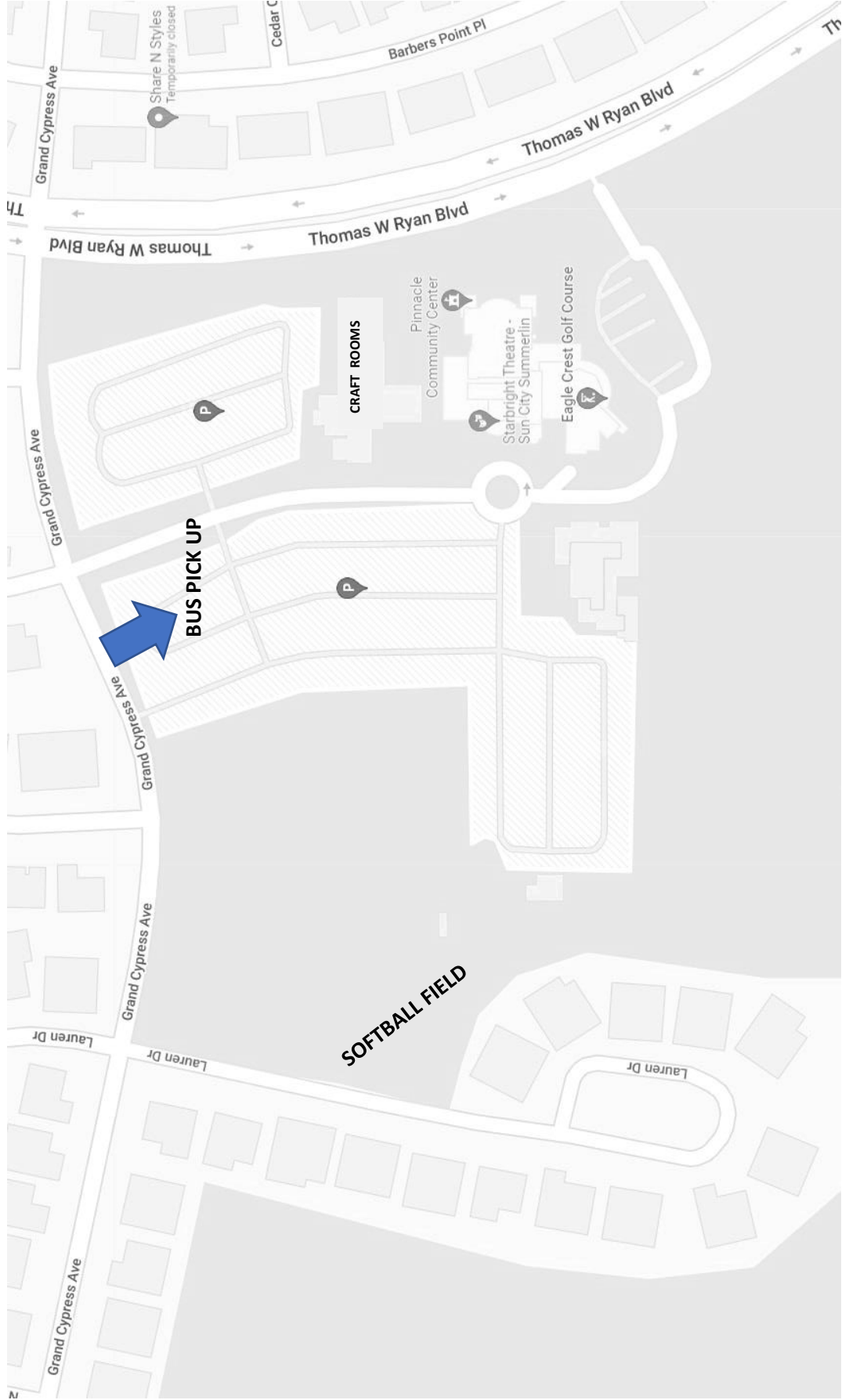
\_\_\_\_\_  
Name

\_\_\_\_\_  
Official Designation in Club

\_\_\_\_\_  
Phone Number

This form is required to be submitted to the Community Services Department one week no later than 5 business days prior to the scheduled bus trip.

# BUS PICK UP AREA



# Room Utilization Agreement

## Attachment VIII

The undersigned representative of the \_\_\_\_\_ Club hereby understands and agrees that the said Club will be held responsible by SCSCAI if the association room (including kitchen) being used for the purpose of a Club event is left in an unclean condition (i.e. food on the floor, counters or excess debris.) It will be mandatory that when the Club representative first enters the respective center, they will need to give their membership card to the monitor to retain until the event is finished. At the conclusion of the event, the social monitor will check the association room for its condition and, if everything has been left in a clean condition, return the membership card to that person. If the association room is left in an unclean condition, the social monitor will notify the Community Services Director or Manager, who in turn will contact the Club president to discuss the situation. There will be a charge of \$50 assessed to any Club who has left an association room in an unclean condition. A Club will not be allowed to use any of the SCSCAI facilities until the damage fee has been paid in full. A Club is required to give 24-hour notice if the scheduled event is canceled. Any coffee charges incurred will be the responsibility of the Club.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

**This form must be submitted to the Community Services Department at the beginning of each year.**

1. A chartered Club will not be allowed to prepare food from scratch in any of the SCSCAI kitchen facilities. This includes using the kitchen facilities to cut, slice or dice any food item.
2. A Club will be allowed to bring in prepared food for their events such as cake, pastries, donuts, fruit trays, vegetable trays and potluck dishes that have been purchased or prepared outside of SCSCAI facilities.
3. A Club may also contract with an outside caterer in accordance with the rules set forth in the Room Utilization Agreement and other SCSCAI policies. All Clubs must supply Room Scheduling Coordinator with caterer's current business license and insurance prior to the scheduled event.
4. A Club may purchase coffee from SCSCAI. A Club is permitted to make their own coffee but will be required to supply their own coffee pots and all other supplies. The Club will be held responsible for cleaning the kitchen area and removing all of their items at the end of their scheduled event. The Club is required to give 24-hour notice if the scheduled event is canceled. Any coffee charges incurred will be the responsibility of the Club.
5. A Club will be allowed to use the SCSCAI refrigerators or freezers to store their food items 24 hours prior to an event. The Club will have to remove any unused items from the refrigerators or freezers immediately after their event.
6. A Club will be allowed to use the microwave ovens, built-in ovens and stack warmer located in the kitchen of Desert Vista to heat prepared foods.
7. A Club will be allowed to use the ice machine but must be aware that standing water could cause an accident and must be cleaned up.
8. A Club must supply their own utensils and dishes when using SCSCAI kitchen facilities.
9. A Club shall comply with all SCSCAI requirements regarding the serving of alcoholic beverages. If SCSCAI staff is requested for bar service, the Club must indicate this on their Room Set-up sheet for the specific event date. This form is available in the Community Services Department. The Club must also submit a Bar Service Agreement with the SCSCAI Food and Beverage Department no later than 14 days prior to the scheduled event.

## **CHARTERED CLUB DEDICATED ROOM USE AGREEMENT**

This Chartered Club Dedicated Room Use Agreement is between Sun City Summerlin Community Association (hereinafter referred to as Association) and \_\_\_\_\_ Chartered Club (hereinafter referred to as Chartered Club). This Agreement will remain in effect until terminated by either party or changed by the Association.

Dedicated Room Use is dependent upon Chartered Club membership interest and participation in Chartered Club activities and the availability of Association space and can be terminated by the Board of Directors of the Association at its sole discretion.

Chartered Club is provided a room dedicated to their activities without charge.

A room has been dedicated to Chartered Club for full time use, the Dedicated Room and all equipment located therein remain the property of the Association. This excludes the personal tools of Chartered Club members needed to participate in the Chartered Club activities.

The Association will maintain Dedicated Room as to routine custodial service, routine repair and maintenance and cost of utilities. If Club desires “new work” to modify or alter an existing facility and such work is approved by Association Management, the Association will arrange for the work and bill on a cost recovery-basis.

If Chartered Club desires to add to or remove equipment to the room a request must be submitted to Association Management and approval must be received by the Board of Directors of the Association. The request must include a copy of the Chartered Club’s most recent bank statement. If the request for the addition of equipment is approved by the Association Board of Directors, the cost will be paid from the Association and billed back to the Chartered Club on a cost recovery-basis unless otherwise stated by the Association Board of Directors. The new equipment becomes the property of the Association.

Chartered Club is responsible for the daily upkeep and cleanliness of the Dedicated Room Space. This includes making sure food is not left or stored in the room. Treatments for rodents and insects as a result of food/beverages being left or stored in the room could be billed back to the Chartered Club on a cost recovery basis.

Chartered Club assumes all liability for any loss of or damage to any personal articles used or left in the Dedicated Room.

Signature of Authorized Club Officer: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **CHARTERED CLUB DEDICATED SPACE USE AGREEMENT**

This Chartered Club Dedicated Space Use Agreement is between Sun City Summerlin Community Association (hereinafter referred to as Association) and \_\_\_\_\_ Chartered Club (hereinafter referred to as Chartered Club). This Agreement will remain in effect until terminated by either party or changed by the Association.

Dedicated Space Use is dependent upon Chartered Club membership interest and participation in Chartered Club activities and the availability of Association space, and can be rescheduled or terminated by the Board of Directors of the Association at its sole discretion.

Chartered Club is provided a space dedicated to their activities without charge. The Dedicated Space usage is only for the time reserved for Chartered Club. Chartered Club is expected to not use the Dedicated Space outside of the times reserved with the Association.

Dedicated Space and all equipment located therein remain the property of the Association. This excludes the personal equipment/tools of Chartered Club members needed to participate in the Chartered Club activities.

The Association will maintain the Dedicated Space as to routine custodial service, routine repair and maintenance and cost of utilities. If Club desires “new work” to modify or alter Dedicated Space and such work is approved by Association Management, the Association will arrange for the work and bill on a cost recovery-basis.

If Chartered Club desires to add to or remove equipment to the Space a request must be submitted to Association Management and approval must be received by the Board of Directors of the Association. The request must include a copy of the Chartered Club’s most recent bank statement. If the request for the addition of equipment is approved by the Association Board of Directors the cost will be paid from the Association and billed back to the Chartered Club on

a cost recovery-basis unless otherwise stated by the Association Board of Directors. The new equipment becomes the property of the Association.

Chartered Club is responsible for the cleanliness of the Dedicated Space while they are using it. This includes making sure food/drink is not left or stored in the Dedicated Space. Treatments for rodents and insects as a result of food/beverages being left or stored in the Dedicated Space by the Chartered Club members could be billed back to the Chartered Club on a cost recovery basis.

Chartered Club assumes all liability for any loss of or damage to any personal articles used or left in the Dedicated Space.

Signature of Authorized Club Officer: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMON AREA USE REQUEST  
FOR TOURNAMENTS, FUND RAISERS OR EVENTS  
with participants or attendees that are not SCSCAI residents**

**Name of Club:**

**Name of Event:**

**Purpose of Event:**

**Organization or Charity:**

**Corporation Status:**

**Days of Event:**

**Time of Event:**

**How Many Attendees:**

**Ages Range of Participants:**

**Cost per Person:**

**Registration:**

**Affiliations:**

**If the Charter Club request is approved by the Board of Directors, it will be contingent on the Charter Club meeting all requirements. The President of the Chartered Club or other designated officer will need to meet with the Director of Community Services to answer the following questions. The answers to these questions will determine if the Chartered Club will need special **permits, catering permit, alcohol permit, event insurance, additional staff time, off duty police, press releases, first aid professionals, ect. All fees associated with obtaining licenses, insurance and permits and any other requirements deemed necessary will be at the expense of the Chartered Club and must be obtained and copies, proof of payment or proof of engagement given to the Community Services Office, prior to the registration date.****

1	Will you be accepting cash for entry fees, donations, ticket sales, raffle sales, prizes or gifts?	YES	NO
2	Will you be holding a raffle where cash is the prize?	YES	NO
3	Will you be soliciting businesses for gifts, sponsorships or raffle prizes for this event?	YES	NO
4	Will there be food served at this event?	YES	NO
5	Will there be alcohol served at this event?	YES	NO
6	Will there be presentations or entertainment at this event?	YES	NO
7	Will any outside organizations that are not a part of SCSCAI be participating in this event?	YES	NO
8	If there a charge to participate in this event?	YES	NO
9	Is this event registration restricted to SCSCAI residents?	YES	NO
10	Will you have any temporary seating, tables, lighting, equipment, or other items brought in by an outside source?	YES	NO
11	Are you paying any individuals to participate in this event in any way?	YES	NO
12	Are you paying a fee to any outside organization in order to host this event?	YES	NO
13	Will there be media at this event?	YES	NO
14	Are any Club dues or other fees collected being spent on this event?	YES	NO
15	Will there be any food prepared for this event that is not prepared in a licensed and inspected kitchen?	YES	NO
16	Will transportation of attendees or participants in this event be provided by the Charter Club or anyone affiliated with this event?	YES	NO
17	Will there be any entertainment, speakers or demonstrations at this event?	YES	NO

<b>18</b>	Will you have a first aid station at this event?	YES	NO
<b>19</b>	Is Identification Required to participate in this event?	YES	NO
<b>20</b>	Are spectators allowed at this event?	YES	NO

Notes from Director of Community Services listing requirements for this event.



# Request to Purchase Equipment

## Attachment XII

**Club** \_\_\_\_\_

**Date:** \_\_\_\_\_

Provide a brief description of the item(s) requested. (Include specifications)

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- Request SCSCAI to pay for equipment
- Club to pay for equipment that requires electrical, plumbing or ventilation modifications.
- Addition to Room
- Items to be disposed of by Association (Club are not permitted to dispose items)

Trade-in Data (include existing item from inventory, value of trade-in, if applicable)

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Reason for Purchase:

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Forward a copy of this completed form and proper documentation to the Director of Community Services for the Executive Director's approval. If purchase is approved, the Club president will be notified.

Submitted By:

Approved By:

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Club Dissolution Form

## Attachment XIII

Name of Club/Organization: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

- The membership of the above referenced Club has voted to dissolve. The meeting minutes are attached.
- If the Club membership has declined to the point where a quorum to hold a meeting to dissolve the Club is not possible, the majority of Club Officers request the CCOC recommend dissolution of the Club to the SCSCAI Board of Directors.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary

Please submit this form to the Community Services Department for forwarding to the CCOC.





**Reporting Employee:**

Name: \_\_\_\_\_ Work phone number: \_\_\_\_\_

**Responder Information:**

SCSCAI Responder: \_\_\_\_\_

First Aid Administered:  Yes  No Did injured person refuse treatment?  Yes  No

Type of First Aid applied: \_\_\_\_\_

\_\_\_\_\_

911 called:  Yes  No Time called: \_\_\_\_\_ Time arrived: \_\_\_\_\_

Transported to hospital:  Yes  No Name (if known): \_\_\_\_\_

**Department Manager's Review:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Manager Signature

Submit completed form to:  
SCSCAI Administrative Office  
Attn: Jane Cox  
Email: janec@suncitylv.com  
Phone: (702) 966-1408  
Fax: (702) 363-7752

**For office use only**  
Date received \_\_\_\_\_  
Date recorded \_\_\_\_\_  
 Incident  
 Claim  
Initials: \_\_\_\_\_

## **Operating Procedures - Sample**

(The following topics are examples only and can be adjusted as needed by each Club)

**Club Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Board Meetings:

1. How many board meetings the Club will hold at a minimum during a year?
2. How Club members will be notified?

### Club Specific Policies:

1. Safety equipment must always be worn when using machinery.
2. Members must take projects home upon completion.
3. The entertainment committee will procure entertainment for all meetings.

Dues: Shall be \$5 a year.

### Election of Officers:

1. Club elections will be held in \_\_\_\_\_(month).
2. Elected officer positions will be. (List all positions)

### Membership Meetings:

1. Membership meetings will be held on the 1<sup>st</sup> Tuesday of the month.
2. No meetings in June, July or August.

### Non-resident Attendance Policy:

1. A non-resident member may participate 4 times a year but may not attend the December holiday party.

### Membership Qualifications:

1. Club members must be willing to attend training.
2. Club members must provide their own tools.

### Special Events:

1. There will be two special events during the calendar year. One will be a Valentine's Day dinner and the other will be a fall picnic with a live band.

## **Club Sign-Up Sheet - Sample**

(These are the minimum information required, additional information can be added as needed by each Club.)

**SUN CITY SUMMERLIN \_\_\_\_\_ CLUB SIGN-UP**  
**YEAR \_\_\_\_\_**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Sun City Association # \_\_\_\_\_

- I **DO** want other Club members to have my email address.
- I **DO** want other Club members to have my address.
- I **DO** want other Club members to have my telephone number.

Please SIGN HERE: \_\_\_\_\_