

Club and Groups Rules and Regulations

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CLUB AND GROUPS RULES AND REGULATIONS

Introduction

Clubs play a vital role for our members. The purpose of these rules and regulations are to provide direction and structure to enable the membership to fully enjoy our facilities and programs. Clubs function as non-profit organizations within the Association. Additional information may be found in the Community Rules and Regulations manual.

Definitions

The terms used in the Club Rules and Regulations:

- Association – Solera at Anthem Community Association, Inc.
- Association Member – homeowner or renter with an Association ID Card
- Active Member – member who is signed up for the current year and any applicable dues are paid
- Guest Privileges Card – A second Solera card issued to a sole home owner.
- Association Member Guest – An Association Member who is not a member of the club they are attending.
- Non-Association Member Guest – A nonresident who can only attend a club as a guest.
- Board – Board of Directors
- Club – A group chartered and approved by the Board of Directors
- Non-Chartered Groups - A group that meets regularly but are not chartered.
- Impromptu Group – Association members that show up at clubhouse as a group to play games or otherwise use the facilities.
- Manager – Association Manager
- Year – A calendar year is January 1 through December 31

Clubs/Groups

Chartered Club:

- Defined in Club Rules and Regulations (CGRR).
- One-time monetary assistance (\$100) may be requested from Association.

Non-Chartered Groups:

- Meet Regularly but are not chartered.
- Must register on a yearly basis with Management
- Association Members are limited to three (3) visits in a calendar year. Continued participation requires membership.

Impromptu Groups:

- Association members that show up at clubhouse in an impromptu manner to play games or otherwise use the facilities.
- Impromptu groups that meet more than twice (2) per year, shall register as a Non-Chartered group or apply for Chartered Club status.

Note: Allocation of space - Chartered Clubs have priority, followed by Non-Chartered Groups, then Impromptu groups.

Guests are limited to three (3) visits in a calendar year and must be accompanied by an association member. Purchase of an Association Guest Pass for each visit is required in addition to any event related expenses.

Management may grant exceptions to the maximum visit rule as warranted.

Functions sponsored by the Board and/or the Lifestyle committee are not subject to the maximum number of visit rule. The requirement to purchase Association Guest Passes will be determined by the sponsoring entity.

Establishing a Club

Club applications are available from Management. Applications will be reviewed by Management; then submitted to the Board for approval and charter.

Chartered Clubs requesting revision will be required to submit a new Club Application form. Upon approval of the revision, the original charter will be dissolved.

Approval will not be granted to applicants that:

- Are political, religious, gender based, ethnic culture, national origin, racial, or that bar disability.
Note: Segregated activities for male and female members may be established if each gender has the same opportunity.
- Are similar to existing Clubs and purpose is duplicated.
- Need amenities the Association does not have, unless the club agrees to purchase them.
- Sets or implies a restrictive precondition for membership.

Club Requirements

To be eligible for Club Charter, the club must:

- Have a minimum of 10 members
- Provide its specific purpose
- Be open to all members of the Association
- Submit a guest policy for both member guests and non-member guests when completing the application form. Such policy must be within the guidelines established in the "Community Rules and Regulations Manual".
- Hold a minimum of one meeting per year; additional meetings may be held as deemed necessary

- Elect officers comprised of a president, vice-president, and secretary. Each officer holds a one-year term. A treasurer must be elected if dues or other income are anticipated. The position of the secretary and treasurer may be combined.
- Clubs must operate on a calendar year & hold elections once a year.

Monetary Assistance

To assist a Chartered Club in purchasing needed materials, the Board **may** approve a one-time donation of one hundred dollars (\$100.00). A Club Financing Request form may be obtained from Management. A Club may apply for the donation at any time. Applications will be reviewed by management then submitted to the Board for approval. Clubs that dissolve and charter under a new name may not apply for this donation if they received money under the original charter.

Allocation of Space

Clubs are provided with regular meeting and activity space without charge. Management will determine the space to be allocated. The Association reserves the right to preempt club space at any time on the bases of priorities established by the Association's general operations and policies. Clubs that have special equipment used exclusively for the purpose of the club, will be responsible for the maintenance, replacement and/or repair of those items. Storage space is limited for Club equipment and supplies and must be requested and assigned through Management.

Club Membership & Operation

Members and guest must check in with the Monitor prior to participation in all Club activities. Guests must be accompanied by an Association Member. The Association Member must obtain a guest pass for each guest, each visit. Instructors and Guest Speakers for club programs will be exempt from the Guest Pass requirement, however, they are required to check in with the Monitor upon arrival. The Club is responsible to make sure this is done.

Chartered Clubs or groups may desire to contract with individuals having expertise in certain areas. Instructors/Trainers must register with Management and provide information including contact information, certification and insurance as determined by Management. Management will also implement procedures to ensure that tax obligations are met, as well as other applicable federal, state, and local requirements.

Club Guests

Association Member Guest may visit any Club no more than three times before Membership will be required for continued participation in Club activities.

Non-Association Member Guest must be accompanied by an Association Member and are responsible to the Club for any related activity expense applicable to the members of the Club. Non-Association Member guests do not qualify for Club membership and must purchase an Association Guest Pass for each visit in addition to any event related expenses assessed by the Club.

In addition to any fee or donation set by clubs, guests (non-residents of Solera) shall purchase a single use guest pass for community events. Event prices for Lifestyle Committee shall be set by the Lifestyle Committee, inclusive of association fee. For events being held by a Solera Club that is raising funds for charitable organizations or purposes, non-residents will not be subject to the guest fee.

Annual Review

Every Club is required to fill out the completed Club Renewal Form by the end of January for the previous year.

Financial Procedures

If the Club has a checking account, a financial statement must be submitted annually as a part of the Annual Review in accordance with NRS 116. Clubs are responsible to ensure that all required taxes are paid and properly reported. All financial information is to be submitted to Management. Submission of financial information from groups in no way obligates Management, the Board, nor the Association as to the accuracy of said documents. If the group does not collect dues and does not have funds, this is to be noted on the annual financial statement.

All Clubs are required to follow the appropriate financial controls and such other procedures and deemed necessary by Association Management and /or the Board.

Code of Conduct

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

If a Club or its officers fails to maintain compliance with "Community Rules and Regulations" or "Club and Groups Rules and Regulations", it is the responsibility of Management to report it to the Board and suspend the Club's privileges for up to thirty days. Pending a review and hearing at the next regularly scheduled Executive session, the Board reserves the right to remove the suspension, impose a longer suspension, or revoke the charter.

Club membership rosters are intended for use solely for the conduct of the Club business. Care should be taken to protect the privacy of members.

Club Disbandment

If a Club disbands for any reason other than a name change or the formation of an additional group under the umbrella of an existing Charter Club, all Club assets (monies and equipment) shall be transferred to the Association. All financial obligations incurred by a Club must be satisfied prior to final disbandment.

If a Club disbands because of a name change or the formation of an additional group under the umbrella of an existing Charter Club, all Club assets (monies and equipment) shall be transferred to the new Charter Club if approved by the Board. If the Board does not approve the application for the new Charter Club and the existing Charter Club elects not to continue operation under the existing Charter Club, all Club assets shall be transferred to the Association.


The Board has the right to suspend or revoke the charter of any existing Club if the total membership falls below the required membership of 10 active members or the Club fails to maintain compliance with the rules and regulations. With the exception of violations of the Code of Conduct, a notice of non-compliance shall be delivered to the elected Club officers and the Club shall have a 60-day right-to-cure to bring the Club to compliance.

Club and Groups Rules and Regulations are approved by the Board and subject to change.

These rules are adopted on 10/11/23 and take effect on 12/1/23 .



Board President



Board Secretary