

Club, Group and Organization Changes

In September 2015, a Subcommittee of the Recreational Facilities Executive Committee (RFEC), known as the Club Rules Review and Oversight Committee (CRROC), was formed. The CRROC reviewed the information and procedures required for clubs/organizations to request the use of Trust/Clubhouse space for meetings, functions or events. The Facilities Management Company (Vesta) is charged by the Federation Board with the responsibility of ensuring that all clubs, individuals or social groups who reserve space within the clubhouses (for meetings, functions or events) are compliant with the Rules and Regulations, Articles of Incorporation & Bylaws of the Kings Point West Recreational Rules Association, Inc. documents.

Q: What has changed?

A: The Kings Point Policies and Procedures document have been expanded to support Section II, J of the Rules and Regulations, Articles of Incorporation & Bylaws of the Kings Point West Recreational Facilities Rules Association, Inc. document. The recent change clarifies the definitions of social groups and sanctioned clubs.

Q: What is considered a social group? What is considered a sanctioned club?

A: A social group is a small group of people who share similar interests that gather for informal meetings, discussions or activities. Social groups are not permitted to collect membership dues or fees. Social groups are not permitted to hold functions that require an admission fee or charge for use of trust space. Social groups are permitted to charge a nominal fee to cover the cost of basic supplies, decorations or food/beverages. *

- Social Groups larger than 20 people, who hold ticketed functions, no more than two times per year, must submit a treasurer's report to the business office within 10 business days after each function.

A sanctioned club is defined as a group of people who share similar interests that gather for formal meetings, functions, events and activities. Sanctioned Clubs are permitted to charge membership dues. Sanctioned clubs are permitted to hold functions that charge an admission fee to cover the cost of basic supplies, decorations, food/beverage, entertainment, etc.*

Q: Why do we have to become sanctioned?

A: Becoming sanctioned allows the club to book space in clubhouses without paying room rental fees as stated in Section II, J of the Rules and Regulations, Articles of Incorporation & Bylaws of the Kings Point West Recreational Facilities Rules Association, Inc.

Q: How do I become sanctioned?

A: To operate as a sanctioned club, clubs must provide the Facilities Management Company with the following documents:

Required Yearly - Must be provided to the Business Office on a yearly basis within 10 business days from the election of new officers.

- Club by-laws
- Documentation of Membership records
 - Club President must be a Kings Point Resident
 - 75% of club's Board of Directors must be Kings Point Residents
 - A voided check from club bank account or a bank statement in the club's name

Ongoing - Must be provided to the Business Office within 10 business days of each function where admission or a fee was charged.

- Special Event Profit/Loss statement (Standard P & L worksheets are available in the KPCH Business Office)
- Receipts and contracts for any expenses over \$100 for each function
- Copies of all charitable donations

Q: What if we are a social group within an Association?

A: Associations must also provide a treasurer's report (form available in the business office) within 10 business days of each function or special event (not to exceed 2 per year) where admission was charged for attendance.

If your association holds more than 2 events per year where an admission fee is charged for attendance, the "Social Group" within the Association must become a sanctioned club.

Q: Why is Vesta involved?

A: Vesta oversees the management of the clubhouses and therefore is responsible for collecting room rental fees for all non-sanctioned clubs and or groups.

Q: Does Vesta manage clubs?

A: No

Q: When does this need to be completed by?

A: In order to book space within the clubhouses without a room fee, all paperwork must be submitted and approved by the May room lottery.

For questions, please contact Tosha Salinas, Business Office Manager, 387-3481.