



BVSA RECOGNIZED CLUB RULES & REQUIREMENTS

“Recognized Club” means any nonprofit club, group, or other association of persons, whether incorporated or unincorporated, recognized by the Association as making a significant and material contribution to the social, welfare, educational, or recreational activities or interests of Association Members, comprised of fifteen or more members, the members of which consist solely of Association Members and Bear Valley Springs resident tenants who are non-Association members who have been assigned Use Privilege Cards.

Individuals who are not Bear Valley Springs property owners, and are Recognized Club participant guests, must be sponsored by a Recognized Club Member who is a Bear Valley Springs property owner in good standing, or, a Bear Valley Springs tenant who has been assigned amenity privileges.

All Recognized Clubs shall maintain an official roster of club members, including Name, Lot and Tract Numbers and Address of Association Members, and Bear Valley Springs resident tenants who are non-Association members who have been assigned Use Privilege Cards.

It is the responsibility of the Recognized Club to keep its membership list up to date and make the list available to the Association ANNUALLY, or upon request. **All BVSA Recognized Clubs Must submit the following documentation to the Association Office no later than March 31st of each year:**

- Member roster which includes member name, tract/lot & address
- List of the club officers that includes their name, title, address, lot/tract number, contact phone number and contact email address.
- Copy of the club’s By-Laws (if amended during the previous year)
- Proof of insurance, naming BVSA as additional insured (this only applies to a club that has physical activities or activities that may cause personal injury or property damage).

ADMINISTRATIVE PROCEDURES

Request for Annual Documentation

1. A formal request for annual documentation will be made by the Secretary of the Board. The request will go out to all Recognized Club Presidents and/or the club contact. This should be done no later than February 15th of each year. This can be done through email, telephone or U.S. mail.
2. Clubs will be given until March 31st to submit the required information to the Association Office.

3. The Board Secretary will maintain a spread sheet tracking system to track the progress of the annual documentation being requested and submitted.

Club Documents Filing

1. A club roster, list of officers, proof of insurance and updated Bylaws will be filed in the BVS Recognized Clubs notebook for each of the Recognized Clubs.
2. A copy of proof of insurance will also be filed in the Insurance Certificates Notebook. Both notebooks are located in the Board Secretary's office.

Enforcement

1. Any Recognized Club that does not submit their annual information update by March 31st shall be placed on the April Board of Directors Regular Meeting agenda to for the Board to consider an action against them for being in violation of the Association Rules.
2. Based on the decision of the Board, a Board letter may be drafted and then sent to the offending Club President, advising that their status as a Recognized Club will be removed if they do not supply the required documentation by the specified date that is four days prior to the next Regular Monthly Board meeting date in May.
3. If a Recognized Club does not supply the required documentation by the date given, they will then be placed on the Regular Monthly Meeting agenda in May for the Board to consider the revocation of their status as a Recognized Club.