

On Top of the World Club Policies & Procedures

Success begins with Defining the Club's Purpose

- Look for shared passions to attract and sustain the club's membership
- The club's name is an important identification of who you are and what you do
- Clearly state your mission or purpose (social, educational, recreational, service oriented)
- Consider current On Top of the World clubs, avoid competing with existing groups

On Top of the World Club Requirements

- Clubs are for OTOW residents
- Guests are permitted with certain limitations (see Guest Attendance)
- OTOW clubs are not-for-profits organizations
- Using "OTOW" or "On Top of the World" as part of your club's name requires following licensure instructions included in your club packet

Formal or Informal Club

You will decide if you want to organize as an *informal* or *formal club*.

- **Informal Clubs do not require Bylaws.** An informal club is managed by the organizer. The club organizer is responsible for creating the club's rules and regulations. An administrative board is not required for informal clubs however, it is required that the club's organizer provides a non-familial alternate. If the club organizer or alternate contact changes, this needs to be updated in your files. Please notify the Recreation staff of this change immediately.
- **Formal Clubs require Bylaws.** Club Bylaws will define officer and member duties, as well as how the club operates. A copy of the Bylaws is provided to the Recreation Office to be kept on file. An administrative board* is required and should consist of:
 - **President:** Oversees club and board meetings. The president is responsible for requesting room reservations, club flyers, and enforcing rules set forth by the club and On Top of the World. If the club president changes, this needs to be updated in your files. Please notify the Recreation staff of this change immediately.
 - **Vice President:** Oversees the club's management in the absence of the president, and performs duties assigned by the president. Vice president is listed as the secondary person for requesting room reservations, club flyers, and enforcing rule enforcement. If the club vice president changes, this needs to be updated in your files. Please notify the Recreation staff of this change immediately.
 - **Treasurer:** Oversees club's finances such as collecting dues and paying the bills for club operations and activities.
 - **Secretary:** Records meeting minutes and publishes the minutes to the membership. The Secretary will also be responsible for coordinating all communications to the membership.

**Only resident owners can fill the administrative board positions.*

Club Room Reservations

- The privilege of reserving and using OTOW Central amenity space is for OTOW Central and Candler Hills residents, as well as residents of Indigo East and Weybourne Landing that have a Gateway of Services pass.

- For clubs with less than 5 members, we encourage you to meet in your home.
- To reserve a room for your club's meetings and/or events, the president, vice president or club organizer will use the OTOW APP to submit a room reservation request.
- Daily bookings are also available. *A daily booking is defined as reserving the room on the same day as the club's need for that room.* To facilitate a daily booking, please contact the Recreation Center Office at 352-854-8707 X7530, Rooms needed on Saturday or Sunday, can be booked on the preceding Friday. Daily bookings are on a first come, first served basis.

On Top of the World Club Membership Requirements

- OTOW Central and Candler Hills residents can participate in clubs or events within the OTOW Central amenities. Residents of Indigo East and Weybourne Landing communities must have the Gateway of Services noted on their ID to participate in clubs or events within OTOW Central amenities.
- Candler Hills clubs are exclusively for Candler Hills residents.
- Indigo East clubs are exclusively for Indigo East residents.
- Weybourne clubs are exclusively for Weybourne residents.
- Club Presidents and Club Organizer are responsible for checking resident IDs when accepting new members, as well as, club meetings and events throughout the year.

Guest Attendance

- A guest of an OTOW Central club, for the purpose of using an SCA amenity, is defined as anyone not having an OTOW Resident ID card that satisfies the following: (1) OTOW Central resident (2) Candler Hills resident (3) Gateway of Services Pass holder. Invited guests should be made known to the president, vice president or club organizer. It is the responsibility of the president, vice president or organizer to ensure that the guest follows all policies and procedures designated by On Top of the World and the club. Consequences such as loss of club privileges may ensue if guest attendance is not monitored by club leadership.

Guest Definitions:

- A. **Guest staying in the home of an OTOW Central, Candler or Gateway resident: welcome anytime**
 - B. **Guest from OTOW community (Non-Gateway Weybourne Landing & Indigo East): 4X year (per guest)**
 - C. **Guest from outside of OTOW: 2X year (per guest)**
- All clubs are allowed three (3) special events each year without guest restrictions.
 - Speakers, entertainers, caterers, elected officials, non-paid instructors, spectators or callers are not considered guests.

Fundraising Events

- Only clubs can reserve rooms for fundraising purposes. The fundraising event must be booked under the club's name and the event title must be clearly stated.
- The only promotional materials permitted are those generated by the OTOW marketing department. The Recreation department will facilitate the club's request for promotional materials including flyers, tickets, OTOW App, OTOW social media pages, www.otowinfo.com, and World News.
- Fundraising promotions will only be distributed within On Top of the World by the Recreation staff. These promotions should not be posted in public places outside of OTOW, nor on personal, social media platforms.
- It is highly recommended that you meet with Shannon Prince regarding fundraising events

Solicitation

In accordance with Association rules, solicitation by vendors, service companies, or any owners, residents or visitors is strictly prohibited.

Internal & External Club Reciprocity

- Internal Reciprocal Clubs are defined as existing clubs within On Top of the World, established in different communities. Presidents or Organizers of the clubs must meet with the Recreation Program Manager to discuss facility use between communities.
- External Reciprocal Clubs are defined as an existing OTOW club, that shares a relationship with a club from a community outside of On Top of the World. Presidents or Organizers of the clubs must meet with the Recreation Program Manager to discuss facility use between communities.
- Both internal and external reciprocal clubs should satisfy the following:
 - Share similar interest
 - Match closely in size
 - Meet with the Recreation Program Manager to confirm reserved space and arrangements

Club Promotion

Club presidents, vice presidents and organizers can request flyers through On Top of the World's marketing department at a cost of \$5.00. Flyers can be posted on OTOWINFO.COM, the OTOW APP and TV Slides throughout On Top of the World. To request a flyer please complete a [Community Event Submission Form](#). These forms are available in the Recreation Center Office on the 1st floor of the Recreation Center. You can also request an article in the monthly 'World News' newspaper by either emailing OTOWNEWS@OTOWFL.COM or calling (352) 387-7466.

Travel Clubs

Travel Clubs are only open to residents of On Top of the World Communities. Travel agencies will not be permitted to hold meetings or be guest speakers at meetings. Travel clubs cannot make arrangements for commercial bus lines to come onto On Top of the World properties.