



# RCSC BOARD POLICY 12 CHARTERED CLUBS

**\*\*Information contained in this presentation is accurate as of 1/4/2022 and may be subject to change in the future due to changes in RCSC Board Policy 12 .**

**If you have any questions about the accuracy of the information contained within this presentation, contact your COC or the RCSC Chartered Clubs Office.**

# What's New?

- Chartered Club Office Staff
- COC – Restructure
- Educational Classes
- Attendance Records
- Pandemic Language

# YOUR RCSC CHARTERED CLUBS OFFICE TEAM





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Joelyn Higgins  
Communications & Marketing Coordinator

- Club Publicity Recap
- Joelyn Higgins
- email: [jhiggins@suncityaz.org](mailto:jhiggins@suncityaz.org); 623-561-4616
- Please include Club name & purpose in “Subject” Line
- SunViews – email: [sunviews@suncityaz.org](mailto:sunviews@suncityaz.org)
  - Due by the 5th day of month prior to publication
  - Club Events
  - Club Directory
  - Annual Articles
  - Sun City Gives Back – Charity Work
- Club Webpages
  - [www.suncityaz.org](http://www.suncityaz.org) - Recreation – Clubs
  - Email changes to: [webupdates@suncityaz.org](mailto:webupdates@suncityaz.org)

# COC - New Year, New Direction

COC = Clubs Organization Committee

Previous responsibilities:

- Each Club assigned a COC who could attend meetings, answer BP 12 questions.....

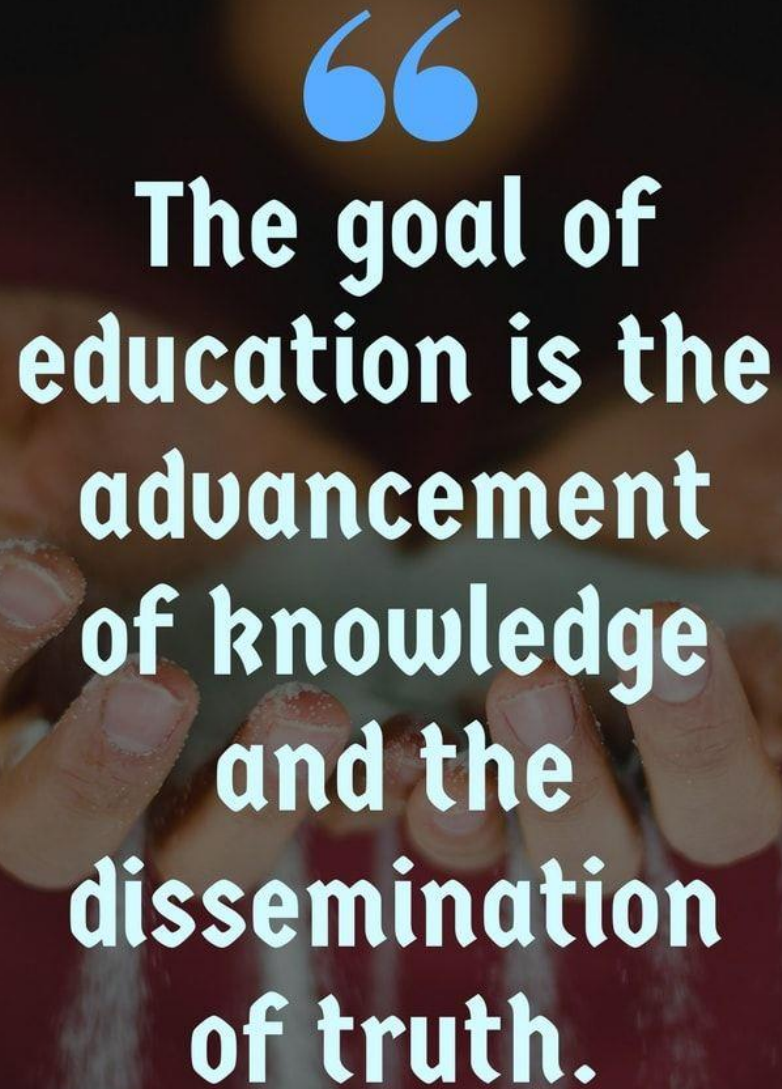
New focus:

- Act as a liaison/mediator for Clubs that encounter Code of Conduct issues, whether it is Club Member vs. Club Member or Club Member vs. Club Officer.

How does this benefit the Clubs?:

- One point of contact only – the Chartered Clubs Office
- Peer review of disciplinary issues, meaning Cardholder-to-Cardholder





“  
The goal of  
education is the  
advancement  
of knowledge  
and the  
dissemination  
of truth.

– John Fitzgerald Kennedy

DEVELOPGOODHABITS.COM

## New Educational Programs

990 Treasurer Training – February 3<sup>rd</sup> from 1:00-2:00pm  
February 7<sup>th</sup> from 9:00 – 10:00am

To be held in the Sonoran Room at the Grand Center

Conflict Resolution Training – March 3<sup>rd</sup> from 10:00-11:30am  
**Marinette Auditorium**

March 8<sup>th</sup> from 10:00-11:30am  
**Fairway Arizona Room 1**

March 21<sup>st</sup> from 10:00-11:30am  
**Sonoran Room (Grand)**

Roberts Rules of Order – Simplified

TBD

17. CLUB MEMBER & GUEST ATTENDANCE

Each RCSC Chartered Club with dedicated space must track daily club member and guest attendance and provide such data to the Clubs Office on a monthly basis. Clubs without dedicated space that use monitored areas must have Club members and guests check in with the Facility Attendant. RCSC will maintain club usage data separately from non-club usage data. In addition, clubs without dedicated space that use non-monitored space, e.g., a social hall, must turn in club attendance data to the Club Office monthly.

January			February			March			April		
Date	Members	Guests	Date	Members	Guests	Date	Members	Guests	Date	Members	Guests
1			1			1			1		
2			2			2			2		
3			3			3			3		
4			4			4			4		
5			5			5			5		
6			6			6			6		
7			7			7			7		
8			8			8			8		
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29						29			29		
30						30			30		
31						31					
	0	0		0	0		0	0		0	0



# Pandemic Language

A quorum for Chartered Clubs with club membership up to 100 club members shall be 20%, of 101-400 club members shall be 21 or 10%, whichever is greater and above 400 club members shall be 41 or 5%, whichever is greater. Quorums can be reached only in person except in the case of an act of God or pandemic situation where an electronic vote can be taken to reach a quorum.

# Chartered Club Requirements

Chartered Clubs are subordinate groups under the RCSC umbrella a non-profit organization under section 501(c)(4) of the Internal Revenue Code.

A Chartered Club **MUST** operate primarily to further the common good and general social welfare of the people of the community...

...and **MAY NOT** operate primarily to promote social welfare if its primary activity is carrying on a business with the general public in a manner similar to organizations operated for profit.

# Additional Chartered Club Requirements

Must maintain a Club Membership of 50 for Clubs with dedicated space and 25 for Clubs that share space

At a minimum, must have:  
a President and a Secretary/Treasurer \*

2 Executive Board Meetings Annually

1 Membership Meeting Annually

Establish Club Rules & Regulations approved by the Club Membership. Any changes, once established must be approved by Club Membership at a Membership Meeting

# Chartered Club Membership

Open to all valid RCSC Cardholders only

There is no special type of membership for  
non-RCSC Cardholders

Honorary/Lifetime memberships are only applicable  
to valid RCSC Cardholders

Only Club Members can vote or hold office. Each  
Club Member has one vote

To ensure members are in good standing, all Clubs  
must submit a current Membership Roster twice a  
year (March 1 & October 1)

## Correct Club Roster Submission



Anderson, Lou	123456
Anderson, Mary	123457
Burns, Janet	45678
Burns, Mike	45677
Campbell, June	489
Campbell, Philip	488
Dearborn, Winnie	9247
Johnson, Brad	901100
Miller, Mark	33516
Nelson, Fred	14555
Nelson, Wilma	14556
Payne, John	13687
Olsen, Joseph	11497
Olsen, Margaret	11498
Stewart, Joanne	16951
Stewart, Thomas	16952
Tapia, Jose	14589
Tapia, Maria	14590
Williams, William	16520

# Excel Format



PDF



Wrapped columns



Nick names



Personal information, address, telephone, email



Emergency contact



# What you get back

Cardholder #	Club Name for Cardholder #	Last Name	First Name	Expires	Status	
120627	MILLER, JOAN	MILLER	JOAN	10/05/2019	ACTIVE	
100693	MILLER, MADONNA	MILLER	MADONNA	11/03/2019	ACTIVE	
35311	NORRIS, CAROL	NORRIS	CAROL	03/22/2019	ACTIVE	
104339	SMITH, DONNA	SMITH	DONNA	03/26/2019	ACTIVE	
82182	STYL, MARLENE	STYL	MARLENE	03/03/2019	ACTIVE	
41098	WOLF, CAROL	WOLF	CAROL	04/28/2019	ACTIVE	
116980	WOOD, ANGIE	WOOD	ANGIE	12/14/2019	ACTIVE	
★ 30464	BURN, SUZANNE	BURN	SUZANNE	04/03/2015	DELETED	
912034	DILLION, NANCY	DILLION	NANCY	04/11/2017	DELETED	
913318	GOODE, ELAINE	GOODE	ELAINE	02/17/2017	DELETED	
913319	GOODE, JOHN	GOODE	JOHN	02/17/2017	DELETED	
134716	KELLEY, MICHAEL	KELLEY	MICHAEL	01/20/2018	DELETED	
913584	KRAUSE, JAN	KRAUSE	CAITI	03/31/2017	DELETED	
913564	UNDERWOOD, MIKE	UNDERWOOD	MIKE	04/01/2017	DELETED	
913102	WOODS, DAPHNE	WOODS	DAPHNE	04/03/2017	DELETED	
★ 912800	ZELL, MARSHA	JOHNSON	VELDA	10/17/2017	EXPIRED	
★ 915665	CUMMINS, JAN	STRONG	ALAN	08/01/2017	NO PRIV	

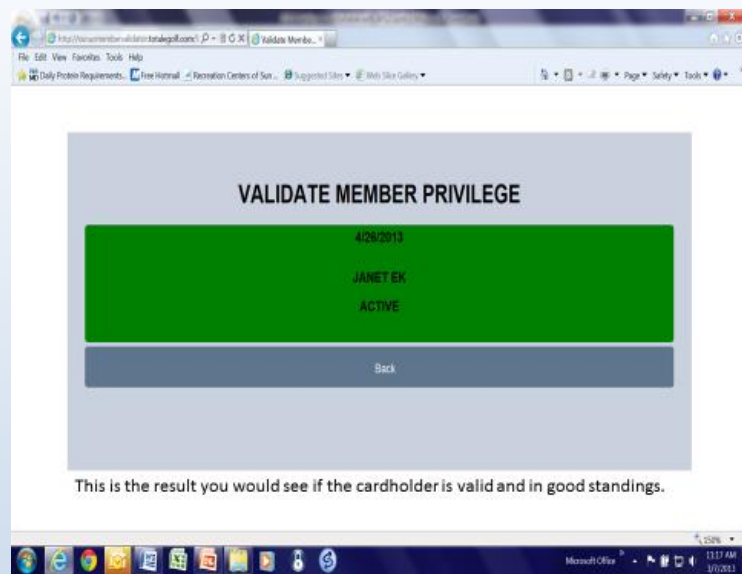




Clubs may verify if someone is a RCSC Cardholder in good standing on their own by logging onto [SunCityAz.org](http://SunCityAz.org), click onto the Recreation tab, Clubs tab there you will find Cardholder Validation Application

The screenshot shows a web browser window with the URL <http://sunazmembervalidator.totalegolf.com/>. The browser's address bar also shows tabs for 'Club Forms', 'Recreation', and 'Validate Member...'. The main content area has a light blue background with the word 'LOGIN' in bold black text. Below it are three input fields: 'USER ID:', 'PASSWORD:', and a 'Login' button. The Windows taskbar at the bottom shows the date as 3/7/2013 and the time as 11:59 AM.

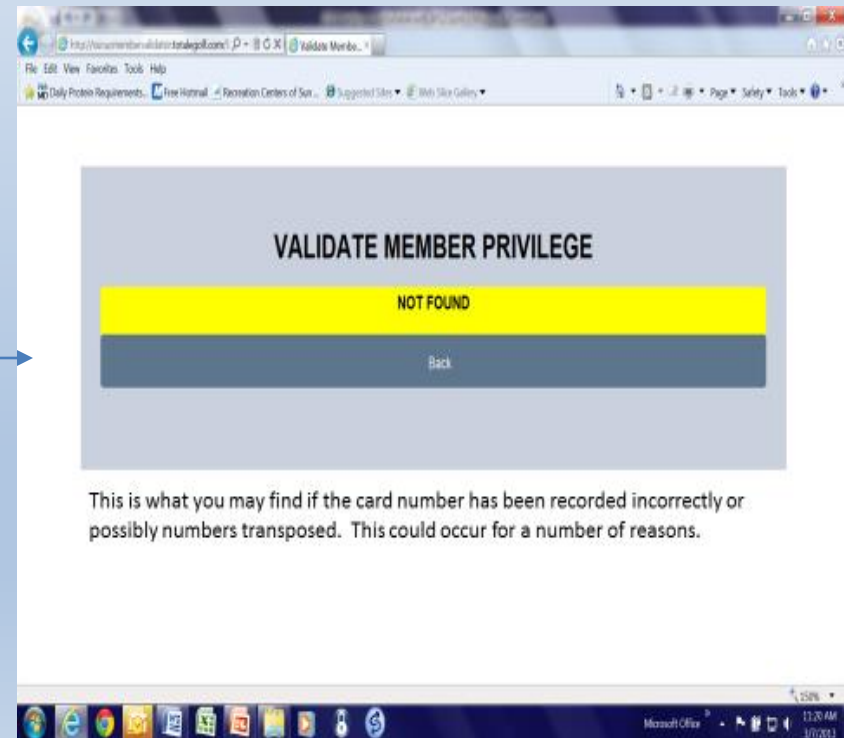
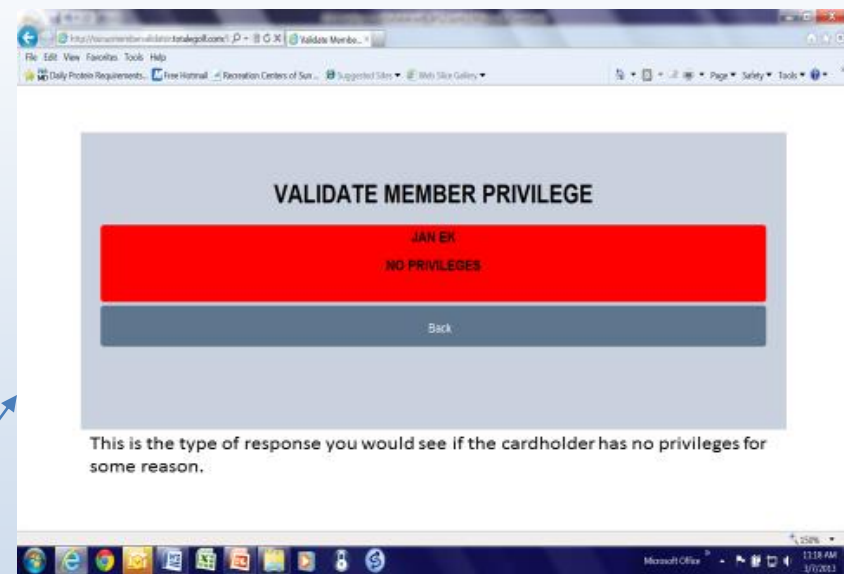
The screenshot shows the same web browser window as the previous one, but the URL is now <http://sunazmembervalidator.totalegolf.com/TEGMemberValidator/MemberValidator.aspx>. The main content area has a light blue background with the text 'VALIDATE MEMBER PRIVILEGE' in bold black. Below it are two input fields: 'MEMBER ID:' (containing the text '57377') and a 'Validate' button. The Windows taskbar at the bottom shows the date as 3/7/2013 and the time as 11:16 AM.



RCSC  
Cardholder is  
a member in  
good standing

RCSC  
Cardholder  
does not have  
privileges

RCSC Cardholder was not  
found in RCSC system



# CLUB MEMBER DISCIPLINE\*

During the April 8, 2019 RCSC Board of Directors Meeting, RCSC Board Policy 12-17 Club Member Discipline was changed to read:

- Club members should comply with RCSC and club rules and regulations and conduct themselves in a manner so as not to jeopardize the rights and privileges of other club members. If a club member fails to comply or conduct themselves in an appropriate manner, it may be reported on a Club Member Conduct Report ([FORM BP:12-14](#)) which will follow the process as outlined in the club's rules and regulations or as determined by the club's Executive Board if no club rules and regulations have been established for such. All Club Member Conduct Reports ([FORM BP:12-14](#)) must be completed and submitted within thirty (30) days of the infraction/incident.
- Any club member disciplined by the club's Executive Board may submit a written request for an appeal to the Board which will follow the appeal hearing process in the Bylaws.

# Scheduling

## How to Complete the RCSC Facility Club Usage & Club Meeting Schedule

1 Complete Club Name, year the schedule covers & the Center where club is located

2 Complete meeting times as indicated below:

Regular Club Days/Hours (Indicate beginning and ending dates): (2)							
Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Jan-Dec		M-F	8-10a	Club Hours	LV	SH#1	50

2 If club is closed or its days/hours change during the summer, complete as indicated below:

Regular Club Days/Hours (Indicate beginning and ending dates): (2)							
Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Jan thru	1	M-F	8-10a	Club Hours	LV	SH#1	50
Apr	30	M-F	8-10a	Club Hours	LV	SH#1	50

Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Oct thru	1	M-F	8-10a	Club Hours	LV	SH#1	50
Dec	31	M-F	8-10a	Club Hours	LV	SH#1	50

3 Complete as shown below:

Summer Club Days/Hours (Indicate beginning and ending dates): (3)							
Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
May thru	1	M-W-F	8-9a	Summer Hours	LV	SH#1	20
Sept	30	M-W-F	8-9a	Summer Hours	LV	SH#1	20

4 Complete only if published times will differ from scheduled times, for example, when setup time is omitted

Sun/Views Times (Indicate beginning and ending dates): (4)							
Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Jan-Dec		M-F	8:30-10a	Club Hours	LV	SH#1	50

5 List Board Meetings as required by BP: 12

Limit listed board meetings to 2 per year, unless scheduled outside of regular club hours

Executive Board Meetings (Must meet twice a year): (5)							
Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Feb	12	W	8-9a	Board	LV	SH#1	5
Oct	5	W	8-9a	Board	LV	SH#1	5

5a List Board Meetings as required by BP: 12

Limit additional board meetings not scheduled during normal club hours as indicated below:

Executive Board Meetings (Must meet twice a year): (5)							
Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Jan thru		1st W	9-10a	Board	FW	Classroom	5
Dec							5

6 List Member Meeting as required by BP: 12

Limit listed general membership meetings to 1 per year, unless scheduled outside of regular club hours

Member Meeting (Must meet once a year): (6)							
Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Feb	2	Tu	9-10a	Membership	LV	SH#1	60

6a List Member Meeting as required by Board Policy 12

Limit additional membership meetings not scheduled during normal club hours as indicated below:

Member Meeting (Must meet once a year): (8)							
Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Jan thru		1st Tu	9-10a	Membership	OM	Aud	60
Dec							

## Special Meetings, Tournaments & Parties: (7)

7 List exceptions to regular and summer club days/hours, special meetings, tournaments and parties only.

Month	Date	Day of Week	Starting & Ending Time	Type of Meeting	Center	Room	# of People
Feb	14	Tu	5-9p	Valentine Party	LV	SH#1	100
Apr	20	S	1-3p	Tournament	BC		50
Dec	9	F	4-8p	Christmas Party	FW	AZ 1-4	300

## CLUB SET-UP REQUESTS

To ensure we comply with all fire codes and safety rules, each Club must submit their proposed set-up to the Chartered Club's Office and the Club representative is encouraged to meet with the Custodial Lead to review your club's set-up request.

Club members are prohibited from modifying the set-up by moving tables or chairs. Any changes to the approved set-up must again be approved by the Custodial Lead and resubmitted to the Chartered Club's Office. Without an approved request, the facilities cannot be set-up.



# Club Donations

- Donations are not mandatory. Donations help to off-set the cost of the facilities and used for Club marketing for events.

Lakeview Social Hall 1:

Rental Fee = 250.00 (4 hour minimum)

Deposit = 225.00 (per occurrence)

Total = 475.00

$475.00 \times 12 \text{ (months)} = 5,700.00$

$475.00 \times 50 \text{ (weeks)} = 23,750.00$

**YOUR COST = 0.00**

## **Incident Reporting 911 Calls**

*If an incident occurs in your clubroom, the following steps must be taken immediately.*

1. Call 911 and give the name of the recreation center and the address. If a member has passed out, fallen, appears to be in danger of bodily injury or may indicate a heart attack, call 911. Do not ask permission to summon 911, as many times, the injured/ill person may be confused, scared and not able to think rationally. The Fire Department does not charge to come to a person's aid. A fee is only charged if a person is transported to the hospital.
2. The second call must go to an RCSC Facility Attendant or Custodial Lead. If you do not have a telephone in your clubroom, designate a member to notify the Attendant.
3. Designate a member to wait for the emergency crew. Direct them to the member in distress so help can be rendered as quickly as possible.
4. Complete an RCSC Incident Report. Include in the report:
  - WHAT: A brief description of what happened.
  - WHERE: Location incident occurred (inside, outside, etc.)
  - WHEN: Date and time of incident as well as witnesses' names.
  - WHY: Explanation of incident (slipped, fell, fainted, etc.)
  - REPORT: Facts only. Do not include personal opinions.
5. Forward the completed RCSC Incident Report to the Clubs & Activities Office immediately.

Bell Center: 16820 N. 99th Ave.  
Fairway Center: 10600 W. Peoria Ave.  
Lakeview Center: 10626 W. Thunderbird Blvd.  
Marinette Center: 9860 W. Union Hills Drive  
Mountain View Center: 9749 N. 107th Ave.  
Oakmont Center: 10725 W. Oakmont Ave.  
Sundial Center: 14801 N. 103rd Ave.

Facility Attendant: 876-3040  
Facility Attendant: 876-3044  
Facility Attendant: 561-4675  
Facility Attendant: 876-3054  
Facility Attendant: 876-3042  
Facility Attendant: 876-3046  
Facility Attendant: 876-3048



# Incident Reports

## **Who completes an Incident Report?**

Individual involved

Witness(es)

Club Officer/Monitor present at time of incident\*

\*only if you witnessed the incident or have information to add

## Who completes an Incident Report?

- ▶ Individual involved
- ▶ Witness(es)
- ▶ Club Officer/Monitor present at time of incident\*

\*only if you witnessed the incident or have information to add

# When, Where, What and Who?

**911** – notify Clubs Office immediately of incident – as soon as safe to do so

**Did you contact MCSO?** – notify Clubs Office immediately of incident

Send reports to Clubs Office **within 24 hours** of Incident

- What is a service animal?
  - A service animal is a dog that has been individually trained to do work or perform tasks for an individual with a disability.
  - RCSC does not recognize EMOTIONAL support animals as a service animal.

Thank you for  
attending the 2022  
RCSC Chartered Club  
Officer Training

This Presentation can be  
accessed online at:

[www.suncityaz.org](http://www.suncityaz.org)

\* Recreation

\* Clubs Tab