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# INTRODUCTION

Charter Clubs and Special Interest Groups (SIG) associated with the Charter Club are instrumentalities of and sponsored by the Sun City Grand Community Association, Inc. (SCGCA) to foster and promote opportunities for all Association members (residents) to pursue common interests in hobby, recreational, social, service and cultural endeavors. The Charter Club program is designed to encourage the general membership to fully participate and enjoy the programs and facilities provided by the Community Association Management (CAM) within the Sun City Grand Community.

Membership in Chartered Clubs is limited to activity cardholders in good standing with the SCGCA. Chartered Clubs are organized under the following guidelines and written charters adopted by the Association Board of Directors. It is the purpose of these guidelines to provide direction and structure to the charter club system and enable the membership to fully enjoy the facilities and programs offered.

Charter Club programs are a key reason why life at Sun City Grand will be so enjoyable and rewarding to our residents. You will meet new neighbors who share your same interests, developing many long lasting friendships and new talents.

Charter Clubs are responsible for the maintenance, repair, replacement, and safe operation of the equipment provided or otherwise obtained by the club, as well as for the safety of club members and others participating in club activities or using the Community equipment.

**These guidelines are subject to change based on Sun City Grand Community Association, Inc. experience and subject to approval of the Association Board of Directors.**

# CHAPTER ONE

## GENERAL INFORMATION

**1.1 Authority:** The authority to Charter Clubs rests with the Executive Director. All rules, regulations, and procedures outlined herein are in agreement with the Association's Articles of Incorporation and the Bylaws.

**1.2 Responsibilities:**

A. The Association's Activities Director and staff are responsible for coordinating and implementing the rules, regulations, and procedures for chartered clubs, allocating facility space and assisting the clubs with operational/financial concerns.

B. The Association's Activities Director is responsible for assisting clubs with facility scheduling, special programs, and club business. The Activities Director is the focal point for coordinating all Association club matters.

C. The Activities & Fitness Advisory committee will serve as a liaison between the Board of Directors and chartered clubs. The committee will investigate and make recommendations regarding any administrative, personnel, financial, or facility usage matters. Further, this committee may monitor the clubs' adherence to the chartered club rules, regulations and procedures, and make recommendations to the Activities Director for updating and changing the rules, regulations and procedures to improve club understanding and operations.

D. The club's officers are elected in accordance with the club bylaws. The club officers are responsible for the club's internal operations. It is the responsibility of the outgoing club president to ensure that the succeeding officers are thoroughly briefed on all aspects of the rules, regulations and procedures for chartered clubs.

E. The newly elected officers and directors shall, within 14 business days of the election, attest that he/she has read and understands and will abide by the club's bylaws and the Associations Chartered Club Rules, Regulations and Procedures by signing form CC-5 and forwarding it to the Activities Director.

**1.3 Prerequisites for Club Formation:** Specific procedures and guidelines pertaining to the acquisition of a club charter are identified in Chapter Two. Applications will be considered only when a club has 100 pre-paid members. Once a charter has been granted, active paid up membership must remain at or above the minimum. As long as an existing club maintains its membership rate, the club will continue to retain its charter. If membership continues below the minimum level, the Activities Director may revoke the club charter.

**1.4 Charter Club Special Interest Groups:** Charter Clubs may have Special Interest Groups (SIG) affiliated with their club. Example: Cribbage hosts the Chess and Scrabble groups,

Computer club hosts various different disciplines. Each of the SIG's members is responsible for paying dues to the host club. All financial reporting, etc. is managed through the host club.

**1.5 Allocation of Facility Space:** Allocation of space for chartered club usage is dependent on:

- A. Active participation (number of club members who regularly participate) by its members and the availability of Association space.
- B. Upon receiving its charter, facility space may be provided (if warranted, clubs may be required to share facility space) for its operation. Club committees and any other sub-element of a chartered club's organization are provided meeting space on a case-by-case basis (availability). Space for social functions, limited to two (2) per calendar year, will be provided at no charge as long as the attendance is limited to the club's members and their personal guests. All other requests for space must be submitted in writing to the Activities Director by the club president or acting president.
- C. The Activities Office reserves the right to pre-empt a chartered club's assigned space as needs of the Association change. Although space is granted on a quasi-permanent basis, the facility, and all equipment located therein remain the property of and under the jurisdiction of the Association.

**1.6 Club Forms:** To assist clubs in the administration of their programs and to provide the Association with essential statistical data, forms have been developed. All club forms are identified by the prefix "CC." A summary of forms used by the Association to administer the club programs is shown in the Appendices to these rules, regulations, and procedures. The Activities Director's office maintains a limited supply of these forms. Once chartered and operating, clubs are expected to make copies of the forms.

**1.7. Community Service Organizations:** Groups may form that benefit various community service and religious needs, but do not satisfy the intent for a chartered club. In these instances, the Activities Office will attempt to provide requested facility space to assist in start-up activities. Space may be provided on a first-come, first-serve basis, but it will not be allocated to preempt, or disrupt an Association sponsored activity. Groups will be allowed 2 complimentary meetings a year if space is available. Any additional meetings will require the group to pay at the Club rate. In all cases, the Activities Office reserves the right to reject requests for community service space, or curtail a previous authorization.

# CHAPTER TWO

## ESTABLISHING A CHARTER CLUB

- 2.1 **General:** Any group of Association members interested in pursuing a particular hobby or field of interest may join together as a chartered club, subject to the club rules, regulations and procedures outlined herein. Chartered clubs are an important part of the operational “hub” of the Association’s program and provide both structure and impetus to all activity programs. Proper coordination between the Association and a prospective club is essential to ensure that the purpose of a charter is fully satisfied, that member strength/interest is sufficient to warrant club formation, and that adequate space is available to support the intended club activities.
- 2.2 **Charter:** A club charter is the formal authorization granting official status to a club in the Association. Clubs having such designation are given priority for facility use, offered regular use of facilities (as available), authorized use of facilities for regular meeting/activity use, and provided with special rates for use of facilities during special events/activities, extended specific coverage from the Association’s insurance program; and given technical assistance in the administration and operation of their activities from Association Management. Also, if the Store concept is activated, this program provides clubs with the added benefits of a centralized retail outlet. Chartered clubs with fixed non-portable equipment, portable equipment, or property purchased by clubs are extended insurance coverage as the equipment is formally transferred to the Association, via club inventory sheet.
- A. The granting of a charter is based on membership need for a specific program, membership interest as determined by a pre-designated minimum number of active participants, and the availability of adequate space.
- B. A charter will not be granted to a club that requires subsequent membership in affiliated national, state, or regional organizations as a precondition for membership. Any affiliation in a national, state, or regional organization must be optional on the part of the individual member. In some instances, national, state or regional membership may be necessary to compete in sanctioned tournaments or league play. Further, chartered clubs may not merge with another non-Association entity, nor require for its members mandatory involvement with and/or membership in a corporation separate and distinct from the Association or its chartered clubs. If such a merger occurs, that club ceases to exist as an Association sponsored activity and its charter is immediately revoked.
- C. Membership in chartered clubs must be open to all bona fide members of the Association without discrimination as to race, religion, color, ethnic culture, national heritage or those physically challenged. A charter will not be granted to any group, which sets a restrictive precondition for membership by virtue of either the club’s title or requirement for membership; a club whose name refers to a specific nationality, state or religion, such as “The Arizona State Club,” “The American-English Club,” or “Club U.S.A.”

**NOTE:**

The formation of desirable segregated activities for male and female members of the Association may be permitted as long as both genders are provided with an equitable opportunity to pursue common interests; e.g., ladies or men's clubs.

- D. A charter may be revoked on the recommendation of the Executive Director, and with approval of the Association Board of Directors. Reasons for revoking a club's charter include, but are not limited to, membership declines below the established minimum number; noncompliance with the Association's rules and policies; irreconcilable conflict among club members; creating activities that project the club and/or the Association in an undesirable or embarrassing position; or violation of Federal, State or local government statutes and ordinances. Revocation of a club charter may be appealed providing written justification to the Board within 14 business days of the revocation notice. The Association Board will provide a written notice of their final decision within 30 business days after receiving said appeal.
- E. A charter will not be granted to groups whose purpose is similar to an existing club, excluding ladies or men's clubs as noted above.

2.3 **Procedure for Making an Application for Club Charter:**

- Step 1 Thoroughly review a copy of the "Chartered Club Rules, Regulations, and Procedures" to become familiar with the chartered club system.
- Step 2 Hold initial organization meeting and read the draft bylaws, obtain membership roster, and elect interim officers. Minutes of the meeting are required and must substantiate the approval of the bylaws by the club's members.
- Step 3 Complete form CC-1, "Application for Charter," clubs require a minimum of 100 valid paid up members to pursue charter status. Attach form CC-2, "Initial Membership Roster" and the approved bylaws to the CC-1 "Application for Charter."
- Step 4 Submit minutes of initial organization meeting indicating approval of proposed bylaws by prospective members.
- Step 5 Mail or hand carry to the address below:  
Sun City Grand Community Association, Inc.  
ATTN: Activities Director  
19753 N. Remington Drive  
Surprise, AZ 85374
- Step 6 The Activities Director will review the package to ensure that all elements are complete. Any additional requirements for processing will be requested.
- Step 7 When all requirements have been satisfied, the application package will be forwarded to the Executive Director with a recommendation for approval or disapproval. This process will require a minimum of two

weeks. If approved, a copy of the Chartered Club Rules, Regulations and Procedures and a certificate of approval will be included with the charter. If disapproved, the club will be provided with a written explanation of required revisions for approval. The Executive Director will advise the Board regarding his/her actions.

Step 8 Upon receiving a charter, the club must apply for savings and checking accounts with the financial institution specified by CAM. Pick up an application for both accounts at the Activities Office. A federal identification number will be provided from the Activities Office that the club must use. CAM signatures are required prior to opening an account.

2.4 **Club File:** The official club file will be kept in the Activities Director's office. The file will be organized as follows:

- A. Section I - CC-1, Application for Charter, with CC-2 Initial Membership Roster.
- B. Section II - Charter, approved bylaws and amendments (as applicable). Note: In case of conflict between the Association's files and club files, Association's file copies will take precedence.
- C. Section III - Additional club operating rules; i.e., additional to bylaws and safety program.
- D. Section IV - All club correspondence that includes correspondence between the Activities Director and club officers.

# CHAPTER THREE

## CLUB OPERATIONS

3.1 **Membership:** Membership in a chartered club is open to anyone having a current Sun City Grand Association activity card. Before joining a club, Association members are encouraged to visit a chartered club for no more than 3 visits. Once club hospitality has been enjoyed, and club operations and programs have been explained and understood, a club shall require the individual to join the club to continue participation in its activities. Clubs are required to provide “open use” time on a regular basis. Due to the nature of some activities “open use” may be restricted (Woodworking, Stained Glass, Computer, Ceramics, Stitches, and Art).

- A. The club board is responsible for providing the activities office a quarterly membership roster for verification of association membership. Additionally, club members and their guests are required to sign-in at the club monitor station prior to using any club facility.

Proper conduct and decorum is essential to preserve the active adult lifestyle that has been created within the community. Members who are...

- Abusive
- Project an undesirable or inappropriate image
- Unnecessarily and blatantly create turmoil or disruption
- Do not adhere to published Club Rules and Regulations
- Behave in an unsafe manner
- Create dissension among club members, other clubs, or the Association in general

...may have their club membership temporarily suspended by the club. However, termination of a club membership can only occur following a recommendation from the Club Board to the Activities Director. In severe cases, adverse behavior as described above may be cause for suspension of Association privileges. Any suspension or termination may be appealed to the Association Board using the same procedures as described in Chapter 2, paragraph 2.2D.

### 3.2 **Guests:**

- A. Resident Guest: A resident guest(s) is a resident of Sun City Grand with a current Association activity card, or tenant activity card, who has not yet formally joined a respective club, but is qualified to do so.
- B. Non-resident Guest: All other individuals who are accompanied by an Association member. Unlike resident guests, this category does not qualify for club membership. Clubs may require a guest fee.
- C. Tournaments and Special Events: In the event of club tournaments and special events, club presidents must make a written request to the Activities Director. All revenues collected from the event must be deposited in the Club’s account. Any

special “set ups” or expenses incurred by the Association will be reimbursed by the sponsoring Club.

### 3.3 **Use of Facilities & Scheduling:**

- A. Association Members: While all facilities and programs within the physical confines of the Association are available to the general membership, regular participation in some activities shall be contingent upon membership in a chartered club. In these specific cases, the Association has delegated full time operating responsibility to respective clubs in a conscious effort to provide low-cost programs in a necessarily structured and safe environment. In those facilities where participation is contingent upon club membership, the rationale is solely based on the need to protect both the Association and club purchased investments, the need to provide a safe and orderly working place, and the desire to establish a comprehensive leisure time program.
- B. Depending on the nature and size of a desired activity, the Activities Office will determine the facility to be allocated. In all cases, the decision will be based on maximizing facility utilization.

**NOTE:** Large auditorium type facilities require costly seasonal “power up” and, consequently, may not be made available to any group whose numbers are less than 50% of the facility occupancy rating. Depending on season and set up requirements, management will review any requests not meeting requirements as stated.

- C. The primary responsibility for scheduling Association’s facilities and coordinating special events rests with the Activities Office. Extensive and precise coordination is required among Chartered Clubs, the Association’s members, and non-affiliated community groups who request use of the Association’s facilities. Once a facility reservation has been confirmed, additional coordination is required among the Activities Director, Facility Supervisors, the Maintenance Department and Accounts Receivable, to ensure that building utilities, functional setup requirements, and billing procedures (if applicable) are met in a timely manner.
- D. Regular facility use: Chartered clubs must submit form CC-4, “Master Calendar” to the Activities office annually. The “Master Calendar” will identify regularly scheduled club activities and meetings. The term “regular” is defined to mean general membership, and club board meetings that are consistently held on the same day(s) of the week/month/quarter throughout the calendar year.
- E. Once reviewed, evaluated and approved, Club schedules will be entered in the Association’s scheduling activities calendar. All Clubs will be notified of their approved calendar and will be required to sign-off on such. Unless a subsequent change occurs, there is no requirement for additional submittals. The activities calendar is the “hub” around which all remaining facility space is determined and, subsequently, all additional facility allocations are derived.
- F. Based on facility availability, clubs may request a change to their regular schedule at any time by submitting an updated Master Calendar on Form CC-4.

- G. Clubs are required to give the Activities Department 24 hours' notice when not utilizing rooms they have reserved; failure to do so will result in fines. Refer to CC14 for fine schedule.
- H. Participation data: The Activities Office shall request a semi-annual participation report relating to club activities. The importance of accurate and timely reporting of this data cannot be over-emphasized, as the Association's management uses this information to evaluate the need to sustain or revoke club charters (based on demonstrated participation) or justify changes in facility use. The Activities Office has the authority to verify roster or participation report.
- I. Special activities or events: Clubs desiring use of a facility for a special event must submit their request for space to the Activities Office. The Club President or club delegate will complete a special activity reservation sheet for each facility space reserved, and the event will also be entered on the facility calendar. (Depending on the day of the week a rental fee may apply. See Chapter 4, 4.16.) All monies received by the club as a result of these activities and events must be deposited directly into the club's bank account. All associated disbursements must be made by check. No disbursements may be made from "un-banked" monies.
- J. In case of a conflict in requests from two different authorized users, the Activities Director will decide how to resolve the conflict.
- K. The Association's membership and related chartered clubs will receive priority over Interest Groups for facility use.
- L. When a rental fee is applicable for use of a facility by a Chartered Club (see Chapter 4, 4.16 "prime time use,") Interest Group or Sun City Grand residents, a Room Rental Contract (Ex 1) must be completed at the time of the request with the Activities Office. Pertinent reservation information is recorded and kept on file. The agreement is complete upon payment by the applicant (by check or cash) upon signing of contract.
- M. Charter Clubs and Interest Groups which generate revenue from an event or the use of Association property (such as Softball Field advertising) will be assessed a fee. The club or interest group will pay 20 percent of the gross ticket sales of the event, or 80 percent of income generated by other utilization of Association property (see paragraph 4.10 - Passive Revenue) or the room rental rate, but never less than \$100. Events that are raising money for charitable organizations will not be excluded.

**3.4 Outside Catering:** Approval for the use of Outside Caterers is required from the Activities Office in writing, at least 30 days in advance of the event. Approval is not required if using CAM preferred caterers. The Activities Department reserves the right to deny access to certain caterers due to adverse past experiences. When a Club is using an outside caterer, the Club is responsible for providing linens, dishes and flatware. They will also provide the Activities Office with the following documentation:

- a. Food catering permit from Maricopa County Environmental Services Department.
- b. Certificate of Liability Insurance for a minimum of \$1,000,000, naming Sun City Grand Community Association Inc. as an additional insured.

- 3.5 **Priority of Use:** While all attempts will be made to follow through on confirmed facility reservations, the Activities Office reserves the right to adjust/change schedules as deemed necessary.
- 3.6 **Chartered Club meetings:**
- A. There will be a minimum of two general membership meetings conducted during each calendar year.
  - B. The club's board will meet as needed to ensure club business is kept current.
- 3.7 **Association Management Meetings:** The Activities Director meets regularly with the Club Presidents (or designate must attend) of all chartered clubs to provide an update on important Association issues, clarify questions and concerns, and respond to club leadership comments and questions.

# CHAPTER FOUR

## RESPONSIBILITIES & FINANCIAL CONTROLS

### 4.1 Program Supervision:

- A. Club Monitor/Lead Person: During all Club activities, a person must be assigned by the club to ensure that established operating procedures are followed. If a facility includes more than one room, or the basic room is too large for one person to properly oversee, additional monitors may be required. Monitors are required to check Association membership cards during sign-in and maintain participation information. Monitors are required to complete Incident Reports (CC11) should the need arise. In the event of disagreement between a monitor and club participant, the position of the monitor will prevail in all instances. A monitor's decision may be appealed to the club's executive board but, until such appeal is heard and acted upon, the monitor's decision prevails. If club members are unwilling or unable to properly monitor a facility, the program will be suspended until proper supervision can be arranged.
- B. Open work time / Instructional classes: Clubs will schedule their operating time to allow for a minimum of 25% of their available time for open workshop/general use time. Open work time must not include meetings, instructional classes, or other planned courses, and must be under the direction of a club monitor. If membership demands or equipment warrants, monitors should enforce club-designated time limits for the use of equipment to maximize member participation.
- C. Posting of club bylaws and written operating rules/procedures: Bylaws must be made readily available to club members. Operating rules (as applicable) must also be conspicuously posted. All clubs will maintain written operating procedures/standing rules which are pertinent to their individual club's operation and not specifically covered in the generic club bylaws. This provides all members with clear direction on club operations. While the extent of written operating rules is somewhat at the discretion of the club, all arts and crafts clubs using electric or gas operated machinery (portable or fixed) will develop and post written operating rules pertaining to safety and machine operating procedures (where posting is not applicable, operating instructions and procedures should be readily available.)
- D. Commercial advertising: To preclude the appearance of a commercial entity, or of solicitation for non-member support, clubs will not engage in paid advertisements in commercial media. The only exception will be the softball field. However, internal club newsletters/flyers and media information provided in media public service announcements are permissible. Additionally, the posting of notices or flyers on windows and doors of the Association facilities is prohibited without prior approval from the Activities Office.
  - a. Instructors performing services held in Association facilities and all members may not advertise. The Club President is responsible for submitting all promotional and advertising materials to the Activities office for approval.
  - b. The Office of the Activities Director will accept club flyers for distribution. Publicity flyers may help the club increase membership or announce an upcoming program.

- c. The Activities Office reserves the right to remove any postings at its discretion.

**4.2 Election/Appointment of Officers:** At a minimum, clubs must have a president, vice-president, and secretary/treasurer. The initial Club Executive Board is appointed and later approved at an organizational meeting. The club board must be elected by a majority vote of those present at the Club's Annual Meeting or by exception as approved by the Activities Director, i.e., mail-in ballot or email ballot. However, if appointed to fill a vacancy, the appointee must be confirmed by a majority vote of the club Board. All members of the Club Executive Board must be elected by the membership.

- A. As new officers are elected or appointed, clubs will complete form CC-5, and forward it to the Activities Office within 14 business days after election or appointment.
- B. Election Committee Structure
  1. Appointed by the Club Executive Board.
  2. Consist of a minimum of 3 members including chairperson.
  3. Cannot be a member of the current Club Executive Board or a candidate for an open Club Board position.
  4. Must be a member in good standing of the club.
- C. Election Committee Responsibilities
  1. Responsible for the complete election process.
  2. Responsible for obtaining at least one candidate for each office (written notification of the need for candidates must be made at least 45 days in advance of election to the membership) and a list submitted to Club Board of Directors for publication to the General Membership 30 days prior to election.
  3. Candidates must submit names in writing to the Election Committee. Nominations made to the Election Committee must be confirmed in writing with the nominee prior to adding to the ballot. Deadline to be established by the Election Committee.
  4. **All** candidates will run for designated Club Board positions ( e.g., President, Vice President, Secretary, Treasurer, Officers and Directors).
- D. Accepted Method of Voting
  1. Written Ballot
    - a. Election Committee will create a ballot. It must contain all candidate names and office.
    - b. All ballots must be number controlled.
    - c. Hand out to the membership at the Election Meeting or other method as approved by the Activities Director.
- E. Election Process – The Election Committee has the following responsibilities:
  1. Present a listing, either written or read, at the General/Election Meeting.
  2. Pass out written ballots, collect completed ballots and count.
  3. Verify votes are from valid Club Members, one vote per member.
  4. Election Committee will announce results.

5. The Election Committee will disband upon the completion of the election.

**Note: The Activities Director must approve any deviation from this procedure.**

F. Procedure for removal of Club Board members:

- a. Establish an objective investigative committee.
- b. Committee members' recommendations will be submitted to Club Board and the Activities Director.
- c. If all agree there is justifiable reason for removal from office the remaining club board or Investigative Committee will appoint to fill open positions until such a time as an election can be implemented.

**4.3 Business Communications:** Any club matter requiring action on the part of the Association's management will be referred, in writing, to the Activities Director.

- A. The Sun City Grand Community Association is the sole owner of the information collected in our membership records, which include names, addresses, phone numbers and e-mail addresses. We will not sell, share or rent this information to others. This includes information collected at the club level. Member information maintained at the Charter Club level will be used explicitly for club purposes only. Under no circumstances will the personal information (addresses, phone numbers & e-mail addresses) be used to promote personal/business activities. If the club wishes to publish their club roster among members it will be necessary for each member to sign a waiver allowing publication of their personal information. Charter Clubs found not following this policy will forfeit their club status and all club funds will revert to the Sun City Grand Community Association.

**4.4 Safety program:** Any club using power equipment and/or hand tools must establish written safety rules and appoint a safety committee to oversee the program. CAM's Executive Director must receive a copy of the club's recommended safety for review and subsequent approval. Clubs are responsible for providing the Association with any changes subsequently made to safety rules. At a minimum, the written rules will delineate the safe operating policies for all equipment and identify safety awareness signs and accessory equipment required for the work area, i.e., safety eye goggles. If an individual cannot, or will not comply with stated operating procedures or cannot safely operate power equipment, the Club Executive board may suspend all or part of his or her privileges relating to the use of said equipment. Before making such a decision, however, clubs should make every effort to provide additional training instruction in hopes of re-qualifying an individual. In most cases, a suspension of operating privileges will not be considered disciplinary in nature and will only be activated to protect the best interests of the individual, the club, and the Association. Any suspension of privileges based on safety concerns may be appealed to the Executive Director. In such matters, the decision of the Executive Director will be final. An appeal may be submitted in writing within 7 business days of the suspension notification. The Executive Director will render a decision in writing within 14 business days of receiving the appeal.

- A. All incidents or accidents occurring in club facilities (whether requiring medical attention or not) will be immediately reported to the respective club monitor using form CC-11, "Incident/Accident Report." While the club monitor will be responsible for documenting pertinent details on the report,

club officers will ensure that the report is sufficiently detailed to allow for a meaningful review. Should emergency medical attention be required, the monitor is responsible for taking the appropriate action. The report is forwarded to the Activities Director within 24 hours of a reported incident or accident.

- B. Club monitors: These individuals are given the responsibility of supervising a facility and the use of equipment within that facility. Club officers will ensure that monitors are qualified in the use of shop equipment and properly trained in related safety awareness measures. Monitors have the authority to deny the use of equipment to any individual who in their judgment is either unable or unwilling to abide by stated safety rules. Clubs should develop operating procedures and guidelines for club monitors, ensuring that appropriate emergency phone numbers are readily available.
- C. CAM retains the right to specify that certain equipment or chemicals shall not be used or stored on Club premises.

**4.5 No smoking policy:** Smoking is not permitted in any indoor area of any building owned, operated, or maintained by the Association. The Association Executive Director also reserves the right to designate outside areas (which comply with all local and state guidelines) in which smoking will not be permitted.

**4.6 Professional Counsel:** Since clubs are chartered under the auspices of the Association, Clubs are not authorized to engage in professional counsel in tax matters, legal issues, or financial practices without obtaining advance written approval from the Executive Director.

**4.7 Alcoholic Beverages:** Only the holder of an alcoholic beverages license is permitted to bring alcoholic beverages onto Association premises. Chartered clubs and club members are prohibited from selling or bringing alcoholic beverages to Association premises.

**4.8 Records and Accountability:** The club's elected treasurer (secretary-treasurer) is responsible for controlling and recording club revenues and expenses. This individual will provide written financial reports to the club executive board, membership and CAM.

A. Club bylaws and operating rules should specify the level of control and reporting that is required. Generally speaking, clubs with high or large dollar requirements would specify more stringent levels of control. The following controls and procedures shall be considered in the development of operating guidelines:

1. Check and balance procedure to preclude a single individual from ordering, receiving and dispersing equipment or inventories.
2. Any monetary disbursements over a \$500 limit will require two officers approval.
3. Perform an annual inventory of all Club Capital Assets (does not include operating supplies) and submit a written report to the Activities Office with the Annual Financial Report.

4. Deposit all Club revenues in an established club account, as approved by CAM, in the club's name, and maintain the club account through succeeding club administrations. Disbursements should not be made from cash which has not been deposited in the club's account. All disbursements should be made by check, with purchase receipt or invoice retained with documentation.
  5. All transactions shall be recorded in club financial records, and all financial records must be preserved for a period of 7 years.
  6. As part of regular Club General membership meetings, the treasurer shall provide the members with a written financial presentation (including budget reporting) showing revenues and disbursements, and account balances. This presentation should be recorded in the minutes of the meeting.
- B. Annually, clubs are required to submit Form CC-9, "Annual Financial Report" to the Activities Director. A copy of the report will be retained in the official club file, and the original will be forwarded to the Activities Director along with the year-end Membership Roster and a copy of the next year's budget. The Association's Controller will then prepare and file the Association's annual tax return. This report must be provided to the Association no later than February 15, and must be certified by the club president and treasurer. The Association reserves the right to require any club to engage the services of a professional auditor to independently certify club accounts. **Note: Since club financial operations are recorded under Association tax returns, clubs do not obtain a separate Federal Employer Identification Number, or otherwise file separate Internal Revenue Service tax returns.**

**4.9 Contracts for Services and Instructional Classes:** (See paragraph 4.10 for Passive Revenue-related Contracts.) To provide high quality, cost effective instruction, it may be necessary for the club to obtain contracted services. In setting fees, the clubs are asked to be sensitive to member income levels and their capability to pay additional fees. Also, while non-Association members may be used to provide these services, clubs are encouraged to seek qualified instructors from within their own membership (Refer to 4.9, E regarding officers.)

- A. Clubs that engage the services of an individual or group must use Form CC-3, "Independent Contractor Agreement" to secure the terms of the agreement. When contracting for services, clubs should ensure that the individual or group is sufficiently skilled and experienced to provide the desired service, that terms are sufficiently detailed to ensure mutual understanding of the desired service, that club vs. contractor responsibilities are adequately defined, and that mutually agreed upon completion times, payment procedures and contract termination provisions are stipulated. Each contract must be reviewed by the Activities Director to ensure compliance with Association rules, regulations, and procedures. Clubs are not permitted to engage a contractor to modify, alter, or otherwise repair Association facilities or equipment. If such action is desired, a

written request must be forwarded to the Activities Director. All contracts, copies of General Liability Insurance Coverage and W-9 Federal Tax ID must be forwarded to the Activities Office. A copy must also be maintained at the Club level.

- B. When contracting for personal services, such as an instructor, the contract should specify that the relationship (between club and contractor) neither intends, nor implies that an employer-employee relationship exists. In this regard, the club defines the services it desires, and the contractor determines the method and procedures for implementing that service. Specifically, the contractor determines course content, manner of instruction, refund allowances, and procedures for course control.
- C. All fees generated by a contracted party for services and instructional classes are paid to the club treasurer and deposited into the club account. As terms are defined, the treasurer makes payment to the contractor and documents the transaction accordingly in club financial records. The club may choose to retain an additional percentage to generate intrinsic revenue to support other club operating requirements.
- D. In publicizing instructional classes, clubs should ensure adequate promotion to allow all members an equitable opportunity to register. Instructional programs should be geared to all skill levels.
- E. A club may not contract an officer of the club to which he/she belongs. There will be no compensation by the club for any club elected official, for any purpose, during their term of office.
- F. Clubs are responsible for keeping a detailed accounting of all contracts and services for tax reporting purposes and retained for 7 years.

**4.10 Passive Revenue-Related Contracts:** The passive revenue utilization of any Association Property by a club (such as the sale and placement of advertising within the Softball field property) will be submitted to the Executive Director in Advance for approval. With approval and formal procedures in place, an appropriate contractual agreement will be implemented between the Association and other party detailing obligations of, contract term and termination clauses, monetary amounts, limits of liability and other standard requirements.

- A. All revenues generated by a contracted party are to be paid into the Association's Operating Account. The Association will pay the club 20 percent (per paragraph 3.3 M) to be used by the club at their discretion.
- B. Any significant physical change or addition to any Association Property (including the Softball Field-Advertising Fund) must be submitted to the Association for approval.
- C. In the event of excessive accumulation of advertising funds with no approved project budget for utilization of such excess, the Association will determine an

equitable distribution for use by other clubs, administrative entities, facility reserve fund or local community service organizations (per paragraph 5.5).

**4.11 Management Review:** As part of its overseer responsibilities, the Activities Director may periodically request to review club financial records and related documents. Any attempts to delay, or disrupt such a review by club members may place the club's charter at risk.

**4.12 Insurance:** The Association maintains its own property and general liability insurance as well as directors and officers liability insurance. The directors and officers liability insurance includes chartered club directors and officers as insureds. This extension of coverage applies only to directors and officers of chartered clubs.

A. Property purchased by clubs becomes the property of the Association and is therefore covered under the Association's master property insurance policy, subject to the terms, conditions and limitations of that policy. There is currently a \$5,000 (five thousand dollar) deductible on property losses. No personal items used in club activities are covered under the Association's master property insurance policy and it is recommended that each club member cover such personal items under their homeowner's property coverage.

In order for the Association to minimize the necessity of paying for every small loss, the club is responsible for any insured club/ Association property loss that is less than \$5,000. In the event of a catastrophic loss of insured club/ Association property in excess of \$5,000, the Association will cover the deductible.

B. The Association's general liability insurance is designed to protect the Association from third party liability claims. Under certain limited circumstances, this liability insurance may also cover Association members, including but not limited to members, directors and officers of chartered clubs. However, it is recommended that each member of the Association purchase and maintain individual homeowner's liability insurance coverage.

C. The Association maintains its own commercial crime insurance, including employee fidelity coverage. Chartered club bank accounts are maintained separately from Association accounts and are not considered to be under the direct supervision of Association officers or staff. For this reason, club funds are not covered by the Association's crime insurance.

**4.13 Resale Activities / Sales Policy:**

The individual or private sale of merchandise in Association facilities is strictly forbidden unless sponsored or sanctioned by the Association. Any applicable tax liability incurred shall be the responsibility of the individual concerned.

A. **General** - The Arts & Crafts facilities are intended for the pursuit of hobbies and are not for the manufacture of articles to be sold by private individuals for private gain. As a convenience to members and guests the charter clubs may offer articles for sale made by their membership provided that the club and Association receive a percentage of the proceeds in order to offset the costs of this activity (a minimum of ten percent). Fifty percent of these proceeds are to be submitted to the Association on a monthly basis. The intent of a club is to promote hobby, recreational and cultural activities and not to be a sales outlet for items produced in the club facilities. Clubs must establish internal policies to allow each member an equitable opportunity to sell their products.

- B. **Supplies to Members** - Clubs may sell supplies related to club purposes to its membership and retain a reasonable return on investment to assist in club operations. Supplies may be displayed in club areas as a convenience to members but shall not be displayed to give the appearance that they are available to the general public.
- C. Clubs are responsible for keeping a detailed accounting of all club resale activity for tax purposes.

#### **4.14 Record Retention Schedule**

- Correspondence and meeting minutes: 3 years.
- All financial records and related documents – 7 years, prior to current year (including checks, bank records, invoices, membership rosters, budgets etc.)
- Participation Reports – for the life of the club.
- Charter approval certificate – for the life of the club.

**4.15 Club Dissolution:** If a club disbands, all club assets (monies and equipment) shall be transferred to the Association. If a club charter is revoked, and the group remains intact as a non-chartered club, all assets purchased for, or in behalf of that club will be transferred to the Association. In all situations, club approved debts must be satisfied by the club prior to final dissolution. The Activities Director will assist clubs in all efforts relating to dissolution.

#### **4.16 Fees and Charges**

A. **Dues and Special Assessments:** A club’s primary source of revenue is membership dues. Dues should be set at a minimum and be sufficient to cover basic operating requirements. However, funding for club equipment, repairs, replacements, etc. may require an initially higher dues or at times a special membership assessment (these provisions may require membership approval). The Activities Director must approve any special assessments by a chartered club.

**4.17 Charges for Room Usage:** Sunday through Friday, facilities are available to chartered clubs free of charge upon availability. During “Prime Time” usage, from 12 p.m. Saturday through 12 a.m. Sunday, all functions are charged a rental fee. Chartered clubs receive the chartered club rate when utilizing prime time. Rental fees for the use of Association facilities are established by the Association Board and may be revised periodically.

- A. If a club requires unusual or special requirements for the set-up/take-down of a facility, the Association reserves the right to charge that club for additional incurred expenses.
- B. The Association maintains existing facilities as it relates to custodial service, routine repair & maintenance, and the cost of utilities. If a club desires “new work” to modify or alter an existing facility approval is required from CAM. Clubs are responsible for obtaining appropriate quotations and submitting these for approval to the Activities Director.

**4.18 Special Event Admission Fees:** When a club charges admission fees to offset related expenses for special functions, special events or any tournaments by inviting participants

living outside of Sun City Grand, the clubs may be required to charge the established guest fee for all non-SCG persons and to retain a reasonable amount of revenue, above expenses, to assist in future operating requirements. The guest fees must be submitted to the Activities Department on a monthly basis. Guest fees shall not be collected for a reciprocity event. Please refer to Section 3.2 D.

**4.19 Commercial Activity:** Commercial activities may obtain facility space and are charged a non-resident rate. The Activities Director must approve all requests. Clubs sponsoring commercial sales during club activities must obtain approval from the Activities Director and will be assessed a fee for such activity.

**4.20 Club Contributions & Donations:** Club financial programs are developed to ensure basic self-sufficiency. With few exceptions, club income should not greatly exceed expenses (operating expenses and capital requirements) resulting in a net gain and must be substantiated with budget documentation. Where revenues do exceed expenses, the net gain should be used to foster continued club growth and activity. Clubs which generate sizable net gains should be sensitive to this philosophy by 1 - Reducing Membership Dues, 2 - allocating their excess to Association Facility Reserve Fund and 3 - local community service organizations, as approved in writing by the Activities Office.

# APPENDICES

## Club Forms

| <u>Form</u> | <u>Title</u>                                 | <u>Time Frame</u>                      | <u>Page</u> |
|-------------|--|--|-------------|
| CC-1        | Application for Charter                      | As required                            | 23          |
| CC-2        | Initial Membership Roster                    | As required                            | 24          |
| CC-3        | Independent Contractor Agreement             | As required                            | 25          |
| CC-4        | Master Calendar / Room Request               | Annually/April 1                       | 30          |
| CC-5        | New Club Officers Form                       | Within 14 business days after election | 31          |
| CC-6        | Chartered Club Sample By Laws                | As required                            | 33          |
| CC-7        | Financial Information                        | Information only                       | 37          |
| CC-8        | Financial Statement Preparation Instructions | Information only                       | 38          |
| CC-9        | Financial Statement                          | Annually/February 15                   | 40          |
| CC-10       | Participation Report                         | January 31 & July 31                   | 41          |
| CC-11       | Incident / Accident Report                   | Within 24 hours                        | 43          |
| CC-12       | Insurance Responsibility & Waiver            | As required                            | 45          |
| CC-13       | Bank Account Signature Authorization         | As required                            | 46          |
| CC-14       | Addendum to Certificate of Authority         | As required                            | 47          |
| CC-15       | Fine Structure - Facilities Usage            | Information only                       | 48          |
| CC-16       | Donation Form                                | As required                            | 49          |
| CC-17       | Asset Disposition Notice                     | As Required                            | 50          |
| EX-1        | Room Rental Contract                         | As Required                            | 51          |

## Forms Submittal List

**Monthly:**

Bank reconciliation form, including copy of bank statement

**Bi-Annually:**

Participation Report (CC-10), January 31 and July 31

**Annually:**

Financial Report (CC-9), February 15

Year-End Membership Roster, February 15

Copy of next years' budget (s), February 15

Facility Reservations (CC-4), April 1 for next calendar year

Independent Contractors Agreement (CC-3) & W-9,

Capital Inventory List

**Various:**

New Officers Form (CC-5), 14 days after election

Incident Report (CC-10), within 24 hours

Bank Account Changes (CC-13), as needed

Insurance Waiver (CC-12), as needed

Donation Form (CC-16), as needed

Asset Disposition Notice (CC-17), as needed

**APPLICATION FOR CHARTER**

Date: \_\_\_\_\_ Name of Club \_\_\_\_\_

Purpose of Club: \_\_\_\_\_

\_\_\_\_\_

Number of persons interested: \_\_\_\_\_

Frequency of Meetings and Regular Club Activity Times: \_\_\_\_\_

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

Financial Plan (Identify Basic Anticipated Expenses and Proposal for Offsetting Revenue):

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

If the proposed club appears to be a duplicate of an existing club, and an additional club is needed, please differentiate between the two clubs:

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

Initial club leaders: This group will be considered the interim club executive board until a full slate is proposed and elected by the membership. At a minimum, this group will include interim president, vice-president, and secretary/treasurer:

| Position                    | Name | Assoc. Member # | Telephone |
|-----------------------------|------|-----------------|-----------|
| Interim President           |      |                 |           |
| Interim Vice-President      |      |                 |           |
| Interim Secretary/Treasurer |      |                 |           |

## INITIAL MEMBERSHIP ROSTER

The names listed below represent the initial membership roster for the proposed club (minimum of 100 members.) The category of club is (*circle one*):      Crafts:      Non-Crafts:

*Note: Please input only first four digits of Association Member number.*

| #  | Name ( <i>print</i> ) | Mbr # | #  | Name ( <i>print</i> ) | Mbr # | #   | Name ( <i>print</i> ) | Mbr# |
|----|-----------------------|-------|----|-----------------------|-------|-----|-----------------------|------|
| 1  |                       |       | 39 |                       |       | 77  |                       |      |
| 2  |                       |       | 40 |                       |       | 78  |                       |      |
| 3  |                       |       | 41 |                       |       | 79  |                       |      |
| 4  |                       |       | 42 |                       |       | 80  |                       |      |
| 5  |                       |       | 43 |                       |       | 81  |                       |      |
| 6  |                       |       | 44 |                       |       | 82  |                       |      |
| 7  |                       |       | 45 |                       |       | 83  |                       |      |
| 8  |                       |       | 46 |                       |       | 84  |                       |      |
| 9  |                       |       | 47 |                       |       | 85  |                       |      |
| 10 |                       |       | 48 |                       |       | 86  |                       |      |
| 11 |                       |       | 49 |                       |       | 87  |                       |      |
| 12 |                       |       | 50 |                       |       | 88  |                       |      |
| 13 |                       |       | 51 |                       |       | 89  |                       |      |
| 14 |                       |       | 52 |                       |       | 90  |                       |      |
| 15 |                       |       | 53 |                       |       | 91  |                       |      |
| 16 |                       |       | 54 |                       |       | 92  |                       |      |
| 17 |                       |       | 55 |                       |       | 93  |                       |      |
| 18 |                       |       | 56 |                       |       | 94  |                       |      |
| 19 |                       |       | 57 |                       |       | 95  |                       |      |
| 20 |                       |       | 58 |                       |       | 96  |                       |      |
| 21 |                       |       | 59 |                       |       | 97  |                       |      |
| 22 |                       |       | 60 |                       |       | 98  |                       |      |
| 23 |                       |       | 61 |                       |       | 99  |                       |      |
| 24 |                       |       | 62 |                       |       | 100 |                       |      |
| 25 |                       |       | 63 |                       |       | 101 |                       |      |
| 26 |                       |       | 64 |                       |       | 102 |                       |      |
| 27 |                       |       | 65 |                       |       | 103 |                       |      |
| 28 |                       |       | 66 |                       |       | 104 |                       |      |
| 29 |                       |       | 67 |                       |       | 105 |                       |      |
| 30 |                       |       | 68 |                       |       | 406 |                       |      |
| 31 |                       |       | 69 |                       |       | 107 |                       |      |
| 32 |                       |       | 70 |                       |       | 108 |                       |      |
| 33 |                       |       | 71 |                       |       | 109 |                       |      |
| 34 |                       |       | 72 |                       |       | 110 |                       |      |
| 35 |                       |       | 73 |                       |       | 111 |                       |      |
| 36 |                       |       | 74 |                       |       | 112 |                       |      |
| 37 |                       |       | 75 |                       |       | 113 |                       |      |
| 38 |                       |       | 76 |                       |       | 114 |                       |      |

# INDEPENDENT CONTRACTOR'S AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between:

\_\_\_\_\_, having a principal place of business at

\_\_\_\_\_  
(Address, City, State, Zip)

And Contractor: \_\_\_\_\_, having a principal place of business at

\_\_\_\_\_  
(Address, City, State, Zip)

## ARTICLE 1

### TERM

This agreement will become effective on \_\_\_\_\_, ending on \_\_\_\_\_, and will continue in effect pursuant to the provisions stated in Exhibit A attached hereto and by this reference made a part hereof.

## ARTICLE 2

### INDEPENDENT CONTRACTOR STATUS

It is the express intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venture or partner of Community Association or Club. Nothing in this agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Community Association or Club and Contractor or any employee or agent of the Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this agreement.

## ARTICLE 3

### SERVICES TO BE PERFORMED BY CONTRACTOR

- A. Qualifications. Contractor warrants and represents that the qualifications of the Contractor set forth in Exhibit B, attached hereto and by this reference made a part hereof, are true and correct.
- B. Specific Services. Contractor agrees to perform the work and services set forth in Exhibit A, attached hereto and by this reference made a part hereof.
- C. Method of Performing Services. Contractor will determine the method, details, and means of performing the fore described services. The Community Association or

Club shall have no right to, and shall not, control the manner or determine the method of accomplishing the Contractor's services.

- D. Employment of Assistants. Contractor may, at Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this agreement. The Community Association or Club may not control, direct, or supervise Contractor's assistants or employees in the performance of those services. Contractor assumes full and sole responsibility for the payment of all compensation and expenses of these assistants and for all state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholdings.
- E. Place of Work. The parties agree that the nature of the services to be provided by Contractor necessitates that the services be performed on Community Association or Club's premises. The Community Association or Club therefore agrees to furnish space on its premises for use by Contractor while performing these services. Contractor agrees to perform the above-described services on Community Association or Club's premises during their regular business hours or any such times as are mutually agreeable to the parties hereto.

#### ARTICLE 4 COMPENSATION

Contractor will be the compensated in the amounts and at the times set out in Exhibit A attached hereto and by this reference made a part hereof.

#### ARTICLE 5 OBLIGATIONS OF CONTRACTOR

- A. Tools and Materials: Contractor will supply all tools and materials required to perform the services under this agreement, exceptions only as agreed to by both parties.
- B. Workers' Compensation: Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify Club for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.
- C. Indemnification of Liability: Contractor shall indemnify and hold harmless the Sun City Grand Community Association and its agents against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor shall submit a copy of Certificate of General Liability with Sun City Grand being named as "also insured" in the amount of One Million Dollars.
- D. Assignment: Contractor may assign neither this agreement nor any duties or obligations under this agreement without the written consent of the Association.

- E. State and Federal Taxes: As Contractor is not an employee; Contractor is responsible for paying all required state and federal taxes. In particular:
1. FICA (Social Security) will not be withheld from Contractor's payments.
  2. State or federal unemployment insurance contributions will not be made on behalf of Contractor.
  3. No state or federal income tax will be withheld from payments to Contractor.
  4. No disability insurance contributions will be made on behalf of Contractor.
  5. Workers' compensation insurance will not be obtained on behalf of Contractor.
- F. All Contractors are required to submit a current W-9 form regardless of annual earnings. Failure to do so will be considered breach of contract, and will result in of contract privileges at Sun City Grand .

## **ARTICLE 6** **OBLIGATIONS OF CLUB**

- A. All efforts will be made to comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this agreement.

## **ARTICLE 7** **TERMINATION OF AGREEMENT**

- A. Termination of Agreement
1. Contractor's inability to perform services due to injury, illness, or death.
  2. Dissolution of Club.
  3. Unexpected catastrophic occurrence.
- B. Termination with Notice:  
Either party may terminate the agreement by giving a thirty-day written notice to the other party. Notwithstanding such termination, Contractor's obligation to provide any follow-up services shall remain in effect until such services are completed.

## **ARTICLE 8** **GENERAL PROVISIONS**

- A. Notices: Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the other party or by certified or registered mail, return receipt requested, postage prepaid, or electronic mail at the

other party's address stated herein. Either party may change the address stated herein by giving notice of the change in accordance with this Article.

- B. Entire Agreement of the Parties: This agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by Contractor for Client and contains all the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this agreement shall be valid or binding. Any modification of this agreement will be effective only if it is in writing signed by the party to be charged.
- C. Partial Invalidation: If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- D. Governing Law: This agreement will be governed by and construed in accordance with the laws of the State of Arizona.

Executed at Surprise, Arizona on the date and year first above written.

## Signatures

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
COMMUNITY ASSOCIATION OR  
CLUB REPRESENTATIVE

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Title)

EXHIBIT A

Contract Number: \_\_\_\_\_

Description of Services:

|  |
|--|
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|  |
|  |
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|  |
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|  |

Compensation:

|  |
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|  |
|  |
|  |

Approved:

Initialed by Community Association Rep or Club President \_\_\_\_\_

Initialed by Contractor \_\_\_\_\_

**Sun City Grand  
Room Request for Master Calendar - Year \_\_\_\_\_**

**Dept. or Club Name:** \_\_\_\_\_ **Requestor's Name:** \_\_\_\_\_

**Meeting Name:** \_\_\_\_\_ **Requestor's Phone #:** \_\_\_\_\_

**Requestor's email:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

***Dates Requested:*** (check all that apply)

**The .....**  first       second       third       fourth       ALL

Mon       Tue       Wed       Thu       Fri       Sat       Sun

of every month       **OR**       of circled months:

***Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec***

Exceptions: \_\_\_\_\_

***Time Requested:*** from \_\_\_\_\_ a.m. / p.m.      to \_\_\_\_\_ a.m. / p.m.

***Setup Requested:*** (check one)

Theater       Classroom       Cards       Box       U-Shape

Rounds of 8 chairs each       Rounds of 10 chairs each

\*\*Number of attendees expected: \_\_\_\_\_

***Additional furniture/equipment requested:*** (e.g., header table, overhead projector, mic/podium, etc.)

\_\_\_\_\_

***Notes:*** The Activities Office will assign rooms based on date request submitted, meeting participation history, room availability, and other pertinent factors. If dates and/or times requested are not available, Activities office will contact requestor.

## NEW CLUB OFFICERS FORM

The following information is provided for the election/appointment of new officers for the \_\_\_\_\_ Club.

| President    | Contact Information                 |  |
|--------------|-------------------------------------|--|
| <b>Name:</b> | Member Number                       |  |
|              | Address                             |  |
|              | Telephone Number                    |  |
|              | Email Address                       |  |
|              | Signature                           |  |
|              | Term of Office: From _____ To _____ |  |

| Vice President | Contact Information                 |  |
|----------------|-------------------------------------|--|
| <b>Name:</b>   | Member Number                       |  |
|                | Address                             |  |
|                | Telephone Number                    |  |
|                | Email Address                       |  |
|                | Signature                           |  |
|                | Term of Office: From _____ To _____ |  |

| Secretary    | Contact Information                 |  |
|--------------|-------------------------------------|--|
| <b>Name:</b> | Member Number                       |  |
|              | Address                             |  |
|              | Telephone Number                    |  |
|              | Email Address                       |  |
|              | Signature                           |  |
|              | Term of Office: From _____ To _____ |  |

| Treasurer    | Contact Information                 |  |
|--------------|-------------------------------------|--|
| <b>Name:</b> | Member Number                       |  |
|              | Address                             |  |
|              | Telephone Number                    |  |
|              | Email Address                       |  |
|              | Signature                           |  |
|              | Term of Office: From _____ To _____ |  |

*Please see reverse for listing of additional Club Board members*

## Additional Board Members

|              |                                     |  |
|--------------|-------------------------------------|--|
|              | <b>Title:</b>                       |  |
| <b>Name:</b> | Member Number                       |  |
|              | Address                             |  |
|              | Telephone Number                    |  |
|              | Email Address                       |  |
|              | Signature                           |  |
|              | Term of Office: From _____ To _____ |  |

|              |                                     |  |
|--------------|-------------------------------------|--|
|              | <b>Title:</b>                       |  |
| <b>Name:</b> | Member Number                       |  |
|              | Address                             |  |
|              | Telephone Number                    |  |
|              | Email Address                       |  |
|              | Signature                           |  |
|              | Term of Office: From _____ To _____ |  |

|              |                                     |  |
|--------------|-------------------------------------|--|
|              | <b>Title:</b>                       |  |
| <b>Name:</b> | Member Number                       |  |
|              | Address                             |  |
|              | Telephone Number                    |  |
|              | Email Address                       |  |
|              | Signature                           |  |
|              | Term of Office: From _____ To _____ |  |

|              |                                     |  |
|--------------|-------------------------------------|--|
|              | <b>Title:</b>                       |  |
| <b>Name:</b> | Member Number                       |  |
|              | Address                             |  |
|              | Telephone Number                    |  |
|              | Email Address                       |  |
|              | Signature                           |  |
|              | Term of Office: From _____ To _____ |  |

*Name of person responsible for room bookings:* \_\_\_\_\_

# Sun City Grand Club By Laws

## ARTICLE I - GENERAL

NAME OF CLUB \_\_\_\_\_

PURPOSE. \_\_\_\_\_

**Section C.** These bylaws willfully comply with the Sun City Grand Community Association’s (SCGCA) by-laws, and club rules, regulations and procedures. In the event of a conflict between these club bylaws, the governing documents of the SCGCA shall prevail. Anything not stated in the bylaws shall be referred to Roberts Rules for parliamentary rule.

**Section D.** This club shall be operated as a Non-Profit Organization in accordance with Arizona statutes, and the bylaws of the SCGCA. Nonprofit is defined as: With few exceptions, club income should not greatly exceed expenses (operating expenses and capital requirements) resulting in a net operating gain. Where revenues do exceed expenses, the net gain should be used to foster continued club growth and activity. Club dues may be adjusted to comply, or the excess may be donated to the Association Facility Reserve Fund. The Activities Director must approve any other donations.

## ARTICLE II - MEMBERSHIP

**Section A.** Membership shall be open to all members in good standing of the SCGCA.

**Section B.** There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organizations other than the mandatory handicap requirements. Affiliation to other organizations may be required for various competitive reasons.

**Section C.** **Guest Privileges:** The guest privileges set forth in the Sun City Grand Charter Club Rules and Regulations shall govern guest privileges for this club.

**Section D.** **Dues:** Annual dues in an amount recommended by the Club Executive Board and approved by membership vote are payable in advance. Timely payment of dues by each member shall be required for membership in good standing.

## ARTICLE III - OFFICERS

**Section A.** **Executive Board:** There shall be a President, Vice President, Secretary, Treasurer, or (Secretary /Treasurer, (Optional) Immediate Past President, (Optional) and as many Elected Directors needed for member representation. The Club Board may appoint members to fill an unexpired term. Please refer to Section 4.2. The General Club Membership must elect all voting Club Board Members, except those

members who are appointed. Refer to Section 4.2. The Club Executive Board may be assisted by the chairperson of such committees as may be established by the Club Executive Board to carry out the club's function and purposes.

**Section B. Election:** All officers and directors shall be elected by a majority vote of those present at an annual membership meeting once a quorum has been established, and shall serve without compensation.

**Section C. Term of Office:** All Officers and Directors are elected for either a one (1) or two (2) year term and can succeed themselves provided they receive a majority vote of those in attendance at the election. Staggered terms are recommended for continuity. The term of office shall begin at the discretion of the Club Executive Board.

**Section D. Duties and Responsibilities:**

**President:** Shall preside over all club meetings and be accountable for the administration of club business. The Club President shall carry out the direction and policies established by the Club Executive Board. The Club President shall act as principle liaison between the club and the Association, and shall appoint members of all committees that have been authorized by the club board, and shall also appoint the chairpersons of such committees. In the event of vacancies on the Club Executive Board, the Club President shall appoint, with Club Executive Board approval, interim replacement Club Executive Board Members to finish out the term until official elections can be held. The Club President shall ensure that all club Officers and Directors read and understand the Association Charter Club Rules, Regulations, and Procedures.

**Vice-President:** Shall perform all duties of the Club President in the event of the Club President's absence or inability to perform and shall also perform other such duties and responsibilities as may be assigned, with Club Executive Board approval, from time to time by the Club President.

**Secretary:** Shall keep the club records, issue notices of all meetings of the Club Executive Board or General Membership, shall keep minutes thereof, conduct all correspondence relating to the club's business, and furnish whatever reports to the Association or other persons or organizations as may be required.

**Treasurer:** Shall receive and deposit all monies due to the club and pay all obligations that may be incurred by the club in the regular course of its business, shall keep an up-to-date ledger of all financial transactions and provide financial reports as may be required at all meetings of the Club Executive Board or General Membership. Prepare and submit Year End Reports as instructed by the Activities Director/Controller and maintain previous years' financial records.

**Section E. Board Members:** The officers of the club specified above, plus (optional) Immediate Past President, and Directors, shall serve as members of the Club Executive Board. The Club Executive Board shall have overall governing authority over the club consistent with the provisions of these bylaws and shall establish all committees necessary to carry out the purposes and objectives of the club.

**Section F. Election of Officers and Board Members**

**QUORUM** – A minimum of 20 members in good standing (depending on size of club, higher levels of attendance can be documented in the club’s Operating Procedures) excluding the Club Executive Board must be present and eligible to vote at any election specified in these bylaws. If more than one member is nominated for any elective position, voting shall be by secret written ballot. The Club Executive Board shall determine the particular procedures for nominations and elections to be followed at such meetings. Should these vacancies not be filled at the General Meeting, the Club Executive Board shall fill the vacancies as it sees fit. See Chapter 4, 4.2 Elections/ Appointments of the Sun City Grand Charter Club Rules & Regulations for detailed information.

**ARTICLE IV - MEETINGS**

**Section A. Meetings of the Members:** Membership meetings shall be held not less than twice annually, the time and place of such meetings to be determined by the Club Executive Board. The Club President shall preside at all such meetings and Robert’s Rules of Order - Newly Revised shall be followed. A minimum of 20 members eligible to vote excluding the Officers and Directors shall be necessary to conduct any business of the club at the General Membership meetings, and except as otherwise specified in these bylaws a simple majority vote of the membership present shall be sufficient to conduct any business requiring the vote of the membership.

**Section B. Meetings of the Officers and the Board:** The Club President may call meetings of the Club Executive Board at any time by giving notice orally, in writing, or email. The President shall determine the time and place of such meeting. A majority of the Club Executive Board Members shall constitute a quorum of the Club Executive Board and therefore, may conduct any business brought before the Club Executive Board at such meetings.

**ARTICLE V - FINANCIAL**

**Section A. Maintenance of Financial Records:** Financial records and related documentation must be kept for the 7 previous years and the current year, and shall be maintained by the Treasurer. See Charter Club Rules & Regulations for more details.

**Section B. Expenditures:** Unbudgeted single expenditures not to exceed \$500.00 must be approved by the Club Executive Board in its discretion. Unbudgeted single expenditures in excess of \$500.00 must be approved by a majority vote of those present at a general membership meeting.

**Section C. Reimbursements:** Signators are encouraged to request reimbursement for their own expenditures from a second signator.

**Section D. Financial Records:** Qualified persons or organizations, at the discretion of the Club Executive Board, club members, or the Activities Director, may audit the club’s financial records.



# Chartered Club Financial Information

## Due to Activities Office by February 15

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1. Chartered Club Financial Statement for the Period January 1 to December 31.
2. Copies of invoices for individual equipment items greater than \$2,000 each. This is equipment that the Chartered Club purchased from club funds, not donated from CAM or individuals.
3. December 31, Petty Cash Reconciliation.
4. December 31, Checking Account Reconciliation and copy of Bank Statement.
5. December 31, Savings Account Reconciliation and copy of Bank Statement.

**Direct any questions to CAM Controller or Activities Director.**

## Financial Statement Preparation Instructions

### Line Item

#### **1. Annual Membership Dues Collected**

Enter the total amount of dues collected for the calendar year.

#### **2. Sale of Supplies to Members**

Enter all sales of supplies and merchandise to members and clientele, including club signature items, badges, tee shirts, hats, uniforms, etc.

#### **3. Gross receipts from Club Art/Craft Sales**

Enter gross proceeds from the sale of member-produced art and crafts. This amount is before payment out to the member and to CAM.

#### **4. Contractor/Instructor Fees Collected**

Enter the total amount of fees and collected from members and guests that are collected for class instruction, including but not limited to classes for ceramics, computers, dance, stained glass, woodworking, etc.

#### **5. Admission/Event/Tournament Fees Collected**

Enter the amount of fees collected for club events, activities and tournaments including ACBL, AGA/AGWA, ASU, member dinner/lunches, socials receptions, etc.

#### **6. Prize Fees Collected**

Enter the amount that is paid out as prize money. Clubs are responsible for maintaining records of collection and payouts of prize money. Amounts entered in this line must be related to amounts reported on L.17.

#### **7. Cash Contributions Received.**

Enter the amount of all cash contributions and cash gifts received from members, Del Webb/Pulte and outside sources.

#### **8. Interest Income**

Enter the total amount received in interest income from interest bearing accounts. The amount reported on this line must agree with the interest amounts as reported on the December 31 bank statements and the Bank's 1099-Int reporting.

#### **9. Other Revenue**

Other revenue should only include items that do not fit the description of the above line items. Questions should be directed to the CAM Controller, 546-7427.

#### **10. Operating Supplies Purchased**

Enter total supplies purchased for club use. Supplies purchased for sale should be reported L.2.

#### **11. Equipment Purchases Less than \$2,000 each**

Enter the total amount spent on equipment by the club. Include only equipment that cost less than \$2000 each.

#### **12. Repairs & Maintenance to Equipment and Facilities**

Enter the total amount of repairs and maintenance for equipment and facilities used by the club.

#### **13. Food, Beverage, Banquet and Entertainment Expense**

Enter the total amount spent on food, beverage, banquet and entertainment for the club. This includes but not limited to member dinners/lunches, social/receptions, etc.

#### **14. Contractor/Instructor Fees Paid Out**

Enter the total amount paid to the individuals or firms under contract for services/independent contractor agreement provided to the club members and/or guest.

Clubs must enter into written contracts as required by Chartered Club Rules, Regulations and Procedures.

**15. Member Art/Craft Sale Fees Paid Out/AGA/Other/Paid Out**

Enter the total amount paid to club members for the sale of the members' arts and crafts.

**16. CAM Fees Paid Out**

Enter the total amount paid to the CAM office. This includes amounts withheld from ticket sales and other fees by the Activities Director's office that are due to CAM but were not turned over to the club.

**17. Prize Money Paid Out**

**Enter the total amount of prize money paid out.** Clubs are responsible for maintaining records of collection and payouts of prize money. Amounts entered on this line must be related to amounts reported on L.6.

**18. Achievement Awards & Recognition**

Enter the total amount paid for special recognition of members. There are certain conditions that have to be met in order for the awards not to be considered taxable income to the recipient. Questions should be directed to the CAM Controller, 546-7427.

**19. Other Expenses**

Other expenses should only include items that do not fit the description of the above line items. Questions should be directed to the CAM Controller, 546-7427.

**20. Equipment Purchases Greater than \$2,000 each**

Enter the total amount spent on equipment by the club. Include only equipment that cost more than \$2,000 each. Provide copies of the invoices with the financial statement.

**21. Net Gain or (Loss) = (Revenues Minus Expense Minus Capital Assets)**

This line represents the total Net Gain or (Loss) of the Club for the year.

**22. Petty Cash 12/31/02**

Petty cash should not exceed an amount not approved by the club. It represents cash on hand plus receipts for reimbursement to club members that have not been entered as expense on the club's records. The use of a Petty Cash Fund should be limited.

**23. Checking Account (reconciled 12/31/02)**

This amount represents the balance in the checking account at 12/31/02 less checks written before 12/31/02 that have not cleared the bank.

**24. Savings Account Balance From Bank Statement 12/31/02**

The amount must agree with the amount as reported on the 12/31/02 bank statement.

**25. Money Market Balance 12/31/02 From Bank Statement**

The amount must agree with the amount as reported on the 12/31/02 bank statement. Note: If checks are written on the Money Market Account then a reconciliation is required.

**26. Certificate of Deposit Balance From Bank Statement 12/31/02**

The amount must agree with the amount as reported on the 12/31/02 bank statement.

**27. Net Balance 12/31/03**

This line represents the total of the asset balances (bank accounts) at the beginning of the year plus (minus) the net gain or loss for the year 2003. It is the total reported on L. 21 plus L. 22, 23, 24, 25, & 26.

**28. Add: Petty Cash 12/31/03**

Same as L.22

**29. Checking Account (reconciled) 12/31/03**

Same as L.23

**30. Savings Account Balance From Bank Statement 12/31/03**

Same as L.24

**31. Money Market Balance From Bank Statement 12/31/03**

Same as L.25

**32. Certificate of deposit Balance From Bank Statement 12/31/03**

Same as L.26

**33. Total Assets 12/31/03**

This line represents the total of L. 28, 29, 30, 31 & 32. The total of L. 33 must agree with L. 27.

Name of Club: \_\_\_\_\_

**CHARTER CLUB FINANCIAL STATEMENT  
FOR THE PERIOD JANUARY 1, TO DECEMBER 31**

| <b>REVENUES</b>                |  |  |
|--------------------------------|--|--|
| 1                              | Annual Membership Dues   |  |
| 2                              | Sale of Supplies to Members  |  |
| 3                              | Gross Receipts from Member Art/Craft Sales                                       |  |
| 4                              | Contractor/Instructor Fees Collected   |  |
| 5                              | Admission/Event/Tournament Fees Collected  |  |
| 6                              | Prize Money Collected  |  |
| 7                              | Cash Contributions Received  |  |
| 8                              | Interest Income – Must Agree With Amounts Reported By Bank                       |  |
| 9                              | Other Revenue (Identify & List Separately Below)                                 |  |
|                                |  |  |
|                                | <b>Total Revenue</b>   |  |
| <b>EXPENSES</b>                |  |  |
| 10                             | Operating Supplies Purchased   |  |
| 11                             | Equipment Purchases Less than \$2,000 each                                       |  |
| 12                             | Equipment Repairs & Maintenance  |  |
| 13                             | Food, Beverage, Banquet and Entertainment Expense                                |  |
| 14                             | Contractor/Instructor Fees Paid Out  |  |
| 15                             | Member Art/Craft Sale Fees/AGA Fees/Other Fees/ Paid Out                         |  |
| 16                             | CAM Fees Paid Out  |  |
| 17                             | Prize Money Paid Out   |  |
| 18                             | Achievement Awards & Recognition   |  |
| 19                             | Other Expenses (Identify & List Below or Attach Separately)                      |  |
|                                |  |  |
|                                | <b>Total Expenses</b>  |  |
| <b>CAPITAL ASSET PURCHASES</b> |  |  |
| 20                             | Equipment Purchases Greater than \$2,000 each (Identify & List Separately Below) |  |
|                                |  |  |
|                                | <b>Total Capital Asset Purchases</b>   |  |
| <b>RECONCILIATION</b>          |  |  |
| 21                             | <b>Net Gain or (Loss) = Revenues Minus Expenses Minus Capital Assets</b>         |  |
| 22                             | Add: Petty Cash (reconciled 12/31 Previous Year)                                 |  |
| 23                             | Checking Account (Reconciled) 12/31 Previous Year                                |  |
| 24                             | Savings Account Balance From Bank Statement 12/31 Previous Year                  |  |
| 25                             | Money Market Balance From Bank Statement 12/31 Previous Year                     |  |
| 26                             | Certificate of Deposit Balance From Bank Statement 12/31 Previous Year           |  |
| 27                             | <b>Net Balance 12/31</b>   |  |
| <b>Assets 12/31</b>            |  |  |
| 28                             | Add: Petty Cash 12/31 Present Year   |  |
| 29                             | Checking Account (Reconciled) 12/31 Present Year                                 |  |
| 30                             | Savings Account Balance From Bank Statement 12/31 Present Year                   |  |
| 31                             | Money Market Balance From Bank Statement 12/31 Present Year                      |  |
| 32                             | Certificate of Deposit Balance From Bank Statement 12/31 Present Year            |  |
| 33                             | <b>Total Assets 12/31</b>  |  |

**Note: Net balance (L27) and Total Assets 12/31 (L33) Must Be The Same**

Chartered Club Officer Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Chartered Club Officer Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Sun City Grand Club  
Participation Report

|               |  |
|---------------|--|
| # of          |  |
| Club Members: |  |

Club: \_\_\_\_\_

DATE: \_\_\_\_\_

| Month | Session | # of Sessions | Total Participation | Avg Participation per Session | # of Guests |
|-------|---------|---------------|---------------------|-------------------------------|-------------|
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
| TOTAL |         |               |                     |                               |             |

| Month | Session | # of Sessions | Total Participation | Avg Participation per Session | # of Guests |
|-------|---------|---------------|---------------------|-------------------------------|-------------|
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
| TOTAL |         |               |                     |                               |             |

| Month | Session | # of Sessions | Total Participation | Avg Participation per Session | # of Guests |
|-------|---------|---------------|---------------------|-------------------------------|-------------|
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |

|       |  |  |  |  |  |
|-------|--|--|--|--|--|
|       |  |  |  |  |  |
| TOTAL |  |  |  |  |  |
|       |  |  |  |  |  |
|       |  |  |  |  |  |
|       |  |  |  |  |  |
|       |  |  |  |  |  |
|       |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

| Month | Session | # of Sessions | Total Participation | Avg Participation per Session | # of Guests |
|-------|---------|---------------|---------------------|-------------------------------|-------------|
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
| TOTAL |         |               |                     |                               |             |

| Month | Session | # of Sessions | Total Participation | Avg Participation per Session | # of Guests |
|-------|---------|---------------|---------------------|-------------------------------|-------------|
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
|       |         |               |                     |                               |             |
| TOTAL |         |               |                     |                               |             |

# SUN CITY GRAND COMMUNITY ASSOCIATION, INC. Report Form For Incidents Involving Non-Employees Privileged and Confidential

This Report Form must be filled out promptly and brought into the CAM Office whenever an accident results in injury to a Non-Employee. Use a separate form for each injured Non-Employee.

## Personal Injury

Date of Report \_\_\_\_\_ Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Location where injury occurred: \_\_\_\_\_

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

Community \_\_\_\_\_

Did the injury occur in a Model home? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where in the home? \_\_\_\_\_

Did the injury occur on Homeowners' Association Property? Yes \_\_\_\_\_ No \_\_\_\_\_

Injured Party Name: \_\_\_\_\_ Birth Date \_\_\_\_\_ male \_\_\_\_\_ female \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Was first aid administered? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, by whom? \_\_\_\_\_

Were paramedics called? Yes \_\_\_\_\_ No \_\_\_\_\_ Did paramedics respond? Yes \_\_\_\_\_ No \_\_\_\_\_

If Minor - Parent/Guardian's Name \_\_\_\_\_

Description of accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Injured Party's employer (this form is not to be used for CAM Employees) \_\_\_\_\_

Is injured party an employee of a subcontractor or supplier? Yes \_\_\_\_\_ No \_\_\_\_\_ Name of sub/supplier \_\_\_\_\_

Did an unsafe act by any person (including the injured party) contribute to or cause the incident? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify persons involved \_\_\_\_\_

Was the location inspected immediately after incident? Yes \_\_\_\_\_ No \_\_\_\_\_ By Whom and When? \_\_\_\_\_

Describe the lighting conditions at time of incident (e.g., natural light, dusk, dawn, artificial light) \_\_\_\_\_

Describe the weather conditions at the time of incident (e.g., clear, hazy, fog, rain, sleet, snow, ice) \_\_\_\_\_

Enclose copies of diagrams, literature, photographs, etc. of location where incident occurred. Complete witness information on page 2.

**(Complete all pertinent sections)**

# Witness Information - Personal Injury

List Manager on duty at the location at the time of the incident: \_\_\_\_\_

List the names of all other CAM employees who witnessed the incident: \_\_\_\_\_

Other Witnesses: Name #1 \_\_\_\_\_ Name #2 \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Other Witnesses: Name #3 \_\_\_\_\_ Name #4 \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

**REPORT PREPARED BY:** Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail address \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_



**Community Association**

## **Acknowledgment of Insurance Responsibility & Waiver Agreement**

**I am performing work as an independent contractor for the following, for which I receive payment for my services:**

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**I acknowledge that the Sun City Grand Community Association Insurance policy does not cover any damages of property or injuries to myself or to others caused by my activity during the time that I am performing work.**

**I am aware that the Sun City Grand Community Association insurance policy does not cover my activities while performing services such as:**

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**Furthermore, I accept responsibility for any damage or personal injury that may result from the performance of my services, and I choose not to obtain my own insurance. If I do obtain my own insurance policy to cover my activity, I will provide a copy to the Activities Office at Sun City Grand.**

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**Signature of Contractor**

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**Date**

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**Sun City Grand Community Association Representative**

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**Date**

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

To: Wells Fargo  
 From: Sun City Grand Community Association  
 Re: Bank account for Sun City Grand Club

**Name of Club:** \_\_\_\_\_ **Acct. #** \_\_\_\_\_

***This letter authorizes the following individuals, who are under the Sun City Grand Community Association Inc. Federal Tax Identification Number, as authorized signers of this existing account.***

*Signatures for Deletion from Account:*

| <i>Name</i> | <i>SS#</i> | <i>Address</i> | <i>Signature</i> | <i>Title</i> |
|-------------|------------|----------------|------------------|--------------|
|             |            |                |                  |              |
|             |            |                |                  |              |
|             |            |                |                  |              |
|             |            |                |                  |              |
|             |            |                |                  |              |

*Signatures for Addition to Account:*

| <i>Name</i> | <i>SS#</i> | <i>Address</i> | <i>Signature</i> | <i>Title</i> |
|-------------|------------|----------------|------------------|--------------|
|             |            |                |                  |              |
|             |            |                |                  |              |
|             |            |                |                  |              |
|             |            |                |                  |              |
|             |            |                |                  |              |

***Respectfully,***

\_\_\_\_\_  
***Susan Gilliam***  
***Activities Director***

\_\_\_\_\_  
***Dale Woods***  
***Comptroller***

Wells Fargo  
Addendum to Certificate of Authority

# Chartered Club & Interest Group Room Utilization Fine Structure – Facilities Usage

Effective June 2001 and revised June 2005, Chartered Club Rules and Regulations, Section 3.6 Facility Reservations:

Chartered Clubs and Interest Groups that do not utilize their scheduled times and fail to give the Activities Department 24-hour's notice that they will not be utilizing the room will be penalized on an annual Community Association Management Fiscal Year as follows:

First Offense .....\$50 fine

Second Offense ...\$75 fine

Third Offense .....Pay for rental of the room

Fourth Offense ....Case will be reviewed by the Activities/Fitness Committee and recommendations forwarded to the Board of Directors.

A Chartered Club or Interest Group that fails to pay the corresponding fine will not be allowed to meet until the fine is paid in full.

# Sun City Grand Chartered Club Donation Form

TO: .....Activities Director

FROM: .....

.....(Club President or Authorized Representative)

DATE:.....

The aforementioned club is requesting to make a monetary donation to the following Charitable Organization:

\_\_\_\_\_  
Name of Organization

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

Address of Organization

Club wishes to donate the following amount of money: \_\_\_\_\_

Is the Organization a 501 C3 Organization? YES \_\_\_\_\_  
(If so, please furnish a copy of the Form 501 C3)

NO \_\_\_\_\_

Organization's EIN: \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
CAM Controller

**SUN CITY GRAND ASSET INVENTORY**

| DEPT:   | LOCATION:   |              |           |            |               |
|---------|-------------|--------------|-----------|------------|---------------|
| Tag No. | Description | Manufacturer | Model No. | Serial No. | Purchase Date |
|         |             |              |           |            |               |
|         |             |              |           |            |               |
|         |             |              |           |            |               |
|         |             |              |           |            |               |
|         |             |              |           |            |               |
|         |             |              |           |            |               |
|         |             |              |           |            |               |

| Accounting Input |          |          |      |
|------------------|----------|----------|------|
| Purchase Amt     | Cat Code | Loc Code | Life |
|                  |          |          |      |
|                  |          |          |      |
|                  |          |          |      |
|                  |          |          |      |
|                  |          |          |      |
|                  |          |          |      |

| Sun City Grand Room Rental Contract   |                             |           |            |  |   |     |                     |              |   |  |  |
|---|-----------------------------|-----------|------------|--|---|-----|---------------------|--------------|---|--|--|
| Reference #   |                             |           |            | Phone: 623-546-7458; Fax: 623-546-7504 |   |     |                     |              |   |  |  |
| Date:   |                             |           |            |  |   |     |                     |              |   |  |  |
| Name:   |                             |           |            | Organization:                          |   |     |                     | Event Date:  |   |  |  |
| Address:  |                             |           |            | Phone (H):                             |   |     |                     | Event:       |   |  |  |
| City, State,  |                             |           |            | Phone (W):                             |   |     |                     | Room(s)      |   |  |  |
| Resident  |                             | Res. #    |            | Fax:                                   |   |     |                     | Set-up Time: |   |  |  |
| Non-Resident  |                             | Corporate |            |  |   |     |                     |              |   |  |  |
| Employee  |                             |           |            |  |   |     |                     |              |   |  |  |
| A/V Equipment & Miscellaneous Items Price List  |                             |           |            |  | Tables & Chairs (no charge)   |     |                     | Charges      |   |  |  |
| #   | Item                        | Qty       | Price each | Totals                                 | Item  | Qty | Room(s)             |              |   |  |  |
| E1  | Cassette Player/CD          |           | \$ 50.00   | \$ -                                   | 6' Tables (seats 8)   |     | A/V & Misc. Charges | \$           | - |  |  |
| E2  | Easel only                  |           | \$ 10.00   | \$ -                                   | 8' Tables (seats 10)  |     | Tax (8.5%)          | \$           | - |  |  |
| E3  | White Board + Flip Chart    |           | \$ 10.00   | \$ -                                   | Round Tables (seats 10)   |     | Total Charges       | \$           | - |  |  |
| E5  | Lecturn + microphone        |           | \$ 25.00   | \$ -                                   | Round Tables (seats 8)  |     | Less 50% Deposit    | \$           | - |  |  |
| E6  | Microphone w/stand          |           | \$ 10.00   | \$ -                                   | Card Tables (seats 4)   |     | Balance Due         | \$           | - |  |  |
| E7  | Microphone & Podium         |           | \$ 20.00   | \$ -                                   | Chairs  |     | Notes:              |              |   |  |  |
| E8  | Monitor + VHS               |           | \$ 50.00   | \$ -                                   | White Wedding Chairs  |     |                     |              |   |  |  |
| E9  | Keyboard                    |           | \$ 50.00   | \$ -                                   |   |     |                     |              |   |  |  |
| E10   | Portable Sound System       |           | \$ 50.00   | \$ -                                   | <b>Contract Terms &amp; Conditions</b>  |     |                     |              |   |  |  |
| E11   | Projection Screen           |           | \$ 15.00   | \$ -                                   | - 50% of the total room rental fee is due upon contract signing; full payment is due 30 days      |     |                     |              |   |  |  |
| E12   | Slide Projector             |           | \$ 25.00   | \$ -                                   | - <b>Cancellations:</b> Full refund when cancelled with 32 days advance notice; 50%, 31 - 5 days  |     |                     |              |   |  |  |
| E13   | TV + VCR                    |           | \$ 50.00   | \$ -                                   | - One Security Guard is required for each 100 function attendees; cost is \$25 per hour per       |     |                     |              |   |  |  |
| E15   | Overhead Projector          |           | no charge  | \$ -                                   | - Food must be contracted through on-grounds caterers: Classic Catering 623-933-4903 or           |     |                     |              |   |  |  |
| E23   | Wireless Microphone*        |           | \$ 10.00   | \$ -                                   | - All liquor at events must be contracted through Dillon's. It is not permitted to bring your own |     |                     |              |   |  |  |
| E24   | Plug-in Microphone          |           | \$ 10.00   | \$ -                                   | - A \$250 Cleaning/Damage Deposit is required for all events where alcohol is served.             |     |                     |              |   |  |  |
| E28   | Gas Grill **                |           | \$ 25.00   | \$ -                                   | - Customer hereby acknowledges responsibility for any loss or damage to Sun City Grand C          |     |                     |              |   |  |  |
| E29   | Small Black Table           |           | \$ 20.00   | \$ -                                   | - caused by customer, customer's guests, invitees, employees, independent contractors or          |     |                     |              |   |  |  |
| E32   | Laptop Projector **         |           | \$ 75.00   | \$ -                                   | - Customer shall indemnify, defend & hold harmless Sun City Grand Community Association           |     |                     |              |   |  |  |
| E33   | Dance Floor (18' x 18')     |           | \$ 200.00  | \$ -                                   | - losses, damages, or liability arising out of or related to customer's function, irrespective of |     |                     |              |   |  |  |
| E34   | Dance Floor (21' x 26')     |           | \$ 325.00  | \$ -                                   | - or liability arises from active or passive activity.  |     |                     |              |   |  |  |
| E35   | Video Projection Camera     |           | \$ 50.00   | \$ -                                   |   |     |                     |              |   |  |  |
| E36   | Riser setup per riser       |           | \$ 50.00   | \$ -                                   |   |     |                     |              |   |  |  |
| CDD   | Cleaning/Damage Deposit     |           | \$ 250.00  | \$ -                                   | <b>By signing this contract, I have read, fully understand, and agree to the terms and</b>        |     |                     |              |   |  |  |
| SEC   | Security, per hr, per guard |           | \$ 25.00   | \$ -                                   |   |     |                     |              |   |  |  |
|   | Audio/Visual Total          |           |            | \$ -                                   | <b>Responsible Party Signature:</b>   |     |                     |              |   |  |  |
| * Not available in Chaparral Center   |                             |           |            |  |   |     |                     |              |   |  |  |
| ** 15-minute course required before using Grill or Laptop Projector;  |                             |           |            |  |   |     |                     |              |   |  |  |
| Laptop Projector not available Mon. & Thu. before 9:30 a.m.   |                             |           |            |  |   |     |                     |              |   |  |  |
| Activities Office Approval:   |                             |           |            |  |   |     |                     |              |   |  |  |
| Make check payable to Sun City Grand CAM and mail to Sun City Grand Activities Office - 19753 N. Remington Drive - Surprise, AZ 85374 |                             |           |            |  |   |     |                     |              |   |  |  |