

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 recommended by the WVA Recreation Committee and approved by the WVA Board of Directors. Renewal documentation is to be submitted annually. This includes social, card, performing arts, service, athletic, crafts, and life skills organizations.
- a. WVA Club creation requires 12 WVA members made up of homeowners, annual residents or lessees.
 - b. WVA Clubs must maintain at least 12 members made up of homeowners, annual residents or lessees.
- Section 2** The purpose of a WVA 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 WVA 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 WVA:
 - Application for new/renewal of WVA Club status
 - List of officers/contacts
 - Agreement by WVA Club officers to abide by WVA Club Bylaws and standard WVA Club Rules and Regulations
 - WVA Club Guest Policy
 - Complete list of members
 - b. The WVA Annual Club Presidents' meeting will be held in November at which required documentation will be distributed.
 - c. The distributed documents will be accompanied by a "return by" date – a deadline by which time all 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 WVA Club activities.

- e. As part of the WVA, an approved WVA Club is not eligible to become a tax exempt entity under IRC Sec. 501(c).

Section 4 Failure by a WVA Club to submit correctly completed documentation by the annually specified deadline will result in:

- Suspension of the WVA Club's use of the Recreation Centers for Club activities; and/or
- A review by the WVA Recreation Committee and WVA Board of Directors for consideration of revocation of authorized WVA Club status.

Section 5 The WVA Club will be conducted in compliance with the WVA Articles of Incorporation, Bylaws, Covenants, Conditions, and Restrictions (CC&Rs), Rules and Regulations, and these Club Bylaws.

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

Section 7 The WVA 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 WVA funds must be requested through the WVA budget procedure.

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

- a. Any WVA 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 WVA Board of Directors.
- b. The facilities are for learning, recreation, and the enjoyment of a hobby. Each WVA 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. WVA Clubs having any special events/activities requiring extraordinary work beyond normal regularly scheduled WVA Club meetings, including set up, cleaning, etc., may be required to pay an event fee to WVA.
- d. WVA Clubs may engage instructors after receiving recommendation from the WVA Recreation Committee and General Manager, and approval by the WVA Board of Directors. Instructors will be required to complete and submit an instructor agreement form, including fees charged per student or class, insurance carrier and a Release and Indemnification Waiver. Instructors will not be charged a fee to instruct in the WVA facilities.

Section 9 A WVA Club may sponsor a member-only tournament with the written approval of the General Manager or Recreation Centers Manager and in accordance with Article I Section 8.

ARTICLE II MEMBERSHIP

- Section 1** All homeowners, annual residents and lessees of WVA are eligible for and have the right of membership in any/all WVA Clubs.
- Section 2** WVA Club membership is restricted to a minimum of 70% homeowners, annual residents and lessees of WVA. Homeowners, annual residents and lessees of WVA have priority over non-residents for membership.
- Section 3** A WVA Club may not deny membership to an individual who is eligible under Sections 1 and 2 unless membership has been terminated by the WVA Club for disciplinary reasons.
- Section 4** The WVA Club officers/contacts and membership may determine annual dues, as specified in the WVA Club standard Rules & Regulations.
- Section 5** All WVA Club members are required to have a valid WVA Personal Identification card ready for scanning when entering the Recreation Facilities for any reason, including attending meetings, playing cards, and other activities scheduled for WVA Club members.
- Section 6** All WVA Club members are required to have signed a WVA Release and Indemnification Waiver prior to participating in WVA Club activities
- Section 7** Only resident WVA Club members shall be eligible to hold office.

ARTICLE III CLUB GUEST POLICY

- Section 1** The WVA Club elected officers/appointed contacts may curtail or suspend guests' attendance during periods of high usage if deemed appropriate.
- Section 2** WVA 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** Non-Resident Club Participation Card may be issued based on the following:

- a. Non-Resident Club Participation Card is issued at the Lakes Recreation Center.
- b. The WVA Club must have on file with WVA its signed Annual Club Guest Pass Policy.
- c. The Non-Resident Club Participant must present a Non-Resident Club Participation Card Photo Identification Card (PID) application and Liability Release Waiver signed by the WVA Club President or primary contact. The annual cost will be established by the WVA Board of Directors.
- d. All Non-Resident Club Participation Card will expire one year from the date of issue. A renewal of the card will be completed upon presentation of a new a Non-Resident Club Participation Card PID application and Liability Release Waiver signed by the WVA Club President or primary contact. Payment is payable to Westbrook Village Association.
- e. The Non-Resident Club Participation Card is to be used for WVA Club activities only. Use of the Non-Resident Club Participation Card for non-Club-related activities will result in the cancellation of that guest's Non-Resident Club Participation 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 WVA Clubs and users of all WVA facilities.

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

- a. First offenders and/or their resident host will be given a written warning by the WVA Club, elected officers, WVA General Manager or WVA Board of Directors, outlining the nature of the infractions. The issuance of the written warning is to be noted in the WVA 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 warning.
- b. If the first warning does not produce the desired results, a second warning will be issued, and a hearing conducted by the WVA Club officers, WVA General

Manager or WVA Board of Directors. The written warning is to include the names of the recipient and issuer, the date of the first written warning, the date and description of the continuing infraction(s), the expected results of the written warning(s), 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 WVA Recreation Committee. If deemed appropriate, the Discipline Committee can recommend a suspension of membership privileges.
- d. A person 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 the WVA Board of Directors Zero Tolerance Policy for further disciplinary action.

Section 3 The Association may take disciplinary action against any WVA Club that engages in conduct detrimental to the Association, its reputation, its financial interests, or the enjoyment of its members.

- a. A WVA Club shall be deemed to have engaged in detrimental conduct if it:
 - Acts in a manner intended to harm the Association, its operations, governance, or community relations;
 - Encourages or coordinates actions by its members that undermine duly adopted policies, rules, or decisions of the Board;
 - Uses Association facilities, funds, or communication channels to promote misinformation, harassment, or disruption;
 - Refuses to comply with reasonable directives issued by the WVA Board of Directors, its authorized agent or its authorized committees; or
 - Creates material risk to the Association's legal, financial, or operational interests.
- b. Upon determination that a WVA Club has engaged in such conduct, the WVA Board of Directors may impose one or more of the following actions, after providing notice and an opportunity to be heard:
 - Written warning or corrective directive;

- Suspension of facility privileges;
- Suspension of WVA Club activities or events;
- Revocation of WVA Club charter or dissolution of the WVA Club; or
- Any other remedy authorized under Arizona law or the Association's governing documents

c. The WVA Board of Director's decision shall be final and binding.

ARTICLE V

MEETINGS & FINANCIAL REPORTS/DOCUMENTS

- Section 1** Regular meetings of a WVA Club may be held on such dates as shall be determined by the WVA Club elected officers/appointed contacts.
- Section 2** A financial report must be provided to WVA upon the request of the WVA General Manager.
- a. A financial review or auditing committee may be appointed by the WVA 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 WVA General Manager.
- Section 3** All WVA Club bank accounts must at all times be in the name of the WVA Club, and have a federal identification number that has been issued to the WVA Club.
- a. All checks accepted by the Recreation Centers on behalf of a WVA Club must be made payable to the WVA 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 WVA Club.
- Section 5** Special membership meetings of the WVA Club may be called by the WVA Club elected officers/appointed contacts, or by written request of 20% (twenty percent) of the membership. Notice of a special meeting with time, place and purpose of the meeting must be mailed or delivered to all Club 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 20% (twenty percent) percent of the membership. Written proxies may be accepted.

Section 7 Robert's Rules of Order shall govern the WVA Club meeting in all cases.

Section 8 To request funds for equipment and/or repairs:

- a. WVA Clubs must have a current registration form on file with WVA stating the name of the WVA Club and the WVA Club's officers.
- b. A letter from the WVA Club must be submitted to the General Manager, stating the item the WVA Club is requesting and the estimated cost of the item. Any bids the WVA 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 WVA 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 WVA Administration Office.
- d. Club representatives cannot order the product. A purchase order signed by the WVA General Manager must be issued, and an authorized representative of WVA must order the item.
- e. WVA 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. WVA Club members are not to interact with the contractor supplying the service or item without the approval of the WVA General Manager. All correspondence must go through the WVA General Manager.
- g. If a member, no matter in what capacity he or she may be serving within a WVA 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 WVA Club who authorized the service or item will be responsible for payment. Further, the WVA Club's authorization to operate as a WVA Club may be suspended. The WVA Board of Directors will review the situation and will determine if the violation of this policy warrants revocation of the WVA Club's authorization to operate.
- h. See Appendix B – Application Form

ARTICLE VI CLUB COMMITTEES

Section 1 WVA Club Committees may be appointed as deemed necessary with the approval of the WVA 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 WVA Annual Club Presidents' Meeting, the WVA Recreation Centers Manager will advise the WVA Clubs of a date by which they must submit requests for ongoing reservations and reservations for special events for the following year.

- a. The WVA Recreation Centers 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 WVA Club Presidents/primary contacts by phone to negotiate a resolution to the conflicting requests. Should there be no conflict;, the WVA Club President/primary contact will receive confirmation of the requested dates and location from the Recreation Centers Manager.
- b. No reservation will be accepted prior to the specified request submission date.
- c. Reservation requests will be accepted from only the WVA Club President/primary contact or one (1) designated representative.
- d. WVA Clubs will be required to sign contracts for special events.

Section 2 Pursuant to Arizona State Law, the WVA Recreation Centers are non-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 WVA Recreation Centers are available for use by the WVA Clubs at no cost. It is the responsibility of the WVA Clubs to ensure the rooms are left in a good, clean condition.

Section 4 The following rules apply to all rooms at both WVA Recreation Centers:

A. PRIOR TO EVENT SET-UP

1. A walk-through will be conducted by the WVA Recreation Center Receptionist with the event contact prior to the start of set-up time. This will ensure that the WVA 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. WVA Maintenance will empty the trash containers.
2. Wipe down all of the tables used for the event. WVA Maintenance will fold the tables up and put them away.
3. Push all chairs in around the tables. WVA Maintenance will fold the chairs and put them away.
4. Pick up any food that has been dropped on the floor. WVA Maintenance will vacuum, sweep, and mop.
5. Wipe down all kitchen sinks and countertops.
6. Remove all decorations and personal items prior to leaving the room.
7. Notify the WVA Recreation Center Receptionist when the event is finished, and the WVA 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 WVA Club.
8. When an event extends beyond the normal business hours of WVA, the WVA Club will be charged for the cost as follows:
 - A fee in an amount approved by the WVA Board of Directors per hour or partial hour charge for prearranged use of the center after 10:00 pm up to 12:00 am.
 - A fee in an amount approved by the WVA 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 WVA Club's use of WVA Recreation Centers facilities.

Section 5 The agreement to abide by the “room use/departure policy and procedure” must be signed by the designated WVA 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

WVA Clubs who do not utilize their scheduled times and fail to give the WVA Recreation Centers Manager or Assistant a minimum of 24-hour cancellation notice will be subject to the following procedures:

- a. First Offense:
A letter will be sent to the WVA 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 WVA Club wish to have their reservation reinstated, the WVA Club primary contact must present the case for reinstatement to the WVA Recreation Committee and WVA Board of Directors.

Section 7 WVA Clubs are required to be considerate of other residents using the WVA 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 into tables;
- e. Leave area the way the WVA Club members would like to find it – neat and clean.

ARTICLE VIII CLUB RULES and REGULATIONS

Section 1 Each WVA Club is encouraged to establish a set of Rules and Regulations, in addition to those standard Rules and Regulations noted on the agreement by WVA

Club officers/primary contacts.

Section 2 WVA Club Rules must comply with and not contradict WVA Articles of Incorporation, Bylaws, CC&Rs., and WVA Rules and Regulations, all of which supersede Club Rules in the event of a conflict.

Section 3 The WVA Club Rules and Regulations may include, but are not limited to:

- a. The positions of WVA Club monitors, supervisors, special chairperson, etc., along with their duties and limitations.;
- b. The right of all WVA Club members to be treated with courtesy and respect;
- c. The WVA Club's operating procedures and practices;
- d. Safety measures, if applicable;
- e. Training procedures, if applicable;
- f. Recruitment of new members.

Section 4 These Club Rules & Regulations should be reviewed periodically may be revised as necessary from time to time by the elected officers/appointed contacts and are subject to approval by the WVA Club membership.

Section 5 All Club Rules & Regulations shall be made available to each WVA Club member annually and at a WVA Club member's request.

Section 6 All WVA Club members should expect the following from their WVA Club:

- a. The right of all WVA Club members to be treated with courtesy and respect.
- b. WVA Club member's contact information shall not be distributed without their prior consent.
- c. WVA Club member's contact information shall not be used for international, state, local or WVA political opinions, solicitations or advertisements.
- d. All communications provided by the WVA Club should be limited to Club business only.

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 WVA Club activities.

ARTICLE X

REVOCATION OR DISSOLUTION

- Section 1** Signed by all officers, a WVA Club may request in writing, on its own, to have its WVA 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 WVA Board of Directors, may suspend the WVA Club status.
- Section 3** Upon dissolution of the WVA 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 Club Bylaws will be submitted to the WVA Recreation Committee and subject to the approval of the WVA Board of Directors.
- Section 2** These Club Bylaws shall take effect immediately upon recommendation by the Recreation Committee and approval by the WVA Board of Directors.