

Guidelines for Chartered Club Rules & Regulations

RCSC Chartered Clubs should address the following when establishing, amending, or reviewing their club rules and regulations:

1. Does your club require a minimum of skill for participation? If so, then define skill level required to participate.
2. What are the annual dues for your club? How often are they paid; i.e., annually, semi-annually, quarterly?
3. Does your club have honorary or lifetime club memberships? If so, define how they work. Honorary or lifetime memberships must be awarded only to RCSC cardholders in good standing.
4. Do you want to establish your annual membership meeting date in your rules and regulations or do you want the club's Executive Board to set it each year? One annual meeting is required; more can be held and scheduled; notification of RCSC's club office (*FORM BP:12-2*) of meeting schedule is required by April 30 for following year.
5. Do you want to establish your Executive Board meeting dates in your rules and regulations or do you want the club's Executive Board to set them each year? Two Executive Board meetings are required annually; more can be held and scheduled; notification of RCSC's club office (*FORM BP:12-2*) of meeting schedule is required by April 30 for following year.
6. Will Robert's Rules of Order apply at your club's meetings? Do you have any specific procedures or agenda required for your club's meetings?
7. Each club must have three officers: President, Vice-President and Secretary/Treasurer. Does your club want to have more officers or separate the Secretary and Treasurer position? Officer positions and duties must be defined in club rules and regulations. For example:
 - a. Example President. The President shall preside at all club meetings; direct all activities of the club's Executive Board, communicate with RCSC's club office, assure that the club's rules and regulations are updated and officially recorded. The President shall assure that the officers list and independent contractor agreements are up-to-date and filed with RCSC's club office.
 - b. Example Vice-President. The Vice-President shall preside in the absence of the President and shall perform such duties as may be required. The Vice-President shall assure that any acquisition or disposal of equipment, tools, furniture or fixtures is properly reported (CR-7) and prior approval is received. The Vice-President shall assure that proper procedures are followed and prior approvals are obtained for any club improvements or repairs.
 - c. Example Secretary. The Secretary shall record the minutes of all club meetings, ensure the retention and maintenance of the club's records, reports and communication. The Secretary shall assure the completion, submission and retention of the club's attendance records and membership roster. The Secretary shall assure that the information on RCSC's website about the club is accurate and up-to-date.
 - d. Example Treasurer. The Treasurer is the custodian of all club funds collected. The Treasurer shall assure that all monies are deposited and recorded accurately and that the club's financial records are properly kept and maintained. The Treasurer shall

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assure that financial reports are filed with RCSC's club office and that federal, state and local tax reports are completed and filed in a timely manner.

8. Are there any club rules and regulations regarding club officer's attendance at meetings? If so, this needs to be clearly defined, i.e.; if an officer misses three meetings in a row, they will automatically be removed from the position and another club member shall be elected/appointed.
9. Can or should officer's appoint a temporary replacement during extended periods of absence; e.g., for the summer?
10. What happens if a club's Executive Board member is unable or unwilling to complete their term? Should a new election be held? Should the remaining Executive Board members appoint a replacement? Does it depend on the length of time left in the term?
(see example of officer vacancy below)
11. What are your election procedures for club officers? Can they be re-elected? Is there any term limitation? What happens if a vacancy occurs? For example:
 - a. Example Club Election Procedure. The list of prospective officers given to the club President, which has been posted for at least 20 days before the election is brought before the club membership. On the [club's designated date for an election] the slate of prospective officers is brought before the membership. For each position open, the names are presented. Any additional names from the floor may be added at that time. A vote is then taken by [voice, hand or paper] for each officer position. No club visitor/guest may be present during club election.
 - b. Example Re-Election and Term Limitation. Club rules and regulations must specify terms, re-election and term limitation.
 - i. Club officers shall serve two (2) year terms. One half of the club officers shall be elected every year.
 - ii. Club officers may serve a maximum of [number of terms] terms in any one office. Any elected officer must remain out of office for [length of time] years before running for the same office again.
 - c. Example of Officer Vacancy (not temporary).
 - i. In the event of a vacancy of the elected officers, the club's Executive Board shall appoint a replacement from the club membership to serve out the balance of the term, provided it is less than six (6) months. If it is more than six (6) months, a club election with membership vote is required.
 - ii. If the club's President's office is vacated, it shall be filled by the Vice President and replacement shall be for office of Vice-President.
12. Does your club want to have committees; e.g., Nominating Committee, Club Rules & Regulations Committee, Auditing Committee, Quality Control Committee? If so, how are members of the committee(s) established; i.e., by appointment (*by whom*) or by election of the members? Can members of a committee also be club officers? What are the duties of the committees? For example:

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- a. Example Nominating Committee. The Nominating Committee is responsible to establish a list of prospective willing officers and committee members (if applicable) for the annual elections to be presented to the club membership prior to elections.
 - b. Example Club Rules & Regulations Committee. The Rules & Regulations Committee is responsible to review the club's rules and regulations to assure that they are in compliance with RCSC's Articles, Bylaws and Board Policies and to report any such discrepancy to the Executive Board and/or membership. The Rules & Regulations Committee shall submit to the Executive Board and/or membership any recommended amendments for vote.
 - c. Example Auditing Committee. The Auditing Committee shall assure that the club's Financial Report is accurate prior to submittal to the RCSC's club office each year by January 31. The Auditing Committee shall assure that the club's financial processes and procedures are in compliance with Board Policy and the club's rules and regulations.
 - d. Example Quality Control Committee. The Quality Control Committee shall insure the quality of craft items submitted for sale by the club. They shall respond to and resolve any customer complaints regarding items sold.
13. The club's Executive Board shall be comprised of the officers. Does your club also want to include committee chairpersons in the Executive Board? Does your club want to have one or two club members at-large as a part of your Executive Board?
 14. What are your club rules and regulations regarding authorizations for expenditures? Is there an amount the Executive Board can spend without membership approval?
 15. Are there any requirements if the club's treasury reaches a certain amount? For example: if the club's treasury is over \$300 a bank account must be established. What are your club rules and regulations regarding and number of signatures required? For example: A minimum of three club members must be signers on the bank account. How are club members designated as signers? Are the club officers automatically bank account signers?
 16. Does your club have a petty cash account? If so, please define the procedures required regarding this account. Are there limits for the amount of money contained in the club's petty cash? For example: Petty cash accounts cannot exceed \$100.
 17. Does your club require name tags? If so, what should be included; i.e., name, address, phone, emergency contact information?
 18. Does your club have monitors? If so, what are their duties? Club monitors are required if the club has tools or equipment in use that could cause injury.
 19. Does your club have paid independent contractors; e.g., instructors, callers or card club directors? If so, define their positions. What regulations are required by your club for such positions? What is the description of their duties?
 20. Neither club visitors nor club guests shall displace club members. Does your club allow visitors (*RCSC cardholders not a member of the club*) and/or guests (*non-Sun City residents*)? If so, define the rules and regulations regarding such; for example:

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- a) Are there club fees for a visitor or guest above the guest/day fee that must be effectively paid to the RCSC unless the club has an approved reciprocity agreement?
 - b) How many times, if any, can a visitor attend club functions without paying a fee? Is a visitor / guest limited to the number of times they can visit the club? For example: Sun City residents who are not RCSC cardholders can be a guest for a maximum of three (3) times.
 - c) How many times can a visitor come to the club without joining?
 - d) Is a visitor /guest required to have a club member host present?
 - e) Can a visitor / guest participate in club activities? Can visitors / guests operate the club's mechanical equipment? Both club visitors and club guests shall be required to meet minimum skill levels as defined in club rules and regulations prior to participation in any club.
 - f) Can a visitor / guest participate in club classes or instruction?
 - g) Can a visitor / guest attend club meetings? Are officer elections excluded? Only club members can vote.
 - h) Are visitors / guests only allowed at certain times of the year at the club?
 - i) Does the club allow for there to be more visitors / guests than club members at any club activity?
21. Each club's rules and regulations must define the number of articles an individual club member may sell during any calendar year, the percentage the club will receive from each sale, how complaints are handled regarding sales, and the relationship between using the club facilities, consigning items for sale and volunteering time to perform necessary club duties. Items for which club members received orders as a direct result of club activities shall be handled as club sales.
22. Are club members required to volunteer a certain amount of time as a monitor? If so, define parameters.