

# **SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES**

## **CLUBS**

Sec. D 4.01  
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5/97, 7/09

### **GENERAL**

The clubhouse and its facilities are intended for the use of residents of Summerfield. The Clubhouse Committee is charged with administering the policies for the use of these facilities. Rules hereby established are flexible enough to allow administrative decision making. This section provides those rules.

### **CLUBS**

An established rule has been that "no rent will be required from Summerfield recognized clubs."

In order to be entitled to the use of the clubhouse in this category, the club must be recognized and listed by the Board of Directors. All groups not so recognized will be subject to the rules applying to "private parties" with respect to use of the clubhouse. Recognition gives the group priority for reservations and use of the facilities without charge as compared with private parties. A list of clubs, who have made advance deposits, is on file in the office. An appropriate amount will be deducted from these deposits if it is necessary for the SCA to hire a cleaning service following an event by these clubs. Deposits will be replenished in October or at the time of their renewal application.

### **QUALIFICATIONS FOR A RECOGNIZED CLUB**

A club must be open to all Summerfield residents or to the broadest segment of Summerfield that can participate to be recognized and listed in this section. The club may have minimum practical restrictions for participation such as ability (dancing, bridge, etc.), or as to gender (Men's Club), but it is the intent that club membership and/or enrollment in classes be open to all residents. The club, through its President, will be responsible for compliance with its own guest policy and with the rules for use of the clubhouse.

### **PROCEDURE FOR RECOGNITION**

The process for listing as a "Recognized Club" will be to submit an application to the Clubhouse Committee, which it will forward along with its comments and/or recommendation to the Board within 30 days. Recognition shall be by the Board of the Summerfield Civic Association and documented in this section.

## **RECOGNIZED CLUBS**

The following existing clubs are recognized for purposes of qualifying for clubhouse use. All others will be expected to follow the above procedure for initial recognition.

Recognized clubs:

Arts	Crafts
Open Studio	Dance
Watercolor	Line
China Painting	Social (Ballroom)
Book	Garden
	Golf
Bridge	Ladies'
Monday	Men's
Wednesday	Mahjongg
Thursday Night	Needlecrafters / Quilters
Thursday Duplicate	Physical Fitness
Canasta	Tennis
Pinochle	Men's
Poker	Women's
Computer	Travel

## **GUEST POLICY**

Due to the difference in the number of members of various clubs, the frequency of meetings, the facilities used, etc., a visitation policy for guests for one club might not be desirable for another. Each existing club having written by-laws will amend their by-laws to include a section on their guest policy. When writing the amendment they should consult with the SCA Board member assigned as liaison between the club and the SCA Board. The amendment must be approved by the SCA Board. If the club does not have written by-laws, a written memo submitted to the Administrator will suffice.

## **MEMBERSHIP POLICY FOR CLUB**

The general policy of the Summerfield Civic Association is that membership in all recognized clubs and activities will be limited to SCA residents. It is realized, however, that some clubs, because of limited interest, requirements for substantial physical activity, or need for special skills may not be able to sustain their club or activity without recruiting some members from outside our community. Clubs experiencing such decline in membership may, on an individual basis, apply for approval of a class of membership entitled "Guest Member." Approval will be granted only for cases where the need is demonstrated and it will be in the interest of the resident members and the community of Summerfield.

The primary rationale for approval of guest members will be to meet practical minimums to maintain the activity. Therefore, if the club can be maintained without outside "guest members," approval for that class of membership is unlikely. The following criteria should be recognized before submitting a request for approval of a "guest member" waiver:

1. Guest members will constitute no more than 20% of club membership.
2. Guest members will have access into the clubhouse only in company with a resident member; they will not be given keys; they cannot hold office or have voting rights.
3. If club membership requires payment of dues, guest members shall pay dues equal to, or greater than, resident members.
4. Guest members must be 55 years of age or older.