

**CLUB BYLAWS
OF
WESTBROOK VILLAGE ASSOCIATION**

**ARTICLE 1
ORGANIZATION AND PURPOSE**

- Section 1** A group of residents who wish to use the Westbrook Village Association (WVA) facilities on a regularly scheduled basis must file an application for club status, and be approved by the WVA recreation committee and board of directors. Renewal documentation is to be submitted annually. This includes social, card, performing arts, service, athletic, crafts, and life skills organizations.
- Section 2** The purpose of the club is to establish and to conduct social, cultural, instructional, and recreational or entertainment activities for the benefit of residents of WVA
- Section 3** The club is responsible for filing the correct forms and reports required by WVA and any governmental agencies.
- a. Submission of the following documents is required annually to the WVA
 - Application for new/renewal of club status
 - List of officers/contacts
 - Agreement of club officers to abide by club bylaws and standard club rules and regulations
 - Club guest policy
 - Complete list of members
 - b. The annual club presidents' meeting will be held in November and required documentation will be distributed then
 - c. The distributed documents will be accompanied by a "return by" date – a deadline by which time the documents must be correctly completed and submitted
 - d. All participants are required to have signed a WVA release and indemnification waiver prior to engaging in club activities
- Section 4** Failure by a club to submit correctly completed documentation by the annually specified deadline will result in
- Suspension of the club's use of the recreation centers for club activities and/or

- A review by the recreation committee and board of directors for consideration of revocation of authorized club status

Section 5 The club will be conducted in compliance with the articles of incorporation; bylaws; covenants, conditions and restrictions (CC&Rs) of WVA.

Section 6 The club shall be responsible for the care and management of any facilities and equipment assigned to it by the WVA and shall maintain an inventory of capital items.

Section 7 The club may, with prior approval by the WVA general manager, provide and maintain special tools, equipment, and supplies from its own funds. Capital equipment acquisitions requiring association funds must be requested through the WVA budget procedure.

Section 8 To help cover utility and maintenance expenses, the club is subject to the following:

- a. Any club function for the purpose of fund raising, including instructional fees, must obtain the approval of the WVA general manager and may be subject to a fee contingent upon approval by the board of directors.
- b. The facilities are for learning, recreation and the enjoyment of a hobby. Each club where goods are crafted or manufactured shall adopt, monitor and enforce a documented policy regarding the sale of goods crafted or manufactured in the facilities for personal gain.
- c. Clubs having any special activities requiring extraordinary work for set ups, cleaning, etc., may be expected to pay an event fee to WVA.
- d. Clubs may engage instructors after receiving approval from the recreation centers manager and general manager. Instructors will be required to complete and submit an instructor agreement form, including fees charged per student or class, insurance carrier and a waiver. Instructors will not be charged a fee to instruct in the WVA facilities.

Section 9 A club may sponsor a tournament, or host an invitational event/show with the written approval of WVA and in accordance with Article I Section 8.

**ARTICLE II
MEMBERSHIP**

- Section 1** All homeowners, permanent occupants, and lessees of WVA are eligible for and have the right of membership in any/all clubs.
- Section 2** Club membership is restricted to a minimum of 51% homeowners, permanent occupants, and lessees of WVA. Homeowners, permanent occupants, and lessees of WVA have priority over non-residents for membership.
- Section 3** A club may not deny membership to an individual who is eligible under Sections 1 and 2, unless membership has been terminated by the club for disciplinary reasons.
- Section 4** The club officers/contacts and membership may determine annual dues, as specified in the WVA club standard rules & regulations.
- Section 5** All club members are required to have a valid WVA identification card ready for scanning when entering the recreation facilities for any reason, including attending meetings, playing cards, and other activities scheduled for club members.
- Section 6** All club members are required to have signed a WVA release and indemnification waiver prior to participating in club activities
- Section 7** Only resident club members shall be eligible to hold office.

**ARTICLE III
CLUB GUEST POLICY**

- Section 1** The club elected officers/appointed contacts may curtail or suspend guests' attendance during periods of high usage if deemed appropriate.
- Section 2** Club members may invite guests to join their activities. However, a guest may not have priority over those individuals indicated in Article II, Membership, Sections 1 and 2.
- Section 3** Annual club passes may be issued based on the following:

- a. Club annual passes are issued at the Lakes recreation center 7 days a week.
- b. The club must have on file with WVA its signed club guest pass policy.
- c. The guest must present a club guest photo identification card (PID) application and liability release waiver signed by the club president or primary contact. The annual cost will be established by the board of directors.
- d. All annual guest cards will expire one year from the date of issue. A renewal of the card will be completed upon presentation of a new club guest PID application and liability release waiver signed by the club president or primary contact. Payment is payable to Westbrook Village Association.
- e. The annual club guest card is to be used for club activities only. Use of the card for non-club related activities will result in the cancellation of the guest's card.
- f. Appendix A – Club Guest PID Card Application/Liability Release Waiver

**ARTICLE IV
DISCIPLINE POLICY**

Section 1 The discipline policy will uniformly apply to all approved clubs and users of all WVA facilities.

Section 2 No one person or club shall conduct themselves so as to infringe upon the rights and privileges of other persons, club members, WVA homeowners, annual residents, lessees, guests, and WVA employees.

- a. First offenders and/or their resident host will be given an oral warning by the club elected officers/appointed contacts, outlining the nature of the infractions. The issuance of the oral warning is to be noted in the club records. The notation is to include the names of the recipient and issuer, the date of the warning, the date and description of the infraction(s), and the expected result of the oral warning.
- b. If the warning does not produce the desired results, a written warning will be issued and a hearing conducted by the club officers/primary contacts. The written warning is to include the names of the recipient and issuer, the date of the oral warning, the date and description of the

continuing infraction(s), the expected results of the written warning, and the consequences should further infractions occur.

- c. Further infraction(s) will result in further documentation of the infraction(s) and a review by an assigned ad hoc discipline committee of the recreation committee. If deemed appropriate, the discipline committee can issue a 1-year suspension of membership privileges.
- d. A person so suspended may submit a written request for reinstatement after a period of three (3) months.
- e. Additional infractions by a reinstated member will be cause for permanent dismissal.
- f. The dismissed member may appeal to the WVA board of directors whose decision will be final.
- g. Refer to board of directors zero tolerance policy for further disciplinary action.

**ARTICLE V
MEETINGS & FINANCIAL REPORTS/DOCUMENTS**

Section 1 Regular meetings of a club may be held on such dates as shall be determined by the club elected officers/appointed contacts.

Section 2 A financial report must be provided to WVA upon the request of the general manager.

- a. A financial review or auditing committee may be appointed by the general manager to conduct a review of the financial statement subsequent to its requested submission.
- b. Upon completion of the review, a meeting will be held where the appointed committee will report the results of the review of the financial statement to the membership and general manager.

Section 3 All club bank accounts must at all time be in the name of the club, have a federal identification number that has been issued to the club.

- a. All checks accepted by the recreation centers on behalf of a club must be made payable to the club and may not be payable to an individual.

- Section 4** An annual election of officers or appointment of contacts will be held at the last meeting of each year. Names and contact information of the officers/primary contacts must be submitted to WVA annually by a specified date of each year, along with a complete list of members in the club.
- Section 5** Special membership meetings of the club may be called by the club elected officers/appointed contacts, or by written request of twenty (20 percent) of the membership. Notice of a special meeting with time, place and purpose of the meeting must be mailed or delivered to all members with voting rights at least fifteen (15) days prior to a special meeting.
- Section 6** A quorum for the transaction of business shall be twenty (20) percent of the membership. Written proxies may be accepted.
- Section 7** Robert’s Rules of Order shall govern the club in all cases.
- Section 8** To request funds for equipment and/or repairs
- a. Clubs must have a current registration form on file with WVA stating the name of the club and the club’s officers.
 - b. A letter from the club must be submitted to the general manager, stating the item the club is requesting and the estimated cost of the item. Any bids the club has received for purchase of the item should be attached to the letter. The letter must be signed by at least two officers/contacts of the club.
 - c. No repairs or maintenance shall be made to any equipment, furniture, or fixture located in any room, recreation center or common area of WVA, without an approved work order issued by the administration office.
 - d. Club representatives cannot order the product. A purchase order signed by the general manager must be issued, and an authorized representative of WVA must order the item.
 - e. Clubs are encouraged to donate and designate funds for the purchase of a particular item. Checks must be made payable to Westbrook Village Association. Clubs cannot purchase the item outright, nor can they schedule repairs of existing equipment, furniture, or fixtures.
 - f. Club members are not to interact with the contractor supplying the service or item without the approval of the general manager. All correspondence must go through the general manager.

- h. If a member, no matter in what capacity he or she may be serving within a club or volunteer group, orders equipment, furniture, fixtures, parts, supplies, or repairs without advance written approval of the order, the invoice will not be paid by WVA. The said person and/or club who authorized the service or item will be responsible for payment. Further, the club's authorization to operate as a club may be suspended. The board of directors will review the situation and will determine if the violation of this policy warrants revocation of the club's authorization to operate.
- i. See Appendix B – Application Form

ARTICLE VI COMMITTEES

- Section 1** Committees may be appointed as deemed necessary with the approval of the club appointed officers.
- Section 2** All classes, and the employment of instructors, must comply with Article 1, Section 8d.

ARTICLE VII ROOM RESERVATION AND USE

SPECIAL EVENTS (e.g.: holiday celebrations, welcome back/farewell dinners, luncheons, tournaments, dances)

- Section 1** At the annual club presidents' meeting, the recreation centers manager will advise the clubs of a date by which they must submit requests for ongoing reservations and reservations for special events for the following year.
 - a. The recreation center manager will review the availability of the dates and location on the submitted requests. Should there be a conflict in the requested dates and/or locations; the recreation centers manager will contact the club presidents/primary contacts by phone to negotiate a resolution to the conflicting requests. Should there be no conflict; the club president/primary contact will receive confirmation of the requested dates and location from the recreation center manager.
 - b. No reservation will be accepted prior to the specified request submission date.

c. Reservation requests will be accepted from only the club president/primary contact or one (1) designated representative.

d. Clubs will be required to sign contracts for special events.

Section 2

Pursuant to Arizona State Law, the recreation centers are no smoking facilities, including all walkways and patios, except in the parking lots and 20 feet from the front entry doors.

Section 3

Rooms within the recreation centers are available for use by the clubs at no cost. It is the responsibility of the clubs to ensure the rooms are left in a good, clean condition.

Section 4

The following rules apply to all rooms at both recreation centers:

A. PRIOR TO EVENT SET-UP

1. A walk-through will be conducted by the center receptionist with the event contact prior to the start of set-up time. This will ensure that the association representative (recreation center receptionist) and the event contact are in agreement as to the room status and will provide both the opportunity to notate any preexisting conditions.

B. AT THE END OF THE EVENT

1. Pick up all trash from the floor and tables and place in the indoor trash containers. Maintenance will empty the trash containers.

2. Wipe down all of the tables used for the event. Maintenance will fold the tables up and put them away.

3. Push all chairs in around the tables. Maintenance will fold the chairs and put them away.

4. Pick up any food that has been dropped on the floor. Maintenance will vacuum, sweep and mop.

5. Wipe down all sinks and counter tops.

6. Remove all decorations and personal items prior to leaving the room.

7. Notify the front desk when the event is finished and the club is ready to exit the room so that a walk through can be done to verify the room has been left in satisfactory condition. Damage, special cleaning requirements, or needed repairs will be recorded on the post-event

inspection report. Any damage or additional cleaning beyond reasonable use will constitute a monetary fine to the club.

8. When an event extends beyond the normal business hours of the association, the club will be charged for the cost as follows:
 - A fee in an amount approved by the board of directors per hour or partial hour charge for prearranged use of the center after 10:00 pm up to 12:00am
 - A fee in an amount approved by the board of directors per hour or partial hour after 10:00 pm will be automatically charged to any group that does not shut down and complete their room inspection and exit process prior to 10:00 pm, without prior arrangement.
9. Failure to comply with this policy may result in the suspension of the club's use of recreation centers facilities.

Section 5

The agreement to abide by the “room use/departure policy and procedure” must be signed by the designated club member and returned, along with the floor plan, to the recreation centers manager prior to the start of each event. See Appendix C - Room Use/Departure Policy and Procedure.

REGULARLY SCHEDULED MEETINGS AND ACTIVITIES

Section 6

No-shows/Late Cancellations

Clubs who do not utilize their scheduled times and fail to give the recreation centers a minimum of 24-hour cancellation notice will be subject to the following procedures:

a. **First Offense:**

A letter will be sent to the club primary contact identifying the date of the no-show, and outline the consequences of any further no-shows within a calendar year.

b. **Second Offense:**

Further reservation within the calendar year will be suspended. Should the club wish to have their reservation reinstated, the club primary contact must present the case for reinstatement to the recreation committee and board of directors.

Section 7

Clubs are required to be considerate of other residents using the recreation centers, maintaining cleanliness of the facilities and reasonable conduct and decorum by performing the following:

- a. Place trash and food remnants from floor and tables in trash bins
- b. Wipe down tables used during the club activity
- c. Wipe down sinks and counters used during the club activity

- d. Push chairs in to tables
- e. Leave area the way the club members would like to find it – neat and clean

**ARTICLE VIII
CLUB RULES and REGULATIONS**

- Section 1** Each club is encouraged to establish a set of rules and regulations, in addition to those standard rules and regulations noted on the agreement by club officers/primary contacts.
- Section 2** Club rules must comply with and not contradict WVA articles of incorporation, bylaws, covenants, or CC&Rs. WVA rules and regulations supersede club rules.
- Section 3** The club rules and regulations may include, but are not limited to:
- a. The positions of club monitors, supervisors, special chairperson, etc., along with their duties and limitations.
 - b. The right of all club members to be treated with courtesy and respect
 - c. The club’s operating procedures and practices
 - d. Safety measures, if applicable
 - e. Training procedures, if applicable
 - f. Recruitment of new members.
- Section 4** These rules & regulations may be revised from time to time by the elected officers/appointed contacts and are subject to approval by the membership.
- Section 5** All club rules & regulations shall be made available to each club member annually and at club member’s request

**ARTICLE IX
WVA RELEASE and INDEMNIFICATION WAIVER FOR
PARTICIPANTS**

- Section 1** All participants are required to have signed a WVA release and indemnification waiver prior to engaging in club activities.

**ARTICLE X
REVOCATION OR DISSOLUTION**

- Section 1** Signed by all officers, a club may request in writing, on its own, to have its club status dissolved. See Appendix D – Dissolution of Club Request.
- Section 2** With just cause, and appropriately documented, the WVA recreation committee, subject to the approval of the board of directors, may suspend the club status.
- Section 3** Upon dissolution of the club, all properties held by it shall become the property of WVA.

**ARTICLE XI
AMENDMENT OR REPEAL**

- Section 1** All recommendations to alter, amend or repeal these bylaws will be submitted to the WVA recreation committee and subject to the approval of the board of directors.
- Section 2** These bylaws shall take effect immediately upon recommendation by the recreation committee and approval by the WVA board of directors.