

**LEISURE VILLAGE WEST
RULES GOVERNING CLUBS AND GROUPS**

The Recreation Director must officially recognize a Club/Group to be entitled to reserve rooms and equipment for meetings and other events, use the parking lot for bus trips, publicize events in the Leisure Village West News, FRONTSTEPS, Creeper and bulletin boards. These are the rules for obtaining official recognition and functioning as a recognized Club/Group in Leisure Village West.

1. **Application:** Application forms for recognition shall be submitted to the Recreation Director. Each application must state the purpose, value, and type of Club/Group and affirm that no other Club/Group of the same kind presently exists. Upon review and recommendation by the Community Services Committee, the Recreation Director will grant or deny the application.
2. **Qualification for Membership:** Only residents of Leisure Village West shall be entitled to be members of any Club/Group.
3. **Clubs:** Clubs provide bylaws that constitute rules to be followed by its members, including four or more officers including a Treasurer. May run traditional fundraisers/special events and out-of-village trips. May conduct open and closed meetings at their discretion. May invite guest speakers/entertainers subject to LVW's general rules and policies. Non-residents are only permitted to attend a Special Event or Fundraiser when an admission fee is charged.
 - i. Clubs shall be entitled to one scheduled primary meeting date per month. Clubs with a stated goal of conducting weekly meetings may conduct up to three additional meetings per month following the rules governing their organization. The number of weekly meetings may be reduced if and when demand exceeds available space.
 - ii. Clubs shall submit a list of current officers and an annual calendar of regularly scheduled primary meeting dates, Board meeting dates, and fundraiser/special events for the calendar year. Fundraisers must be identified when submitting the annual calendar. Requests must be approved by the Recreation Director and will be based on the availability of the facilities. Annual calendars should be submitted no later than December 1, to be included on the calendar for the following year. (Forms are available at the Recreation Office and on FRONTSTEPS.)
 - iii. Clubs wishing to use the facilities for Special Events/Fundraisers will be limited to four (4) events per year, two (2) on their scheduled meeting date and two (2) on alternate dates based on availability. A Special Event/Fundraiser is one in which admission is charged or a donation is requested, such as, but not limited to, dances, picnics, card parties, fashion shows, musical venues, out-of-village luncheons, dinners, and trips. The Dance Club may hold four (4) Open Dances/Fundraiser Events with non-resident guests and six (6) Social Dances with residents only.
 - iv. Clubs must schedule out-of-village trips with the Recreation Department before making a firm commitment with a bus company. Trips are limited to (4) four per year two (2) of which may be multi-day trips. The Travel Club is exempt from this rule and is permitted to conduct a reasonable number of multi-day trips as approved by the Recreation Director. The bus company must provide a Certificate of Insurance which

the club will submit to the Recreation Department before the trip's departure. Clubs are not permitted to conduct Casino trips. Casino trips are under the jurisdiction of the Recreation Department.

- v. Each Club is required to be aware of the applicable legal, tax, and community-specific requirements that the Club complies with such requirements. Each Club should consult with legal and tax counsel, as it deems appropriate. Clubs that meet monthly are required to give a quarterly financial report at the business portion of the meeting. Clubs that meet less frequently will be required to give a financial report as close as possible to a fiscal quarter. Financial reports should not be posted on social media.
- vi. The Club's bylaws will include provisions for the distribution of the treasury should the Club disband. The provision must include that not less than fifty percent (50%) of the distribution be appropriated back to the Recreation Department. National Organizations are exempt.
- vii. Clubs must obtain a Social Affair Permit whenever alcohol is to be served at a Club function. This includes beer and wine. Permits are obtained from the Township and then forwarded to the State for approval. The approval process may take several months. B.Y.O.B. is permitted at club functions and may be advertised as such.
- viii. All Clubs are required to have a State Registration Certificate ID and Township License when holding a 50/50, gift raffle or lottery ticket raffle. The State will issue a Registration Certificate ID# for a nominal cost to the Club. The Registration Certificate number is valid for two years. Once the Registration Certificate ID# is received, the Club should apply for an annual license through Manchester Township. The Township requires Clubs to list the dates of all 50/50 raffles. Clubs may apply separately for any special raffle event. The Club's raffle license must be clearly displayed during all raffle sales. A copy of the raffle license must be filed with the Recreation Department.

4. Groups: Must declare specific goals, a common interest, or a mutual desire to share knowledge.

- i. Groups may not collect dues or have any other financial transactions.
- ii. Provide simple bylaws or a document that constitutes rules to be followed by participants.
- iii. Provide one or more contact persons.
- iv. Meeting space will be provided based on the number of participants and the availability of facilities.
- iv. Fundraising and raffle events are not permitted.

5. General Rules:

Advertising flyers for display in plastic wall bins shall be limited to 8 1/2" x 11." Posters used at ticket sales conducted in lobbies shall not exceed 16" x 20." Approval by Recreation Department shall be obtained before posting. Ticket sales in the lobby must be preapproved by the Recreation Director and the Club in session on the day of the sale.

All LVW audio/visual equipment must be operated by a person certified as qualified by the Recreation Department, Video training on audio/visual equipment will be made available. At least one member from each club should be certified in A/V operations. If a Club/Group cannot provide a certified operator, the equipment will not be made available. All equipment must be returned in the condition it was received. The Club/Group shall be responsible for the cost of repairs. The above shall be strictly adhered to or future use will be denied.

The Recreation Director will be responsible for scheduling the use of buildings, rooms, patios, and equipment. **All schedules are subject to change based on space availability.** Kitchen use will be limited to meeting dates and scheduled special events. It is the responsibility of the Club/Group to ensure the facilities are left clean and in good condition following their meeting/event. If a private caterer is used, a Certificate of Insurance for the vendor must be received by the Recreation Director no later than 7 days before the event.

Association and Recreation sponsored events shall have priority for all room reservations and dates. Clubs' and Groups' approvals shall then be subject to the following hierarchy: Clubs will always have priority, followed by groups.

Club and Group articles in the LVW News magazine will be based on available space and first, come status in accordance with the previously stated hierarchy. Creeper Channel notices are subject to the existing rules in accordance with the Recreation Department's established procedures. Clubs and groups are encouraged to advertise on FRONTSTEPS. **No Club or Group is to place articles in outside publications that reference any upcoming or future events.**

In the event there is a conflict between Clubs/Groups with no mutual resolution, the matter shall then be referred to the Recreation Director and the Community Services Committee to review the matter. The Director and the Community Services Committee shall conduct a hearing with the disputants to resolve the dispute. In the event of an impasse, the Recreation Director shall communicate the final disposition.

If a Club/Group does not comply with these rules, they will forfeit their right to function in Leisure Village West and all privileges shall be revoked.

If there is a conflict between these rules and any Club's governing documents, these rules shall prevail.

DISCLAIMER: The Leisure Village West Association, Inc. does not review, oversee, maintain, manage, insure, protect, or guarantee the finances of any organization. Full responsibility for the management of all Club and/or Group funds lies with the individual club or group and its officers.

Furthermore, Leisure Village West Association, Inc. does not plan, supervise or endorse any Club activities or events and is not responsible for any damage or injury of any kind that occurs at or results from any Club activities or events. Any person who participates in any Club activity or event does so at his or her own risk.

Adopted by BOT: July 5, 2000
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