

# **RECREATION CENTERS OF SUN CITY, INC**

## **BOARD POLICY RESOLUTION No. 20 (“BP 20”)**

### **SUN CITY FOUNDATION**

WHEREAS Article V, Section 6.3 of the Corporate Bylaws empowers the Board of Directors (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”) to adopt policies not in conflict with the Restated Articles of Incorporation (“Articles”) or the Corporate Bylaws (“Bylaws”).

WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies (“BP” or “Policies”) in written form. Such Policies shall be titled, numbered and indexed for easy reference and use.

WHEREAS the Articles and Bylaws shall take precedence over Board Policies and that The following Board Policy regarding the Sun City Foundation shall provide instruction, direction and guidelines regarding such and shall remain in effect until such time it is amended or removed.

NOW, THEREFORE BE IT RESOLVED that the Sun City Foundation (“Foundation”) is a tax exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. The Foundation’s Articles of Incorporation and the Bylaws state that the governing body of the Foundation rests with the Board of Directors of the Recreation Centers of Sun City, Inc.

BE IT FURTHER RESOLVED that the RCSC Board shall govern the Foundation as follows:

#### **SECTION 1: SUN CITY FOUNDATION BOARD OF DIRECTORS**

At the RCSC January organizational meeting, the RCSC Board shall determine the number of RCSC Directors to be appointed to the Sun City Foundation Board of Directors (hereinafter referred to as “Foundation Board”) for the coming year, according to the Sun City Foundation Bylaws. At least a majority of the Foundation Board of Directors at any time must be current or former members of the RCSC Board of Directors. This can be done by appointing members in accordance with the Foundation Bylaws and the following:

- A.** Must be a RCSC Member in good standing;
- B.** Must not be related to any other member of the Foundation Board by marriage or birth;
- C.** Must agree to adhere to the Foundation Articles of Incorporation and Bylaws, RCSC Articles, Bylaws, Board Policies and any and all rules and regulation of the Corporation.

Foundation Board positions not filled at that time may be allowed to exist for filling at a later date.

#### **SECTION 2: RCSC SUPPORT SERVICES PROVIDED TO THE SUN CITY FOUNDATION**

The Foundation Board has only a minimum amount of resources to carry out exclusively charitable and health educational purposes, therefore the following support services are approved by the RCSC Board of Directors.

A. Accounting & Other Services:

1. All financial record keeping will be performed and retained by RCSC. Financial reports and accounting will be performed by RCSC personnel and reported monthly to the Foundation Treasurer.
2. Unrestricted contributions will be received at the RCSC Board Office and made payable to the Sun City Foundation. A list of unrestricted donor names and donor amounts will be submitted to the Sun City Foundation Treasurer monthly.
3. Restricted contributions will be received at the RCSC Board Office and made payable to the Sun City Foundation with a written explanation as to the project that is to be funded or partially funded by the contribution. A copy of the check, written explanation of the project and the bid/quote for the project will be provided to the Sun City Foundation President and Treasurer. The Sun City Foundation will issue a check to RCSC immediately for the total amount of the contribution. Upon completion of the project, RCSC will issue to the Sun City Foundation President and Treasurer invoices that substantiate the completion of the project and that provide documentation that all restricted contributions were used for the project designated.
4. Clerical and other services may be performed by the RCSC personnel at no charge, based on availability of RCSC personnel.
5. Disbursements will be made only from Foundation funds upon approved vouchers signed by the Officers of the Foundation, and its Treasurer will report such disbursements to the Foundation Board.
6. Tax preparation and/or audits will be processed through RCSC sources upon approval of the Presidents of the RCSC and the Foundation. Payment for these services will be made by the Foundation and reimbursed as a contribution from RCSC.

B. Facilities: Upon approval of the RCSC Board or Senior Management, the use of RCSC Facilities is available to the Foundation at no charge.

C. Legal: All legal matters will be processed through RCSC sources upon approval of the RCSC President. Payment for these services will be made by the Foundation and reimbursed as a contribution from RCSC.

D. General: In regard to the use of RCSC resources, the Foundation shall have the same privileges as a Chartered Club.

BE IT FURTHER RESOLVED that a copy of this resolution shall be posted on the RCSC website for members and shall be made available to members upon request at no cost.

Adopted and signed this 14<sup>th</sup> day of December, 2023 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

ATTEST:

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Kat Fimmel, President

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Jean Totten, Secretary