



Clubs – Formation, Privileges, & Procedures

Club Criteria

Any residents wishing to start or organize a club must fill out the request form for club application and comply with the following guidelines:

1. A Mission Statement for the organization must be submitted to the GOCA Board of Directors for approval. No club is considered sanctioned until a written response of approval is received by the organizer. (See Attachment C.1)
2. The function of the club shall be civic, social, charitable or educational.
3. The Club will need to provide a written set of by-laws which must include an indemnification language for its officers/event organizers (see attachment C.2)
4. ONLY Greenbriar Oceanaire residents in good standing can join the club.
5. Speakers and instructors are permitted but must be in compliance with the GOCA speaker guidelines. (See “Speaker Guidelines”)
6. The club must be a sanctioned Greenbriar Oceanaire club. National organizations will not be sanctioned as a club or qualify for room meeting space.
7. Religious, political or exclusionary organizations will not be qualified as an official club or group.
8. At least two officers are required.
9. The organizer must provide a list of at least fifteen (15) residents who will be in the club.
10. All residents must have the same opportunity to join any GOCA sanctioned club.

To remain a club with club status:

- An annual membership list and any bylaw revisions shall be supplied to the Concierge Office.
- An annual election of officers is required and the names of the officers provided annually (or at any change in officers.)
- Club officers must ensure that all members of their club are aware of the club by-laws. New members should be given a copy of the club by-laws when joining.
- All clubs must submit a year end accounting statement, showing the years beginning balance of funds and the ending balance of funds. This must be submitted to the Community Manager’s office no later than Jan. 31 of the following year. (If a club is filing an IRS statement with a different year end, discuss with the Community Manager what paperwork can be provided.)



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Room Reservation Privileges

Clubs have the privilege of reserving a room and may request a room reservation (based on room availability). A room maybe reserved for:

- One (1) monthly meeting for three (3) hours, same time and location each month.
- Four events in addition to a club's monthly meeting may be scheduled each year. For any request beyond the four events, the Board may grant a waiver via special request.
- Scheduled trips or outings must be scheduled three months in advance. All dates must be cleared with the Clubhouse Director.
- Room requests are completed on an annual basis and assignments are on a first come, first served basis. Room setups should be provided to the Clubhouse Director in writing at least two weeks prior to the meeting date.
- GOCA appointed committees have first priority for room reservations followed by GOCA sanctioned clubs.
- Residents may utilize meeting rooms that are available that day.
- The Board Conference room may be utilized ONLY with special permission from the Community Management office and is not available for residents to utilize.

From time to time, the GOCA Management may need to cancel a room and reschedule a club meeting. This will be done with as much notice as possible given to the club.

Club Event Parameters

- Events, outings or trips should not be scheduled in conflict with the master calendar.
- Due to possible conflicts, large events sponsored by clubs has the potential to conflict with Association events/and other clubs. Every effort should be made to not be conflict with each other. The club should work with the Clubhouse Director to minimize the possible conflict between the groups. Because of the potential financial impact, an attempt will be made to not schedule events within two (2) weeks of either side.
- If using any part of the recreational features of the clubhouse (i.e., pool, golf course, ballroom), the club must abide by the general rules and regulations that apply to the area.
- Clubs must use the "preferred" food service provider (currently under contract by the GOCA) for any catered event. The "preferred" food service provider (FSP) is defined as the FSP currently under contract by the GOCA. Exception for using the preferred FSP can only be by granted by the Board of Directors and will be provided in writing. A catered event is defined as an event served by a third party.

Any club not adhering to the guidelines above may have their status as a GOCA sanctioned club revoked.

The GOCA Board of Directors reserves the right to update this guideline periodically as needed.