



# OPERATING POLICY

<b>POLICY TITLE: CHARTERED CLUBS POLICY</b>					
<b>SECTION</b>	<b>MEMBER SERVICES</b>	<b>NUMBER</b>	<b>10.1</b>	<b>DATE</b>	<b>4/16/2020</b>
REPLACES POLICY NUMBER:		TITLE:			
DATE ADOPTED:					
DATE REVISED:					
CROSS REFERENCES:					
APPROVED:					
GENERAL MANAGER			DATE		
SVRA CHAIRPERSON			DATE		

Chartered clubs are sponsored by Star Valley Ranch Association, to provide an opportunity for all Association members to pursue common interests in hobbies, recreational, social, and cultural endeavors.

Star Valley Ranch Association facilities are intended to be used by Association members and their guests for the primary purpose of pursuing and encouraging widespread member involvement. As the community grows and evolves, it is expected that the chartered club policies and procedures will also change and evolve.

- A. Charters are not granted to groups that require, as a precondition for club membership, subsequent membership in affiliated national, state, or regional organizations. Any affiliation must be optional on the part of the individual member.
- B. Once chartered, clubs may not merge with another non-Association entity, require its members to join another corporation, or become incorporated in its own right. If a merger or incorporation occurs, the club's charter will be revoked.
- C. Charters will not be approved for groups that are applicable to a limited segment of the community's population or any group that sets a restrictive precondition for membership. Membership must be open to all bona fide members of the Association without discrimination as to race, religion, color, ethnic culture, or national heritage. Club charters may not be granted to groups whose purpose includes alumni, vocations or occupations, states, cities, geographical locations, religions, politics, national affiliation, etc. Note: Segregated activities for male and female members may be established if desired by both genders, and each gender has the same opportunity to pursue common interests; e.g., men's and ladies social clubs, men's and ladies golf clubs.

- D. Charters may be revoked for reasons to include, but not limited to the following: when club membership declines below the established minimums; when clubs refuse to pay balances due the Association; when clubs violate Association policies or rules; when an irreconcilable conflict occurs within the membership; when a situation occurs which projects the club, or the Association, in an undesirable or embarrassing position; or when a club violates Federal, state, or local government laws or ordinances. The decision to revoke a charter occurs following a recommendation by the General Manager and approval by the Board. The decision may be appealed by providing written justification to the Board within 14 days of the written notice. The Board will provide a final notice of decision within 30 days of receiving the written appeal.

#### CHARTER CLUB SET UP

To set up a charter club, the club must consist of a minimum of 10 SVRA members in good standing. Each club will nominate/elect Club Officers to include a minimum of President, Vice President and Secretary/Treasurer. While non-members and guests are allowed to participate in charter clubs, club officers must be Star Valley Ranch Association members in good standing.

#### PROCEDURES FOR CHARTER CLUB SET UP

1. Thoroughly review a copy of Chartered Club Operating Policy to become familiar with the chartered club system. The Member Services Coordinator will be glad to clarify questions and provide general assistance.
2. Complete Form Application for Charter (Appendix A). Attach Form Membership Roster (Appendix B) and Annual Club Schedule (Appendix C)
3. Forward the application package (Application for Charter, Membership Roster and Annual Club Schedule) to the Member Services Coordinator for review and presentation to the General Manager and The Board of Directors.
4. When all requirements have been satisfied, the application package will be forwarded to the General Manager with a recommendation for approval or disapproval from the Board of Directors. If disapproved, the club will be provided with a written explanation. The decision may be appealed by providing written justification to the Board within 14 days of the written notice. The Board will provide a final notice of decision within 30 days of receiving the written appeal.
5. Minimum Membership Levels. Initially, each club shall have at least 10 (ten) members in good standing. Once the charter has been granted, the active membership must remain at or above the minimum level. A monthly participation report (Appendix D) shall be filed with the Member Services Coordinator by the 15<sup>th</sup> of the month.
6. Club Officers. Once the charter has been granted, the New Club Officer Form (Appendix E) shall be submitted to Member Services Coordinator. New Club Officer Form shall be submitted any time officers are replaced.

#### CLUB FILE

In case of conflict between the club and the Association, the official file will take precedence. The Member Services Coordinator will maintain a file on each club. The file will be organized as follows:

1. Section I – Approved application for Charter with Initial Membership Roster
2. Section II – Member and Officer Information
3. Section III – Misc. Correspondence

#### SPACE ALLOCATION

Charter Clubs shall submit an annual club schedule by November 1st each year. If a club schedule is not received by November 1st space allocation is not guaranteed.

Space allocation is dependent upon membership interest in a club's activities and the availability of Association space. As space allows, chartered clubs are provided with regular meeting and activity space, without charge. The Association reserves the right to preempt club space, whenever the needs of the general membership require it. Chartered club meetings may be rescheduled or relocated on an as need basis to facilitate Association events. Although facility space may be dedicated to a club for use, the facility and all equipment located therein remain the property of the Association.

Space will only be allocated if anticipated attendance is below the facility capacity limits. If attendance is greater than reported and more than capacity allows, it is the responsibility of the club to make other arrangements. If no other arrangements are made the club charter may be revoked and/or additional expenses may be charged to that club for cleaning and/or damages.

Clubs are expected to set up and take down the any required equipment (tables, chairs, etc...). If a club requires set-up/take-down of a facility the Association reserves the right to charge that club for additional incurred expenses. Clubs are expected to clean up after themselves and leave the facility and equipment as they found it. If additional cleaning and/or maintenance are required the Association reserves the right to charge the club for additional incurred expenses.

A. Depending on the nature and size of a desired activity, Association management will determine the facility to be allocated. In all cases, the decision will be based on maximizing facility utilization. SVRA reserves the right, at all times, to deny, adjust, cancel, move or reschedule meeting space as deemed appropriate. Rescheduling of either regular meetings or special events must be approved by the Member Services Coordinator. The following is the priority order as set by the Association's Board of Directors:

1. Association's Board of Directors, standing and ad-hoc committees
2. Association Special Events
3. Paid Reservation Rentals
4. Regularly scheduled Chartered Club Meetings
5. Special Interest Groups
6. Unscheduled Activities

Clubs shall not be permitted to use the Association common property (which is owned by ALL members) as a means of profiting their particular club without making an appropriate contribution toward running costs.

Charter clubs will be permitted to hold two (2) social events each year without charge, to be outlined in the annual statement of club activities. Any additional special events will be subject to facility rental fees as per the Fee Schedule.

## PROGRAM SUPERVISION AND SAFETY

- A. All incidents or accidents occurring in SVRA facilities (whether requiring medical attention or not) will be immediately reported to the respective club facility monitor using "Incident/Accident Report" (Appendix F). Club officers will be responsible for documenting pertinent details on the report and will ensure that the report is sufficiently detailed to allow for a meaningful review. The report is forwarded to the Member Services Coordinator or General Manager within 24 hours of a reported incident or accident.
  
- B. If emergency medical attention is required for any accident occurring in Association facilities, a club officer will immediately notify the General Manager and Member Services Coordinator. Association Management will respond to the scene to personally review the circumstances and assist the club officers in the preparation of the report. In the case of member death, Association Management will be immediately notified, and the Board chairman properly informed.



## APPLICATION FOR SVRA CHARTER (Appendix A)

1. **Date:** \_\_\_\_\_
2. **Name of Club:** \_\_\_\_\_
3. **Purpose of Club:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. **Number of Persons Interested:** \_\_\_\_\_
5. **Frequency of Meetings:** \_\_\_\_\_
6. **Facility Desired:** \_\_\_\_\_
7. **Time Desired (Please include start time and duration):**  
\_\_\_\_\_
8. **Day of Week Desired:** \_\_\_\_\_
9. **Other.** If proposed club appears to be a duplicate of an existing club, please explain why an additional club is needed, or differentiate between the two clubs:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. **Initial Club Officers.** This group will be considered the interim club officers, until a full slate is submitted to the member services coordinator as required.

**Interim President:**

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

SVRA Account #: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**Interim Vice President:**

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

SVRA Account #: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**Interim Secretary/Treasurer:**

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

SVRA Account #: \_\_\_\_\_ Phone #: \_\_\_\_\_

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





## ANNUAL CLUB SCHEDULE (Appendix C)

1. **Name of Club:** \_\_\_\_\_

2. **Regular Club Activity** (Please Check One):

Monthly ( )    Weekly ( )    Daily ( )    Other ( ) Please Specify: \_\_\_\_\_

Facility Desired: \_\_\_\_\_

Day(s) of the Week Desired: \_\_\_\_\_

Start of Season (Date): \_\_\_\_\_ End of Season (Date): \_\_\_\_\_

3. **Scheduled Special Events:** (Social Events/Fundraisers, etc)

A.) Type of Event: \_\_\_\_\_

Facility Desired: \_\_\_\_\_ Date Desired: \_\_\_\_\_

Anticipated Number in Attendance: \_\_\_\_\_

B.) Type of Event: \_\_\_\_\_

Facility Desired: \_\_\_\_\_ Date Desired: \_\_\_\_\_

Anticipated Number in Attendance: \_\_\_\_\_

\_\_\_\_\_  
Name of Club Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club Officer



## MONTHLY PARTICIPATION REPORT (Appendix D)

1. **Name of Club:** \_\_\_\_\_

2. **Participation data for the Month of:** \_\_\_\_\_

3. **Participation:**

Number of Members: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

\_\_\_\_\_  
Name of Club Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club Officer





## NEW CLUB OFFICERS (Appendix E)

The following information is provided for the appointment of new officers for the \_\_\_\_\_ club:

**President:** Name: \_\_\_\_\_

SVRA Account #: \_\_\_\_\_

Valid Phone #: \_\_\_\_\_

Valid Email: \_\_\_\_\_

**Vice President:** Name: \_\_\_\_\_

SVRA Account #: \_\_\_\_\_

Valid Phone #: \_\_\_\_\_

Valid Email: \_\_\_\_\_

**Secretary:** Name: \_\_\_\_\_

SVRA Account #: \_\_\_\_\_

Valid Phone #: \_\_\_\_\_

Valid Email: \_\_\_\_\_

**Treasurer:** Name: \_\_\_\_\_

SVRA Account #: \_\_\_\_\_

Valid Phone #: \_\_\_\_\_

Valid Email: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club President



## INCIDENT/ACCIDENT REPORT (Appendix F)

(Use additional paper if necessary)

This report is required for any incident or accident occurring on Star Valley Ranch Association property. As soon as the facts are known, any witnesses are required to complete this report. If a life-threatening injury or a fatality occurs, notify General Manager immediately.

1. Location of the Incident: \_\_\_\_\_

2. Date & Time of Incident: \_\_\_\_\_

3. Person(s) Involved:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

4. Details of Incident (use additional paper if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Additional Witnesses to Incident:

\_\_\_\_\_  
Witness to Incident

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

\_\_\_\_\_  
Witness to Incident

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

6. Emergency Medical Response:

Provided By: \_\_\_\_\_

Treatment administered at: \_\_\_\_\_

7. Reported By:

\_\_\_\_\_  
Name

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

8. Date of Report: \_\_\_\_\_

Time of Report: \_\_\_\_\_