Big Canoe POA Club & Organization Recognition Guidelines

Purpose

Big Canoe is home to a wide variety of clubs and organizations that bring Property Owners together through shared interests, activities, and experiences. These groups contribute to the vibrant community spirit that makes Big Canoe such a special place to live.

The Big Canoe Property Owners Association (POA) welcomes the formation of new clubs and organizations that encourage community involvement, foster friendships, and provide opportunities for Property Owners to connect.

To ensure consistency, fairness, and responsible use of community resources, the following guidelines establish the requirements for becoming and remaining a POA-recognized club or organization.

1. Eligibility and Formation

To qualify for recognition as an official Big Canoe club or organization, a group must:

- Be organized around a defined purpose, activity, hobby, or shared interest.
- Have a minimum of **10 Big Canoe Property Owners** interested in participating. *(Suggested minimum; subject to POA approval.)*
- Be open to all eligible Big Canoe Property Owners who share the club's interests, subject to reasonable participation or capacity limitations.
- Operate primarily for recreational, educational, cultural, social, charitable, or community-building purposes.
- Not operate primarily as a commercial enterprise or for the personal financial benefit of its organizers.
- Have a purpose and activities consistent with the community's governing documents and applicable POA policies.

The POA may consider whether an existing recognized club, committee, or POA department already serves substantially the same purpose when reviewing a new application.

2. Leadership and Organization

Each recognized club must establish an organizational structure that includes:

- A designated Club President or primary representative.
- At least one additional officer or designated alternate contact.
- Current contact information for club leadership.
- A written statement outlining the club's purpose and general activities.
- A method for communicating with members and coordinating club activities.

Club leadership is responsible for ensuring that activities are conducted safely, respectfully, and in accordance with POA policies.

Clubs are encouraged to establish basic bylaws or operating guidelines, particularly when collecting dues or managing club funds.

3. Application and Approval Process

Groups seeking official recognition must submit a Club Recognition Application to the POA.

Application link:

https://www.bigcanoepoa.org/property-owners/clubs-organizations/club-orgs/

1. Proposed club name.
2. Statement of purpose and description of planned activities.
3. Names and contact information for club leadership.
4. Number of interested Property Owners.
5. Proposed meeting frequency and anticipated facility needs.
6. Information regarding any membership dues, participation fees, or fundraising activities.
7. Confirmation that the club agrees to follow applicable POA rules and policies.

Applications will be reviewed by the POA or its designated representative.

Official recognition is not granted until the application has been reviewed and approved in writing.

The POA reserves the right to request additional information or decline an application that does not meet established requirements.

4. Membership and Participation

Recognized clubs should promote an inclusive and welcoming environment.

- Membership opportunities must be communicated fairly to eligible Property Owners.
- Clubs may establish reasonable participation requirements based on the nature of their activities.
- Clubs must comply with applicable laws and POA nondiscrimination policies.
- Clubs are responsible for maintaining their own membership records.
- Guests and non-Property Owners may participate only as permitted by applicable POA access and guest policies.

5. Use of POA Facilities

Official recognition may allow clubs to request the use of designated POA facilities, subject to availability and established reservation procedures.

- All facility reservations must be requested through the POA's approved scheduling process.
- Recognition does not guarantee a specific meeting space, date, time, or recurring reservation.
- Clubs must follow facility occupancy limits, setup requirements, and operating hours.
- Furniture and equipment may not be moved or rearranged without prior authorization. (Each room has an image of room setup.)
- Meeting areas must be left clean and orderly, with trash properly disposed of and removed from facility.
- Any damage or maintenance concerns must be reported promptly to the POA, preferably with photographs.

- Clubs are responsible for ensuring that members and guests follow applicable facility rules.

The POA may adjust or cancel reservations when necessary for operational needs, maintenance, safety, or community priorities.

6. Communications and Promotion

Recognized clubs may request opportunities to publicize their activities through designated POA communication channels, including *Big Canoe Living*, the POA website, and other approved outlets.

- All submissions must follow established Marketing & Communications guidelines and deadlines.
- Clubs must designate one primary contact responsible for submitting announcements and event information.
- Content must be accurate, appropriate, and relevant to the Big Canoe community.
- Publication is subject to editorial review, available space, and POA priorities.
- Official POA logos, trademarks, and brand elements may not be used without authorization.
- Recognition does not guarantee publication or promotion of every club activity.

Clubs are encouraged to maintain their own communication channels for routine member updates and internal business.

7. Financial Responsibility

Each club is responsible for managing its own financial activities.

- Clubs may collect dues or participation fees when appropriate and disclosed to members.
- Club funds must be managed independently unless otherwise authorized by the POA.
- Clubs may not enter into contracts or financial commitments on behalf of the POA without written authorization.

- Fundraising, sponsorships, and commercial activities involving POA facilities, communications, or Big Canoe identity use require prior approval.
- POA recognition does not imply financial support, insurance coverage, or assumption of financial responsibility by the POA.

8. Conduct and Community Standards

All recognized clubs are expected to conduct activities in a manner that reflects positively on the Big Canoe community.

Clubs must:

- Treat members, guests, POA employees, and other community members respectfully.
- Comply with applicable POA rules, facility policies, and safety requirements.
- Avoid activities that interfere with POA operations or the reasonable enjoyment of community amenities.
- Obtain appropriate approvals for special events or activities requiring additional resources.
- Take responsibility for the conduct of their members and invited guests during club-sponsored activities.

9. Annual Recognition and Renewal

To maintain recognized status, each club must complete an annual renewal process established by the POA.

This may include:

- Confirming the club remains active.
- Updating leadership and contact information.
- Confirming current membership and the club's continued purpose.
- Providing an anticipated schedule of meetings and events.
- Acknowledging current POA club policies.

Clubs that become inactive or fail to meet recognition requirements may lose their recognized status.

10. Suspension or Revocation of Recognition

The POA reserves the right to review, suspend, or revoke club recognition when a club:

- Repeatedly violates POA policies or facility rules.
- Misuses community facilities, resources, or branding.
- Engages in activities inconsistent with its approved purpose.
- Fails to maintain required leadership or membership information.
- Conducts activities that create significant safety, legal, or operational concerns.

When appropriate, the POA may provide an opportunity to correct identified issues before recognition is revoked.

11. Changes to These Guidelines

The Big Canoe POA reserves the right to amend these guidelines as community needs, operational requirements, and governing policies evolve.

Recognition as a Big Canoe club or organization is a privilege that carries responsibilities and does not establish a contractual right to POA facilities, funding, or promotional services.

Our Commitment to Community

Big Canoe's clubs and organizations play an important role in bringing neighbors together, creating meaningful experiences, and strengthening the connections that make our community unique.

These guidelines are intended to support that tradition while providing a clear and consistent process for new groups to become part of Big Canoe's club and organization community.