



**CLUBS' RULES, REGULATIONS AND PROCEDURES**

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# INTRODUCTION

Clubs are formed and recognized by the Sun City Oro Valley (hereinafter referred to as SCOV) Board of Directors to provide an opportunity for all members to pursue common interests in hobbies, recreational and cultural endeavors.

It is the purpose of this booklet to provide both guidance and structure to the club system and enable the regular membership to fully enjoy the programs and facilities provided.

**THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE BY THE SCOV BOARD OF DIRECTORS, AS THE BOARD DEEMS CHANGES ARE WARRANTED.**

## ARTICLE 1 DEFINITIONS

**Association** - Shall mean SCOV (Sun City Oro Valley Community Association, Inc.

**Bylaw** - Shall mean the Bylaws of the Club. These Bylaws may from time to time be amended or supplemented.

**Charter** - Shall mean the Charter providing details of the loose organization of the Club. This Charter may from time to time be amended or supplemented.

**Club** – A Board approved group of residents organized under Bylaws or a Charter.

**Club Dues** - Membership fee required by a club.

### **Club Member**

**Nonresident Club Member** - An individual who is not a resident of the Association, who has gone through the application process with a Club and paid club dues, if required.

**Resident Club Member** - A resident who has joined a club and paid Club Dues, if required.

**Group** - Not organized under bylaws or a charter.

### **Guest**

**Nonresident Community** – An individual who resides in local communities and is occasionally invited to attend a club meeting by a Club Member (Ch III, 2.c.2).

**Nonresident Household** - A temporary resident of a SCOV resident (could include a caregiver) (Ch III 2.c.a).

**Resident Guest** - A resident who wants to visit a club but has not become a member (Ch III 2.b).

**Monitor** – A resident who supervises a dedicated club facility (Section 4.5.a and 4.5.c.iii).

**Nonresident** – A person who does not reside in SCOV.

**Partnered Organizations** – An organization of national, international, state or area status or civic in nature which will not be recognized by the Association as a chartered club (i.e., VHH, SCV Foundation, Civic Assoc., AA, etc.).

**Resident** – An individual, other than a guest, who is resident in a SCOV residential lot.

## ARTICLE 2

# GENERAL INFORMATION

**Section 2.1** **Authority** The authority for Clubs rests with the SCOV Board of Directors. All rules, regulations and procedures outlined herein are in consonance with the SCOV governing documents.

**Section 2.2** **Responsibilities**

- a) The SCOV General Manager is responsible for coordinating and implementing policy for clubs and assisting with operational/financial concerns.
- b) The Programs and Facilities Director reports to the General Manager and is responsible for assisting clubs with facility scheduling, special programs. The Programs and Facilities Director is the coordinator for all club matters that take place in the SCOV facilities. Clubs wanting to place a flyer in the Tipster and on bulletin boards must be approved by the Programs and Facilities Director.

**Section 2.3** **Prerequisite for Club Formation** Specific procedures and guidelines pertaining to the acquisition of a club Charter or Bylaws are identified in Chapter III. Applications will be considered only when proposed clubs have a minimum of 20 members. Variance to this requirement may be granted by the General Manager (Club Membership Limit Waiver). Once a Charter or Bylaws have been granted, membership must remain at or above the minimum in order to retain charter as indicated in the club annual report. Clubs in existence prior to the last revised date of these Rules and Regulations must maintain their membership level to the minimum standard under which they were formed.

**Section 2.4** **Club Forms** To assist clubs in the administration of their programs, and to provide SCOV with essential statistical data, forms have been created. Usage of these forms for club functions is mandatory. A summary of these is shown in the appendix to this booklet. Forms will be available through the Programs and Facilities Director upon request.

**Section 2.5** **Conformity** All existing and current Club Bylaws and Charters must conform to the rules and regulations found herein.

**Section 2.6** **Room Rental** Clubs will have use of facilities at no room rental charge.

**Section 2.7** **Partnered Organizations** Established by submitting an application to the Programs and Facilities Director who will submit the application to the Board for approval. The application must contain, at minimum, the name and brief description of the national, international, state, area or civic organization; activities in which the organization plans to be involved; anticipated frequency and size of functions; any other information that may be helpful for the Board's approval process. Partnered Organizations' SCOV facility use privileges are specified in Board Policy FAC-001.

## ARTICLE 3

# ESTABLISHING A CLUB

**Section 3.1** **Charter or Bylaw** A written charter or bylaw approved by the Board of Directors is the formal authorization granting official status to a club of SCOV. Clubs having such designation will have priority for facility use, as available, except when needed for an Association sponsored event/meeting.

### **Section 3.2 Procedures**

- a) Determine that the proposed club will be in compliance with the "Clubs Rules, Regulations and Procedures" and the SCOV governing documents.
- b) Complete Application for Charter or Bylaw.
  - i) Obtain the necessary charter membership signatures.
  - ii) Develop proposed Charter which outlines the purpose and operation of the club or develop club Bylaws using the model provided.
- c) Submit the Application for Charter and/or the proposed Bylaws to:  
Sun City Oro Valley  
Attn: Programs and Facilities Director  
1565 E. Rancho Vistoso Blvd.  
Oro Valley, AZ 85755
- d) The submittal will be reviewed and, when all requirements are satisfied, will be submitted to the SCOV Board of Directors for approval. Processing time to obtain a Charter/Bylaw normally required 60-90 days.

### **Section 3.3 Requirements/Limitations** Membership in clubs must not discriminate as to sex, race, religion, color, ethnic culture, marital status (other than a club established for singles only), sexual preference or national heritage.

*(Note: The formation of desirable segregated activities for male and female Club Members of SCOV may be permitted as long as both genders are provided with an equal opportunity to pursue common interests; e.g. men/women sports clubs, Bible study, card groups, etc.)*

- a) Charters or bylaws may be revoked following a decision by the Board of Directors. Reasons for revoking a club's charter include, but are not limited to: failure to report non-resident member, abuse of guest privileges, membership decline below minimum number; non-compliance with the SCOV governing documents, irreconcilable membership conflict creating a situation that places the clubs and/or SCOV in an undesirable or embarrassing position, or violation of Federal, State, or local government statutes and ordinances.
- b) Charters may not be granted to groups whose purpose is similar to and/or compatible with existing clubs using the same common facility.
- c) Organizations of national, international, state, area or civic in nature will not be recognized as a club, however, these organizations may apply for a room rental fee waiver from the General Manager (Room Rental Fee Waiver).

## **ARTICLE 4 MEMBERSHIP AND OPERATION**

### **Section 4.1 Membership**

- a) Regular membership in a club is open to any Resident in good standing except as set forth below.
- b) Members who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption and dissension among club members, other clubs or SCOV in general, may have their club membership suspended or

- revoked. Club officers and/or the Board of Directors shall initiate such action, with right of appeal to the SCOV Board of Directors.
- c) Non-resident membership: Clubs are allowed to have non-resident members that comprise no more than 20% of the club membership and only if the non-resident membership does not preclude a resident from membership in the respective club. The General Manager is authorized to approve exceptions to the 20% rule when the request is submitted in writing by the club. Due to liability exposure and/or other factors, non-residents may not be members of clubs that use specialized equipment and/or specialized facilities including but not limited to swimming pools, bocce ball, Pickleball, tennis, craft complex, billiards, fine arts and table tennis. (Non-resident club members are denied guest privileges).  
Special note: non-residents who have purchased a non-resident annual golf pass will be allowed to join one or more of the four golf leagues as a non-resident member.
  - d) Club members who are not physically able to properly use specialized equipment and/or facilities must be asked not to use such equipment and/or facilities. Situations of non-compliance with such requests must be reported to the Association by an officer or chairperson of the club. If determined by the General Manager that an individual is not physically able to properly use specialized equipment and/or facilities that club member will be restricted from using such equipment/facilities. This restriction may be appealed to the Board of Directors.

#### **Section 4.2 Guests**

Once a club is recognized the club may establish rules and regulations concerning guest visitation, which fits their respective mode of operation provided that such rules do not conflict with rules outlined elsewhere in this document or other Association governing documents. All guests will be treated equally, but in a manner so as not to infringe on the rights of Members of SCOV. Procedures for guest usage should emphasize safety. All clubs and their members are to assure all rules and regulations of SCOV and club membership are followed.

- a) Resident Guest: A resident guest is a resident of Sun City Oro Valley and has a current facility use card and has not joined the respective club. Resident guests are entitled to participate in club activities as a guest, subject to availability.
- b) Non-resident Guest: Whenever practical, clubs may extend program hospitality to non-resident guests. The sponsoring resident or club is responsible for guests at all times.
  - i) Household Guest – Household guests may use recreation center facilities if accompanied by a member or via a member-purchased guest card provided they meet all respective club requirements for safety, training, attire and individual decorum.
  - ii) Community Guest – Members must accompany this category of guest in usage of facilities. It is the responsibility of the club's leadership and its members to see that such invitations are not abused.

### **Section 4.3 Use of Facilities**

- a) Club members or other Residents and Guests may use SCOV equipment and facilities under the supervision and control of a club, only in accordance with approved club rules.
- b) Clubs may engage in fund-raisers for specific purposes such as the purchase of, or payment for club equipment and supplies, speakers, parties, etc. Club fund raisers that involve purchase of equipment that will become SCOV property or will in some way directly impact SCOV are to be approved according to SCOV Board Policies.
- c) For safety reasons, where applicable, equipment will be made available for use only under the supervision of a monitor or instructor designated as such by the club.
- d) Clubs may charge for the use of equipment, supplies, and/or services under club control. (Note: A notice to this effect must be posted in the club's room.)
- e) Any club must prohibit use by those individuals unable or unwilling to use equipment safely or correctly in accordance with club safety rules, or as determined by the monitor on duty.
- f) When the demand for equipment usage exceeds availability, clubs will establish procedures to equitably limit the time allowed for equipment use, including reasonable usage by non-club members.

**Section 4.4 Participation Data** At the beginning of the club's fiscal year the Club leader must submit to the Facilities Coordinator the New Club Leader information and Club Roster within 30 days of their fiscal date.

### **Section 4.5 Program Supervision and Safety**

- a) **Club Monitor** – During all operating hours, a club monitor must be provided by a club with dedicated space, to ensure that all established safety and equipment procedures are followed. In the event a club monitor is not present when required, the working area of the facility will be closed.
- b) **Open Work Time** – All clubs with space dedicated for club use and Association owned equipment will schedule a minimum of 25% of their open time for use by the general membership of SCOV for open workshop. This time will not be hindered by meetings, instructional classes, or other planned courses, but must be under the direction of a club monitor if applicable. No Resident or Guest who would otherwise qualify for membership in a particular club shall be denied the use of any Association facility furnished to a club, even though he/she does not hold a membership in any club. And no club shall have any rules or regulations, except those for the health, welfare and safety of persons and/or protection of property, prohibiting the use of any facility by such Resident or Guest.
- c) **Operating and Safety Rules** – Operating and safety rules must be posted in a conspicuous location for member and guest convenience.
  - i) **Safety** – Clubs are responsible for providing the Programs and Facilities Director with a copy of and any subsequent changes to, safety rules. As a minimum, the written rules will explain the safe operating policies for all equipment, and



- identify safety awareness signs and accessory equipment required for the work area; e.g., safety goggles.
- ii) **Incidents** – All incidents involving personal injury, conflict, abusive behavior and other violations of the SCOV governing documents occurring in SCOV facilities will be reported to the administration staff or Association monitor on duty within 24 hours of the incident using an Incident Report form.
  - iii) **Club Monitors** – Monitors are given the responsibility of supervising a dedicated club facility and the use of equipment within that facility. Club officers will ensure that monitors are qualified in the use of equipment, and trained in related safety awareness measures. Monitors have the authority to deny the use of equipment to any individual who is either unable or unwilling to abide by stated safety rules.
- d) **Hours of Operation** – Dedicated club facilities will have a posted schedule of operating hours on the door or window of the facility including open workshop times.
  - e) **Election/Appointment of Officers** – As a minimum, clubs must have a leader who will serve as a contact person for SCOV or clubs may have a President/Chairman, Vice-President/Vice Chairman and Secretary/Treasurer if the club has developed bylaws.
  - f) **Club Communications**
    - i. **Email Security** – It is recommended to bcc all your club members when sending emails to protect their email addresses.
    - ii. **Campaigning** - No campaigning shall be conducted in club meetings or events and no use shall be made of club email lists for campaigning purposes. The exception to this shall be the Democratic and Republican Clubs which can conduct non-SCOV related campaigning. Club printed or email lists may be used only for club communications. They shall not be distributed or shared for non-club use.
  - g) **Business Communications** – Any club matter requiring action on the part of SCOV management or the SCOV Board of Directors will be submitted in writing over the signature of the club leader. The SCOV Board of Directors will not involve itself in any matter referred by a club unless it has been duly reviewed by the SCOV General Manager.
  - h) **Professional Counsel** – Clubs are not authorized to engage outside professional counsel in tax matters, legal issues, financial practices, engineering, architectural or construction for issues/projects that concern SCOV without the Club first obtaining advance written approval from the SCOV General Manager.
  - i) **Alcoholic Beverages** – The sale of alcoholic beverages is prohibited in all SCOV facilities except as provided by the SCOV liquor license. As a matter of convenience, SCOV will allow clubs to transport and dispense (NOT SELL) alcoholic beverages on SCOV property during club-sponsored functions. For this purpose, SCOV property includes all titled property covered under the SCOV liquor license. If clubs/residents wish to have alcoholic beverages provided for sale (or included in a ticket price), a request to do so must be made

to the Programs and Facilities Director. There is a sixty (60) day time frame (minimum) for obtaining approval to have the liquor license extended to other SCOV property for the purpose of a one-time event wherein the SCOV will provide the goods and labor and charge for each drink served. There is no guarantee that an extension of license will be granted, as it must be approved by the town of Oro Valley, Oro Valley Police Department and the State of Arizona Department of Liquor Licenses and Control.

- j) **Gambling** – Games of chance (gambling) conducted in a SCOV facility are to be conducted in accordance with Arizona State Statutes and approved in advance in accordance with SCOV Board Policy.

#### **Section 4.6 Facility Scheduling**

- a) Responsibility: The responsibility for scheduling SCOV facilities shall be made through the Facilities Coordinator.
- b) Facility Reservations:
  - i) Clubs with rooms scheduled on a regularly occurring basis will be added to the calendar unless there is a conflict. At that time an agreeable option will be worked out. Association events and committee events or as directed by the General Manager may pre-empt any Club event at any time.
  - ii) Publication of Dates: Once approved, club schedules may be posted in the "Tipster" by each club.
  - iii) Changes of Dates: Based on facility availability, clubs may request a change in their regular schedule at any time by submitting a request to the Programs and Facilities Director.
  - iv) Club Contact Changes: Need to be reported to the Facilities Coordinator.
  - v) Allocation of Facility Space: The allocation of space in SCOV facilities is dependent upon availability. As space allows, clubs are provided with regular meeting/activity space, and promotion of the same without charge. The Programs and Facilities Director reserves the right to pre-empt club space for SCOV functions. In such situations, the Programs and Facilities Director will provide as much advance notice as possible to minimize inconvenience to club members.
  - vi) Special Activities or Events: Clubs desiring use of a facility for a special event must submit a request to the Programs and Facilities Director. In case of a conflict in requests from two different categories of authorized users, the time of receipt of the request by the Programs and Facilities Director will determine the order of assignment. SCOV membership and clubs will receive priority over other non-affiliated groups.

**Section 4.7 Webpage** SCOV will provide one webpage on our website to include promotional photographs, an overview statement and a link to a club managed page, if requested. Any additional information will need to be managed by the club on its own website and at its own expense. We recommend Wix or Weebly web site platforms as they are both inexpensive (or free) and easy to build and maintain.

#### **Section 4.8 Audio Visual (AV) Support**

- a) Club AV Support must come from within the club or from an individual volunteering to assist the club on AV presentations.
- b) Individual's providing AV support must demonstrate to the AV Monitors the ability to use the equipment and placed on an approved list of AV users. A manual is provided to assist in this effort.

**Section 4.9 Annual Club Presidents' Meeting** The General Manager and Programs and Facilities Director shall meet with the presidents/chairpersons of all clubs at least once a year. These sessions are held to update policies, clarify procedures, and discuss mutual concerns.

**Section 4.10 Storage** SCOV provides limited storage space for clubs. Guidelines for the use of these storage areas are as follows:

- a) Storage space will be allotted to SCOV clubs only.
- b) Storage will be allowed for items used on a regular basis for the club to function. These items include, but are not limited to: playing cards, score sheets, cups, sugar, creamer, coffee, napkins, music, club records and etc.
- c) Decorations fitting within the assigned club's storage space will be allowed. If the decorations or any other item stored by the club exceeds the boundaries of the assigned area the club's storage privileges may be revoked and the items may be removed. It is recommended that decorations be stored in the homes of club members or a rental storage unit.
- d) Storage space will be assigned by the Programs and Facilities Director.
- e) The membership size and functional needs of the club will determine the allotted amount of storage space given to a club.
- f) Clubs will maintain and keep allotted space neat, clean and orderly.
- g) Clubs violating this policy may be denied storage space and existing club items in a SCOV facility may be removed.

**Section 4.11 Club Files** Each club will maintain its own files and will provide copies of the following documents to SCOV and maintain original on file with the club.

- a) Original Application for Charter.
- b) Charter Membership Roster submitted annually
- c) Approved initial Charter or Bylaws. All amendments must be submitted to the Programs and Facilities Director for SCOV files.  
(Note: In case of conflict between SCOV files and club files, dated and signed SCOV file copies will take precedence over any other "unofficial" versions.)
- d) Club operating rules and/or safety programs.
- e) All other documents, including minutes, financial records, etc., will be maintained by the club.

**Section 4.12 Disclaimer** Sun City Oro Valley Community Association, Inc. (Association), an Arizona non-profit corporation, sponsors Chartered Clubs and other groups (Clubs/Groups). Association does not monitor or supervise the activities of the Clubs/Groups and hereby disclaims any and all liability and responsibility with respect to such activities. Any person who participates in such activities does so at his or her own risk, for himself/herself and other persons for whom such person may be responsible, is deemed to have waived and released Association and its members, directors, officers, employees, representatives and agents from and against any and all liability, claims, expenses, damages or injuries that

may be suffered or incurred by such person arising out of the participation in such activities.

## **ARTICLE 5 FINANCIAL**

Financial information is provided as a courtesy guideline. If a club has questions or needs directions regarding these matters, the club should consult with a professional in the appropriate field.

### **Section 5.1 IRS - Internal Revenue Service Requirements**

- a) Clubs may want to apply for a federal employer identification number.
- b) It is the responsibility of the clubs to know and satisfy the requirements of the IRS.
- c) If your club generates \$5000 or more per year, it is suggested to consult a tax advisor.

**Section 5.2 Nonprofit Status/Tax Exemption** If a club wishes to be officially recognized as a tax-exempt organization, it must file an application and receive a favorable ruling with the IRS. The process to file can be found on [irs.gov](http://irs.gov) under Applying for Tax Exempt Status.

**Section 5.3 Insurance** As with any activity that takes place on SCOV property, SCOV has liability and property insurance which will cover club members if SCOV is found liable. However, SCOV does not carry insurance that will cover club members, guests or other parties for any activities that take place outside of the SCOV property. Further, due to the complete lack of control and authority that SCOV has over any club activity that takes place outside of the SCOV property, SCOV assumes no responsibility and assumes no liability for any incident or occurrence that may take place during a club activity that takes place outside the SCOV property.

**Section 5.4 Accountability and Records** *(recommended and required practices to assure club financial records are properly maintained)*

- a) Club Treasurer – This individual will be responsible for securing and properly recording club revenues and expenses.
- b) Records and Policies:
  - i) Operating Procedures – Club Bylaws and/or operating instructions should specify the necessary procedures to protect basic financial transactions including:
    - 1) Check and balance procedure precluding a single individual from ordering, receiving, inventorying, and disbursing merchandise.
    - 2) Cash control procedures, which require dual signatures on club checks over \$1,000, unless the club through its bylaws or operating procedures is more restrictive.
    - 3) Requirement for periodic inventory of retail and fixed assets, reconcile results to source document, and report findings to membership.
    - 4) Money received should be duly recorded. All disbursements should be made by check or from a

- petty cash fund, with backup documentation including invoice or signed receipt as applicable.
- 5) All funds in the club treasury at SCOV fiscal year end should remain the property of the club.
- ii) Bank Accounts – All bank accounts should be in the name of the club and continue through succeeding administrations.
- iii) Financial Records – All financial transactions should be recorded in the treasurer's records, and such records must be retained for a period of 7 years plus current year.
  - 1) Annual Financial Statement – Clubs should complete and keep on file annual financial statements in the club's records as required by IRS regulations.
  - 2) Contributions – Club income should be set to cover all club expenses (operating and capital).
- iv) Contracts – Any individual or group solicited by a club to perform a specific service on the SCOV property for a charge must be engaged through a written contractual agreement. The Contract for Services provided by SCOV must be used for this purpose.
  - 1) The purpose of a contractual relationship is to establish the fact that the club neither intends, nor implies, that an employer-employee relationship exists.
  - 2) Copies of all contracts for services to be performed on SCOV property between a club and a contractor must be submitted to the Programs and Facilities Director for approval.

**Section 5.5 Property and Equipment** Clubs may charge users for the purchase, replacement, repairs and/or maintenance of equipment that is dedicated for club use as indicated herein.

- a) Purchase of New Equipment Clubs desiring to purchase new equipment with an estimated unit cost of \$500 or more that will become property of SCOV must submit a "Request for Purchase of Equipment" form to the SCOV General Manager. Once approved, and the item purchased, a copy of all purchase documentation must be forwarded to the SCOV accounting office. All purchase documents will be used for accountability and insurance requirements.
- b) Equipment Replacement SCOV provided and purchased equipment dedicated for club use only, may be replaced according to the Asset Replacement Schedule as determined by the General Manager.
- c) Repairs & Maintenance to Equipment and/or Facilities
  - 1) Requests for remodeling repair or correction of facility deficiencies will be evaluated by the SCOV General Manager for program need and funds availability.
  - 2) Maintenance and repairs to equipment under club control shall be the responsibility of each club. Clubs may also charge the cost of damage to equipment resulting from careless or improper use to the individual(s) responsible. Such charges may be appealed to the SCOV Board.

- d) **Equipment Rental** Any equipment borrowed or rented from an outside source by a club is done so at the expense of the club. Clubs do not have the authority to loan any equipment or supplies belonging to SCOV, except to another SCOV club.

## ARTICLE 6

### SALES POLICIES IN ARTS AND CRAFTS FACILITIES

**Section 6.1** **Purpose** Arts and Crafts facilities are intended for use by SCOV members for the express purpose of pursuing and encouraging hobbyist activities. The use of these facilities is NOT intended to promote or enhance commercial gain. *All clubs and individuals are subject to the Gift Shop Rules and Regulations.*

**Section 6.2** **Club Sales** The sale of merchandise created on SCOV equipment shall follow the guidelines outlined in Board policy OPR-008 – Sales of Merchandise and Services.

**Section 6.3** **Hobbyist Supplies**

- a) Clubs may sell hobbyist supplies to members at reasonable rates as long as any profit derived is returned to the club. Individual club members are not allowed to engage in internal resale activities (including hobbyist supplies) which result in personal monetary gain.
- b) Hobbyist supplies for resale may be displayed in the shops as a convenience to members, but they will not be displayed openly to the general public; i.e., Gift Shop or club-display windows.

# APPENDIX

## Forms available through the Facilities Coordinator

- 1) Sample Bylaws
- 2) Sample Charter
- 3) Waiver – Club Membership Limit (Section 2.3-Prerequisite)
- 4) Waiver – Room Rental Fee (Section 3.2.c-Procedures)
- 5) Club Officers/Leadership
- 6) Membership Roster
- 7) Contract for Services Provided in SCOV
- 8) Sale of Non-Gift Shop Merchandise Procedures Agreement
- 9) Incident Report (Obtain from monitor on duty)

## Restated dates

1. February 21, 2020 –Monitor added to definitions (scrivener)
2. January 28, 2020
3. April 23, 2019
4. January 22, 2019
5. December 14, 2017
6. February 28, 2017
7. September 22, 2015
8. March 26, 2013
9. January 26, 2010
10. December 15, 2009
11. May 23, 2006
12. April 27, 2004
13. August 26, 2003
14. March 23, 1999
15. January 25, 1993