

SUN CITY [CLUB NAME]  
CLUB RULES

[CLUB NAME] RULES TABLE OF CONTENTS

ARTICLE I – GENERAL

Section A – Name of Club.

Section B – Purpose of Club.

Section C – Club Governing Order of Priority and Compliance.

Section D – Club Non-Profit Status IRS Section 501(c)(4).

Section E – Definitions.

ARTICLE II – AUTHORIZED CLUB USERS

Section A – Membership Requirements.

Section B – Membership Dues and Honorary/Lifetime Memberships.

Section C – Guests and Visitors.

Section D – Independent Contractors.

ARTICLE III – CLUB EXECUTIVE BOARD AND OFFICERS

Section A – Club Executive Board.

Section B – Club Officers.

Section C – Duties of Board Members.

ARTICLE IV – COMMITTEES AND OTHER DESIGNATIONS.

Section A – General.

Section B – Standing Committees.

Section C – Temporary Committees.

ARTICLE V – ELECTIONS

Section A – General.

Section B – Nominations.

ARTICLE VI – MEETINGS.

Section A – General Membership Meetings.

Section B – Executive Board Meetings.

Section C – Special Meetings.

ARTICLE VII – FINANCIAL: CLUB MONETARY AND OTHER ASSETS

Section A – General.

Section B – Limits on Club Expenditures.

Section C – Audit of the Club Financial Records.

Section D – Raffles and Fundraising Activities.

Section E – Club Equipment, Furniture and Fixtures.

ARTICLE VIII – CLUB CONTRIBUTIONS AND SALES

Section A – General.

SUN CITY [CLUB NAME]  
CLUB RULES

Section B – Member Compensation.

ARTICLE IX – SAFETY, SECURITY AND CLUB MONITORS

Section A – General.

Section B – Monitors.

Section C – Incidents.

ARTICLE X – MEMBER CONDUCT AND DISCIPLINE

Section A – Member Conduct.

Section B – Member Discipline.

ARTICLE XI – AMENDING OR REVISING CLUB RULES AND POLICIES/PROCEDURES

Section A – General.

Section B – Amending Club Rules.

Section C – Amending Club Policies/Procedures.

ARTICLE XII - DISSOLUTION

SUN CITY [CLUB NAME]  
CLUB RULES

ARTICLE I – GENERAL.

Section A – Name of the Club.

The name of the Club is the [CLUB NAME].

Section B – Purpose of the Club.

The purpose of the Club is to further the common good and general welfare of people in the Sun City community with an interest in [INSERT APPROPRIATE LANGUAGE]. The Club purpose is facilitated through the cooperative exchange of Member knowledge, skills and abilities; development and maintenance of Club facilities and equipment, and promotion of good fellowship and safety for all Club Members, guests and visitors.

Section C – Club Governing Order of Priority and Compliance with Sun City RCSC Governance.

The Club will fully comply with all Recreation Centers of Sun City (RCSC) requirements. The order of governance shall be:

1. RCSC Articles of Incorporation; then
2. RCSC Corporate Bylaws; then
3. RCSC Board Policies, with specific attention to RCSC Board Policies for Chartered Clubs (BP:12); then
4. [CLUB NAME] Rules; then
5. [CLUB NAME] Policy and Procedures; then
6. [INSERT PARLIAMENTARY PROCEDURES] as a guide [e.g. Roberts Rules, Standard Code of Parliamentary Procedure, etc.].

In the event of a conflict among any of the documents above, the governing documents as identified above shall prevail in the order of precedence presented. Nothing in these Rules absolves any Member from their individual responsibility to know the requirements of RCSC Bylaws and Board Policies with respect to Chartered Club operations and conduct.

Section D – Chartered Club Compliance with IRS Section 501(c)(4) Non-Profit Requirements.

The Club shall be operated as a nonprofit organization under Section 501(c)(4) of the IRS Code and in accordance with all applicable Federal, State and Local laws as well as the Corporation's Bylaws. The Club MAY NOT operate primarily to promote social welfare if the primary activity is carrying on a business with the general public similar to organizations operated for profit.

Section E – Definitions. The meaning of terms as used in these Club Rules and Policies follows:

1. "Club" – The Sun City [CLUB NAME].
2. "RCSC" – Recreation Centers of Sun City.
3. "COC" – RCSC Club Organization Committee.
4. "BP:12" – Recreation Centers of Sun City Board Policy Resolution No. 12.
5. "Shop" or "Work Area" – [INSERT IF YOUR CLUB HAS A WORK AREA WITH DISTINCT REQUIREMENTS FROM ADMINISTRATIVE SPACES, etc. (e.g. woodshop, computer lab, etc.)].

## SUN CITY [CLUB NAME]

### CLUB RULES

6. "Rules" – These Club Rules properly approved by the Membership, submitted and approved by RCSC.
7. "P&P" - Published Policies and Procedures [IF APPLICABLE] as authorized in the Club Rules.
8. "Board" – The Members elected as the Club Executive Board in accordance with these Rules.
9. "Member" – Individuals that hold a current RCSC Member Card and a current Club membership.
10. "Member-in-Good-Standing" – Members that are not under disciplinary action (e.g. temporary suspension).
11. "Membership" – The collective of all Members.
12. "Cardholder" – Any person who holds a *current valid* RCSC Member Card or Privilege Card.
13. "Guest" – A non-Cardholder with guest privileges as provided in BP:12. Non-Cardholders who simply wish to tour Club facilities shall be treated as Visitors.
14. "Visitor" – A Cardholder that is not a member of the Club and members of the general public.
15. "Independent Contractor" – Individuals contracted by the Club to provide Club-related services (e.g. dance callers, instructors, etc.).
16. "Parliamentary Procedure" – [INSERT THE AUTHORITY, commonly Robert's Rules of Order] is the guide to be used where RCSC and Club governing documents are silent on an issue.
17. "Monitor" – A person duly trained and on-duty in accordance with BP:12 and these Club Rules.
18. "On-Duty" – A Monitor that is logged-in to perform the Monitor duties as provided in these Rules [AND P&P IF APPROPRIATE] and to satisfy the RCSC requirement for Monitor(s).
19. "Board Approved" – Approval by a majority vote of the Executive Board at an Executive Board Meeting that is noticed and has a quorum as required in these Rules. A board can set club policies as needed by a majority vote.
20. "Vote of the Membership" – Approval by a majority vote of the Members *in attendance* at a Membership Meeting that is noticed and has a quorum as required in these Rules. Also referred to as "Membership Approved".
21. "Super-Majority" – As authorized in these Rules, where a Super-Majority takes precedence over a simple majority requirement, a Super-Majority is two-thirds of the authorized votes for approval.
22. [AS APPLICABLE. Others? For example, summer hours, winter hours, etc.].

## ARTICLE II – AUTHORIZED CLUB USERS

### Section A – Membership Requirements.

1. Membership is only available to Cardholders.
2. Members must agree to abide by all RCSC and Club requirements and the directions of the on-duty Monitor(s) in the performance of their duties.
3. Individuals must have the following skills to become a Member [INSERT THE REQUIRED SKILL LEVELS HERE].
4. Members are required to Monitor as provided for elsewhere in these Rules.

SUN CITY [CLUB NAME]  
CLUB RULES

5. There are no other pre-conditions for membership, nor will Members be required to join any national, state or regionally affiliated organization. [DELETE THE PREVIOUS STATEMENT AND INSERT IF THERE ARE SPECIFIC REQUIREMENTS (e.g. Swim Club members must join US Masters Swimming)].

Section B – Membership Dues and Honorary/Lifetime Memberships.

1. Membership dues will be established annually [INSERT THE PROCESS HERE. For example: at the December Membership Meeting, by the Board, via Club P&P].
2. Membership dues are on a calendar year [CHANGE IF ON OTHER] basis and are not prorated or refundable in whole or in part.
3. Lifetime Memberships are available for Cardholders only and are honorary and pay no annual dues. [INSERT HERE THE SPECIFICS. For example: Life Memberships will be voted on at the December Membership Meeting, Life Memberships will be determined by the Board, Life Memberships shall be determined by Club P&P, etc.].
4. Lifetime Members have the option to pay annual dues, however additional fees [INSERT AS APPROPRIATE E.G. LOCKERS, MATERIALS, ETC.] are to be paid by the Lifetime Member.
5. Lifetime Membership will be rescinded if the Member quits the Club or is subject to disciplinary action warranting revocation.
6. Lifetime Members that have not verified their information within [INSERT APPROPRIATE TERM, e.g. two consecutive renewal cycles] will have their Lifetime Membership rescinded.

Section C – Guests and Visitors.

1. Guests and Visitors must be made aware of any safety requirements before entrance to workspaces.
2. Guests must comply with all RCSC and Club requirements for Club use.
3. Attendance by Guests for any Club activity not utilizing a Host Punch Card, must be recorded on the guest attendance register (Form BP:12-4) and submitted not more than ten (10) days to the COC along with the RCSC required club guest fees.
4. Visitors are not allowed to use Club facilities or equipment, nor assist in any work and shall not be unescorted while in Club spaces [INSERT SPECIFICS IF VISITORS ARE ALLOWED TO OPERATE CLUB EQUIPMENT, PARTICIPATE IN ACTIVITIES, HAVE MINIMUM SKILL LEVELS, ETC.].
5. Visitors may not participate in Club Meetings, classes or instruction.

Section D – Independent Contractors.

1. An Independent Contractor Agreement (Form BP:12-5) must be on file with the COC not less than seven (07) days prior to services being rendered.
2. Independent Contractor instruction during other than normal Club operating hours must be approved by the COC in writing.
3. The duties of the Independent Contractor(s) are as follows: [INSERT SPECIFIC DUTIES. For example: The Dance Caller is responsible for helping attendees find partners and organize themselves, teaching the dance moves during walkthrough, and for calling the moves during

SUN CITY [CLUB NAME]  
CLUB RULES

the dance, or The Welding Instructor duties are provided in the Club Lessons and Instructions P&P, etc.].

ARTICLE III – CLUB EXECUTIVE BOARD AND OFFICERS

Section A – Club Executive Board

1. The governance and management of the Club shall be vested in the Board. Including setting club policies (if needed).
2. The Club's Board shall be elected by a vote of the membership. Only a Member-In-Good-Standing may be considered for election to the Board.
3. The Board will consist of the [INSERT SPECIFIC BOARD REQUIREMENTS. For example: four (04) Club Officers and three (03) Members-at-Large. The Past-President is an advisor to the Board for one (01) year and does not have a vote on the Board].
4. All Board members serve without compensation. Board members must recuse themselves from Board decisions if there is a conflict of interest.
5. A Board Member's term of office shall be for [INSERT PERIOD] beginning January 1 of the calendar year for which the election took place, or until resignation, incapacitation, or removal from the Board. Board Members terms may not exceed [INSERT NUMBER OF YEARS] consecutive years.
6. If a vacancy occurs on the Board, [INSERT PROCESS TO FILL VACANCY. For example: the remaining Board may appoint a Member to that position for the remainder of the term, and election will be held within a month of the vacancy, etc.].
7. Board Members that miss [INSERT VALUE. For example: three (03) meetings in a row] are subject to automatic removal by majority vote of the remaining Board.
8. Board Members may be removed from office for the balance of their terms by a Super-Majority (two-thirds) vote of the Members at a special meeting called for that purpose, noticed and a quorum met. Such a meeting may also be held immediately prior to or following a regular Membership meeting if properly noticed according to these Rules.

Section B – Officers.

1. The Club Officers will be: President, Vice-President, Secretary and Treasurer [BP:12 requires at a minimum a President and a Secretary/Treasurer].
2. The President OR Vice President must be a full-time Sun City resident.
3. An Officer who has served [INSERT NUMBER OF YEARS] consecutive years in any office is not eligible to run for [INSERT POSITION. For example: any officer position, any Board position, the same Officer position, etc.] for [INSERT PERIOD. For example: one year.] unless a successor Officer is not forthcoming, then the Officer may serve for an additional term.
4. Club Officers shall serve without compensation.
5. Club Officers are to assist incoming new Club Officers with transition issues, location of records, completion of required reports and continuity of Club operations.

SUN CITY [CLUB NAME]  
CLUB RULES

6. The Club shall notify the COC promptly of changes to current Club Officers (Form BP:12-3), including temporary replacements.

Section C – Duties of Board Members. [INSERT CLUB SPECIFIC – SUGGESTIONS ONLY]

1. Duties of the President are:
  - a. to function as the Chief Administrator and Operating Officer of the Club.
  - b. to preside at all Club meetings and functions.
  - c. direct all activities of the Club's Board.
  - d. communicate with the RCSC club office, including timely submission of all reports and records (including up-to-date Board Members and Independent Contractors list to RCSC).
  - e. assure that the Club's Rules and P&P are being observed.
  - f. subject to approval of the Board, assign duties and responsibilities to Board or Club Members.
  - g. perform all duties customary to the office, imposed by these Rules, or as directed by the Club's Membership.
2. Duties of the Vice - President are:
  - a. to act for the President in the absence of the President.
  - b. in the event of the President's resignation, extended incapacitation, or removal from office, succeed to the office of President for the remainder of the current term; and
  - c. to oversee the Club monitoring program. (Also see Article 3, section 6)
  - d. To assure that any acquisition or disposal of equipment, tools, furniture fixtures is properly reported, and prior approval received.
  - e. To assure that proper procedures are followed, and prior approvals are obtained for any Club improvements or repairs.
  - f. to execute additional duties as assigned by the President.
3. Duties of the Secretary are:
  - a. to record minutes of all Club meetings, including the Board meetings and any special meetings. Keep voting records and ballots in a secure location for 3 years)
  - b. to assure that all Club records (including the Club Rules and Club P&P binders), with the exception of records maintained by the President and Treasurer, are maintained and retained as required by BP:12, Section 8.
  - c. To assure completion, submission and retention of the Club's attendance records and membership roster.
  - d. To maintain a copy of all Independent Contractor Agreements on file.
  - e. To assure the information on the RCSC website for the Club is accurate and up-to-date.
  - f. distribute as required by these Rules or P&P, meeting agendas, meeting minutes and Club notices.
  - g. manage Club correspondence as directed by the President.
  - h. maintain the Club website, bulletin boards and general information distribution to members.

SUN CITY [CLUB NAME]  
CLUB RULES

- 4 Duties of the Treasurer are:
  - a. to manage all Club financial transactions and accounts.
  - b. Custodian of all Club funds collected and disbursed (including petty cash if applicable).
  - c. prepare up-to-date statements of income and expense and account balance and present at the monthly Board and Membership meetings.
  - d. prepare check payments due Members and Independent Contractors from authorized activities and reimbursements and issue IRS Form 1099 forms to and persons paid \$600 or more during a calendar year.
  - e. maintain a petty cash account in the amount of [INSERT DOLLAR AMOUNT].
  - f. assure that all financial records are maintained as required by BP:12, Section 8 and BP:12, Section 29.
  - g. provide an auditor with required documentation.
  - h. file such financial reports and tax returns as may be required.
  - i. recommend to the Board for approval a person that may execute the duties of the Treasurer when the Treasurer is temporarily unavailable or as the Treasurer delegates.
- 5 Duties of the Board's Members-at-Large are:
  - a. Serve as the liaison between the membership and the Board.
  - b. represent the interest of the membership at Board and membership meetings.
  - c. to execute additional duties as assigned by the President.

ARTICLE IV – COMMITTEES AND OTHER DESIGNATIONS.

Section A – General.

1. Committees may be appointed and dissolved by the President with approval of the Board as the need arises.
2. Committee members shall be [INSERT EITHER APPOINTED OR ELECTED] subject to the approval of the Board. The Board shall designate the Chairman for each committee established. Board Members [INSERT ARE or ARE NOT] are allowed to be on a committee.
3. Committees shall provide the Club Secretary with committee minutes and other records as directed by the President.
4. The President, with the approval of the Board, may designate Members to specific positions (not involving a committee) such as Purchasing Agent, Head Monitor, IT Specialist, etc.
5. Committees are authorized to develop P&P for their specific area of responsibility and submit to the Board for approval.

Section B – Standing Committees.

1. At a minimum, the following standing committees shall exist: [INSERT THE STANDING COMMITTEES, e.g. safety, maintenance, new member, nominating, rules and P&P, auditing, etc.].
2. The duties of Standing Committees are as follows: [INSERT THE DUTIES OF EACH COMMITTEE AS APPLICABLE. For example: The Rules & Policies Committee shall review the Club Rules & Policies annually, ensure compliance with and within Order



SUN CITY [CLUB NAME]  
CLUB RULES

of Governance in Article I, Section C, review all proposed changes to Club Rules & Policies and make recommendations to the Board, and maintain a master history of Club Rules & P&P. The Committee shall present their annual review at the December Membership Meeting, or The Rules & P&P Committee Duties are provided in the Club Committees P&P, etc.]. [The following is an example of standing committees and is not required].

- a. Safety Committee.
- b. Maintenance Committee.
- c. Rules & Policies & Procedures Committee.
- d. Auditing Committee.

Section C – Temporary Committees.

- 1 Temporary committees may be appointed to accomplish specific tasks (e.g. evaluate a new equipment purchase, nominating for vote of officers) for other specific, short-term needs.
- 2 Temporary Committees established shall have a charter citing the committee purpose, members, projected timeline and deliverables.
- 3 After such committees have completed their work, they shall be automatically terminated.

ARTICLE V – ELECTIONS.

Section A – General.

1. An election will normally be held each year [INSERT WHEN ELECTION TO BE HELD] to elect the Board for the following calendar year.
2. Only Members who attend the election meeting in person may vote in the election. No proxy votes, early votes, absentee votes, mail in votes or email votes will be allowed except in the case of an act of God or pandemic situation declared by the RCSC where an in-person meeting may not be held. Each member has one (01) vote. Only Members-In-Good-Standing may be present during Club elections.
3. In the case of an act of God or pandemic situation as provided above that prohibits an in-person meeting for an election, the use of an electronic vote is authorized to achieve a quorum and hold the election. The Board shall [INSERT PROCESS HERE OR ESTABLISH CLUB P&P FOR AN ELECTRONIC VOTE. For example: A ballot box will be established outside the Club for Members to vote by ballot, or the Board will select an internet voting application and provide instructions to all Members, or all Members-In-Good-Standing will be mailed a ballot via USPS to their address in the membership database with specific instructions for completion and return, etc.].
4. The Board shall be elected after a quorum is established at the meeting called for the election by members in person.
5. The Board shall designate [INSERT NUMBER HERE. For example: three (03)] members, who are not Board members, to tally the vote.

SUN CITY [CLUB NAME]  
CLUB RULES

6. The member with the most votes for each position is elected. In the event of a tie for a Board position, a follow-on vote for only the contested position and the tied individuals will be held [INSERT WHEN. For example: immediately, in a week, etc.].
7. In the event that the election is not held as normally provided for [INSERT HERE PROCEDURES. For example: the current Board will remain in place until an election is held].

Section B – Nominations.

1. All [INSERT CRITERIA HERE. For example: Members-In-Good-Standing, or Members, etc.] may run for elected positions subject to the following criteria: [INSERT SPECIFIC CRITERIA HERE. For example: A minimum of two (02) consecutive years as Member, or subject to the restrictions in Article III, etc.].
2. Eligible Member names will be posted on the club board \_\_\_\_\_ days prior to the election and placed on the ballot. Nominations from the floor (as write in) will \_\_\_\_\_ be/or not be accepted. [INSERT PROCEDURE HERE. For example: by the Nominating Committee, or via a sign-up list, or via names from the floor, etc.

ARTICLE VI – MEETINGS.

Section A – General Membership Meetings.

1. Regular membership meetings will be normally held [INSERT WHEN AND WHERE]. In the event of a conflict with a scheduled RCSC Membership Meeting, the Board shall provide not less than [INSERT MINIMUM NOTICE. For example: one (01) week] notice of a new date and time for the rescheduled Membership Meeting.
2. The Club will be closed to all persons for the duration of the Membership meetings. The quorum for Membership meetings shall be as required by BP:12. The quorum for each Membership meeting will be based on the number of current dues-paid Members on the day of each meeting. *Quorum for Membership meetings can only be achieved by Member in-person attendance. Only Members who physically attend a meeting may vote.* All members must sign in on the form provided at each meeting. Each member has one (01) vote. No proxy votes, early votes, absentee votes, mail in votes or email votes will be allowed except in the case of an act of God or pandemic situation declared by the RCSC where an in-person membership meeting may not be held. In the case of an act of God or pandemic situation as provided above that prohibits an in-person meeting, the use of electronic participation is authorized to achieve a quorum and conduct business as provided elsewhere in these [INSERT APPROPRIATE LANGUAGE. For example: these Rules, or via Club P&P, etc.].
3. After a quorum is present, a simple majority of Members in attendance is required to approve motions; except to amend or rescind these Rules or removal of a Board member, each of which requires a Super-Majority or simple majority vote.
4. *If Members depart the meeting and a quorum no longer exists, the meeting shall be concluded, and no further business conducted.*

Section B – Executive Board Meetings.

SUN CITY [CLUB NAME]  
CLUB RULES

1. Board meetings will normally be held [INSERT DAY, TIME AND LOCATION]. The quorum for Board Meetings is [INSERT NUMBER FOR QUORUM] Board members. Only Board Members may vote at Board meetings, with the exception that the President may only vote in a tiebreaker situation. Board Members may participate in Board Meetings electronically, no non-Board Member electronic (e.g. telephonic, Facetime, Zoom) outside participation is allowed.
2. Any Club member may attend Board meetings, except when the Board is in executive session for disciplinary proceedings or personal matters under consideration. Non-Board Member attendees participate only by consent of the chair.
3. In the case of an act of God or pandemic situation prohibiting in-person meetings, the procedures for electronic participation as provided in Article VI, Section A above apply.
4. A copy of all meeting minutes and supporting documentation will be kept [INSERT LOCATION] and member access shall be [INSERT SPECIFICS]. A copy of current minutes and supporting documents will be posted [INSERT WHERE. FOR EXAMPLE: the Club, website, emailed to members, etc.].

Section C – Specially Called Meetings.

1. Specially called meetings must meet the requirements for a quorum stated elsewhere in these Rules to conduct business.
2. Special meetings of the Membership or the Board (in addition to the regularly scheduled meetings) may be called as the need arises. Members may call a special meeting of the Membership by signed petition of [INSERT REQUIREMENT. For example: Ten (10) percent of the Members or a minimum of twenty Members, etc.].
3. Special meetings of the Membership require a minimum notice of [INSERT PERIOD. For example: seven (07) days' notice, posted in the Club and emailed to all Members.].
4. The President or [INSERT AS APPLICABLE. A majority of the Board] may call a special meeting of the Board.

ARTICLE VII – FINANCIAL: CLUB MONETARY AND EQUIPMENT ASSETS.

Section A – General.

1. As provided for in ARTICLE III, Section C (Duties of Officers), the Treasurer shall maintain Club financial records, bank balances, and prepare financial reports as required by the IRS, the RCSC, these Rules and as directed from time-to-time by the Club President and Board.
2. The Club's fiscal year will be the calendar year (Jan 1 – Dec 31).
3. A checking account will be maintained at a local financial institution and the account will have signature authority of the [INSERT WHO. For example: Treasurer and President, or Treasurer and Vice-President, etc.]. The Board may appoint a Purchasing Agent to execute procurements within the limits authorized below.
4. [INSERT AS APPROPRIATE: The President shall designate Club Credit Card authorization subject to Board approval. Any and all credit cards authorized shall have a limit of [INSERT AMOUNT]. Credit Card use shall be in accordance with [INSERT PROCESS HERE. For example: Credit Card use is for authorized Club

SUN CITY [CLUB NAME]  
CLUB RULES

purchases only. All credit card purchases must be turned into the Club Treasurer Members promptly. Members holding authorized Club credit cards are personally liable for non-authorized purchases, etc.].

5. The [INSERT WHO. For example: The President, or the Vice President in the President's absence or the Treasurer, or the President in the Treasurer's absence, may only sign checks in excess of [INSERT AMOUNT] upon specific prior authorization of the Board.
6. All Club funds (revenues and expenses) must be processed through the Club's accounting system. *This includes funds from off-site sales.* Members are not authorized to receive direct compensation.

Section B - Limits on Club expenditures.

1. All purchases over [INSERT AMOUNT] require approval of the Membership at a Membership meeting.
2. Purchases over [INSERT AMOUNT] up to and including [INSERT AMOUNT] require the approval of the Board at a Board meeting, except as noted below.
3. The designated Purchasing Agent(s) [ONLY APPLICABLE IF ANY] may make purchases up to [INSERT AMOUNT] for the [INSERT LIMITATIONS. For example: common consumables, or the following routine items <list>, etc.].
4. The President may make purchases up to [INSERT AMOUNT]. All purchases by the President must be ratified by the Board.
5. [AS APPLICABLE] A Petty Cash Fund of not more than [INSERT AMOUNT] may be maintained by the President at the authorization and direction of the Board. Individual payments and reimbursements from Petty Cash shall not exceed [INSERT AMOUNT]. Amounts over this shall be reimbursed/paid by check from the Treasurer.

Section C – Audits of the Club's financial records.

1. Requests for audit of Club financial records shall be in accordance with BP:12, Article 29.
2. [AS APPLICABLE] The Club financial records will be audited by the Audit Committee [INSERT PERIOD. For example: every calendar year in December, or every two (02) years, every change of Club Treasurer, etc.].
3. The Treasurer will assist the Auditor to examine the Club's financial records but shall not perform any part of the audit.
4. The report of the audit shall be submitted to the requestor, the Board and made a part of the Club's records. Board Members shall not be part of the audit.

Section D – Raffles and Fundraising Activities.

1. The Club may hold raffles at the [INSERT EVENTS. For example: Sun City Thanksgiving Holiday Festival, the Club Christmas party, etc.].
2. Funds from raffles shall be processed through the Club accounting system.
3. Donations from authorized raffles may only be to the Club and/or other Sun City authorized non-profits.

SUN CITY [CLUB NAME]  
CLUB RULES

SECTION E – Club Equipment, Furniture and Fixtures.

1. All tools, equipment, fixtures and furniture are property of the RCS whether original, replacement, purchased by or donated to the Club.
2. The [INSERT HERE. For example: Club Treasurer or President or Vice President, etc.] is responsible for verifying and submitting the RCSC written inventory to the COC not later than May 15 each year.
3. Equipment acquisition, lease and disposition must have prior approval from the COC (Form BP:12-7).

ARTICLE VIII - CLUB CONTRIBUTIONS AND SALES.

Section A – General.

1. The use of RCSC facilities is intended for the pursuit of hobbies and social welfare of its Members and not to be used for the manufacture of articles to be sold by individuals for their sole profit.
2. The Club may sell craft items to the general public in authorized Club spaces and at RCSC sanctioned events where Club sales are authorized. Club facilities are not to be used for personal sales or advertising.
3. Clubs and Members may not compete with commercial enterprise outside of RCSC spaces and authorized events. (Outside sales of items can be determined here and percentage or below))
4. All Off-Site Sales require Board approval. Benefits to the Club from Off-Site Sales must be equal or greater than if the items were being sold within RCSC facilities.
5. The Club may not make monetary contributions to outside organizations that exceed the total contribution made to RCSC on a calendar year basis.
6. All customer complaints will be handled by the person performing the work. If the conflict is not resolved, it will be reviewed, and a final decision will be made by the [INSERT WHO. For example: the President or the Board].

Section B – Member Compensation.

1. Revenue from a Club sale (for items sold or work performed) may be split between the performing Member and the Club as provided [INSERT HERE. For example: 60% to the Member and 40% to the Club.]. Members may elect a smaller percentage or choose to donate the entire sale to the Club. Members receiving orders as a direct result of Club activities shall be handled as Club sales.
2. The maximum number of items or jobs a Member may sell on an annual basis is [INSERT AMOUNT HERE]. There is no maximum of total revenue a Member may receive a year. Any individual Member earning over \$599.99 requires the issuance of an IRS Form 1099 from the Treasurer.
3. [INSERT IF APPLICABLE] The Club is not a commercial enterprise; however, Members may perform minor for the non-Members. All use of Club facilities to perform work for non-Members shall be documented [INSERT PROCESS FOR DOCUMENTATION. For example: on the Club Work-Order form]. (Such as repairs)

SUN CITY [CLUB NAME]  
CLUB RULES

4. Repairs and fabricating of structural components, including but not limited to, chairs; tables, wheelchairs, cabinets and vehicles (automobiles, boats, aircraft, motorcycles, bicycles, golf carts, trailers, etc.) are prohibited. Repairs and fabricating of any components for firearms and all devices that fire a projectile are prohibited. Electrical or functional repairs to property belonging to non-Members is prohibited.
5. All revenue, and payments to a Member, must go through the Treasurer. This includes revenues from Off-Site sales. Members may not receive direct compensation from a customer.

ARTICLE IX – SAFETY, SECURITY AND CLUB MONITORS.

Section A - General.

1. The safety and security of the Club is entrusted to the President. Facility access shall be at the discretion of the [INSERT WHO. For example: the President or the Board] and may be allocated to designated individuals with Board approval. Individuals authorized Club access shall not allow unauthorized use or entry into Club facilities. Loss of Club entry access keys shall be reported to the COC promptly.
2. All Members must conduct themselves in a reasonable and safe manner. All Members are required to follow the safety P&P of the Club; including Board published policies and posted placards regarding care and treatment of tools and equipment, personal protective equipment, equipment and shop cleanliness and Member personal conduct. Alcoholic beverages [INSERT ARE or ARE NOT] allowed are in the Club [IF ALLOWED, PROVIDE LIMITATIONS].
3. Members are required to display membership badges (or aprons) while in the Club. Badges shall contain [INSERT INFO. For example: Member name, phone and emergency contact, or Member name, etc.].
4. [IF APPLICABLE] Closed circuit cameras exist throughout the Club to facilitate monitoring for member safety and Club security. Monitoring of Club cameras other than from the Club monitor station is not permitted. Member voluntary entry into the Club constitutes consent to be monitored via cameras as noted above.
5. Members are required to [INSERT SIGN-IN PROCEDURES. For example: scan their membership card or sign-in at the monitor desk, etc.] when entering the Club.
6. The [INSERT WHO. For example: Board or the Membership] shall determine the Club operating hour policies and holiday closures and ensure close coordination with the Club's monitoring program and the COC.
7. [IF APPLICABLE] Storage of personal items and hazardous materials shall be in [INSERT HERE. For example: in lockers provided for such use or in spaces designated with member name and date, etc. Club authorized hazardous or flammable materials may not be stored in lockers, etc.].
8. Training for Members [INSERT HERE. For example: on specific equipment are provided in Club P&P or for Monitoring are the first Tuesday of each month, etc.]. All classes and formal training for Club members must be approved by the Board. The Club may offer classes for

SUN CITY [CLUB NAME]  
CLUB RULES

Club Members for a fee. All class fees are to be processed through the Treasurer. Class fees and instructor fee-share shall be approved by the Board.

9. All Club use of Independent Contractors must be approved by the Board.
10. Members shall request Monitor or Member assistance if unfamiliar or untrained in the use of tools and equipment.
11. Members shall not remove tools, equipment or other non-personal items from the Club without specific on-duty monitor approval.
12. Members shall not attempt to make repairs on any Club equipment unless specifically trained or a member of the Club Maintenance Committee and shall notify a monitor of tool or equipment problems.

Section B – Monitors.

1. Monitors exist to ensure the safety of all people in the Club, the safety of Club equipment and property and the safety of the Club facility and immediate surrounding areas. The Monitors on duty at any given time are in charge of the Club, Members, guests, visitors and Independent Contractors. There must be at least 2 members in the club if operating.
2. Monitors are required to be on duty at all times while the Club is open for work. A [INSERT NUMBER] of monitors must be on duty at all times.
3. Monitor requirements are provided in detail in the separate Club Monitor P&P Handbook. All Members are responsible to self-inform of the provisions in the Monitor Handbook.
4. Member refusal to comply with a monitor's direction or Club Rules and P&P may constitute grounds for removal from the Club and subsequent disciplinary action from the Club. Monitors may direct a Member to leave the Club for failure to comply.
5. Monitors shall be trained and responsible for proper Club response to injuries, incidents and reporting of Club member non-compliance. Club training for Monitors shall include use of the RCSC Incident Reporting Matrix, the Club Member Conduct Form (Form BP:12-14) and the RCSC Incident Report Form (no BP:12 form number).
6. [IF APPLICABLE] The Head Monitor may also remove a Member from their Monitor position for just cause.

Section C – Incidents.

1. If an incident (as defined in the RCSC Incident Reporting Matrix) occurs, follow the RCSC guidelines for reporting by also notifying the Lead Maintenance personnel at the Center. Once a situation is stabilized, an Incident Report Form must be completed and filed by those witnessing the incident.
2. In the unlikely occurrence of severe personnel conduct that is unresolvable by the Monitor(s) and/or other Members where law enforcement action may be warranted, the Maricopa County Sheriff's Office should be called – the Sun City Posse does not respond to person-on-person violence incidents. See Conduct Policy or conduct section also.

ARTICLE X – MEMBER CONDUCT AND DISCIPLINE.

Section A – Member Conduct.



## SUN CITY [CLUB NAME]

### CLUB RULES

1. Members shall conduct themselves in a civil manner so as not to jeopardize the rights, privileges or safety and security of any other persons in the Club. This includes conduct that is not threatening or intimidating, racist, sexist, derogatory, abusive or otherwise disrespectful.
2. Member activities shall not jeopardize the status of the Club's (and all Sun City club's) IRS 501(c)(4) non-profit status.
3. A Member's inappropriate conduct may include arguments, physical confrontation, blatantly creating turmoil, disruption, dissent or ANY behavior that places another person in reasonable apprehension of imminent physical injury or places the club or RCSC facilities in jeopardy. Political bias and opinions that may be offensive should be kept to oneself in the Club. Refer to Board Policy on Conduct.
4. Visitors and Members are always to feel welcome. Members are reminded that being a Club Officer or Monitor can be challenging, especially as required to enforce the Rules and Policies while considering different personalities, cultures and beliefs. Members should always be considerate of that fact and offer as much teamwork and cooperation as possible.
5. Members shall abide by all Club Rules and published P&P, including all posted instructions and restrictions relative to the safe use of all tools and equipment and maintenance of a safe Club working environment and use of personal protective equipment.
6. Members shall cease working in the Club and exit if they become ill. Additionally, Members shall not be in the Club under the influence of alcohol, illegal drugs, drugs with warning labels that prohibit the operation of machinery or vehicles or knowingly sick (e.g. cold, flu, virus).

#### Section B – Member Discipline.

1. Any Member displaying inappropriate behavior WILL be asked to leave the club immediately to de-escalate the situation, for the protection of other Members and/or themselves and to stabilize the Club environment and restore tranquility in the Club.
2. Members asked to leave the Club will not be allowed to return until [INSERT HERE. For example: the next working day or until informed by the President, etc.].
3. If a Member is initiating a Club Member Conduct Report (BP:12 Form 12-14), that report should be given to [INSERT PROCESS. For example: a Board Member, or the President, or the on-duty Monitor, etc. within 30 days of the incident if not handed to the President directly, the written report shall be in a sealed envelope which the Board Member or Monitor shall place under lock and notify the President at the earliest opportunity. The Board Member or Monitor shall consider the written report confidential and discuss it with no one.] If a Board Member is the violator the COC or Clubs Office shall be notified and all documents placed in a sealed envelope with no other club member review.
4. The Board shall review the report within [INSERT NUMBER] days of the date of the report and prior to providing the report information to the accused Club Member. All reports are to be considered confidential and will not be discussed outside of the Board. The President



SUN CITY [CLUB NAME]  
CLUB RULES

- shall provide the Board with the complete report, including witness statements. The President or Board may choose to consult with COC at any time during this procedure.
5. If a Board Member is the accused party in a conduct report, the Club Board may not address the issue and the report shall be forwarded to the COC for action. If a Board Member is the accused party, further actions by the Board listed below are not applicable and the COC shall ensure due process including rights to appeal.
  6. Written notice of the report shall be provided to the accused Member by the President only after the Board has met to review the report and directs such action (after or within 10 days).
  7. If a Board Member is the accused party in a Conduct Report, the Clubs Executive Board must not address the issue. The report should be forwarded to the club's COC for action. If a Board Member is the accused party, further actions by the Board are not applicable and the COC shall ensure due process including any right to appeal.
  8. The Board shall convene in Executive Session at the earliest opportunity to interview the reporting Member and any witnesses. The Executive Session shall take place within [INSERT NUMBER] calendar days from the written notice to the accused Member. Written notice shall be given to the accused club Member, the complainant, and all witnesses of the date and time of the Executive Session for the purpose of interviewing all parties involved. The complainant, the witnesses, and the accused Member will be sequestered from each other during the interviews.
  9. It is the responsibility of all parties involved to attend the Executive Session at the date and time set by the Board. Failure to attend will forfeit a Member's right to be heard.
  10. The Club Board will interview all parties separately, in the following order: (1) The Complainant Member, (2) the Witnesses of the conduct or event, and (3) The accused Member.
  11. The accused Member has the right to present his/her description of the conduct or event and to present witnesses to the conduct or event if not previously interviewed by the Board.
  12. The complainant Member and the accused Member have no right to question witnesses.
  13. The Board reserves the right to re-interview all parties and witnesses to ensure due process and full understanding of the situation.
  14. *If a Board Member is one of the parties involved, they shall recuse themselves from the Executive Session and participate only as the complainant or accused as detailed above.*
  15. The Board shall continue in Executive Session to discuss and make a final determination as to resolution of the report. Board actions include, but are not limited to, the following:
    - a. Report dismissed with no further action; or
    - b. Verbal notice documented in the minutes of the Executive Session; or
    - c. Written Notice and Warning; or
    - d. Suspension from the Club [INSERT. For example: not to exceed 3 months]; or
    - e. Permanent Removal from the Club.
  16. Should the Board determine the conduct or event is so severe and without dispute, it may choose to bypass any of the steps listed above and contact the Club COC directly.
  17. The Board shall provide written notice to the accused Member within [INSERT AMOUNT. For example: five (05) calendar days] following the determination of the Board. All

SUN CITY [CLUB NAME]  
CLUB RULES

notifications shall require written confirmation of receipt (or delivery if the Member refuses to sign) by the Member.

18. The Board will notify the complainant of the disposition of the complaint and their rights to appeal to the extent:
  - a. Open - Still Under Investigation; or
  - b. Closed – No Action Taken; or
  - c. Closed – Disciplinary Action Taken.
19. Any Member disciplined by the Club may submit a written request for appeal to the RCSC Board of Directors which will follow the appeal hearing process outlined in the RCSC Bylaws. Appeals must be in writing to the RCSC Board within ten (10) days of notification of the Club disciplinary decision. If a Member informs the Board they intend to appeal, the Club disciplinary actions will be held in abeyance until the results of the appeal from the RCSC are received, at which time if the appeal is denied, the Club's unserved disciplinary decisions may be reinstituted.
20. All Club Member Conduct Reports must be completed and submitted within thirty (30) days of the infraction to the COC or Clubs Office.

ARTICLE XI. AMENDING OR REVISING CLUB RULES OR CLUB P&P.

Section A – General.

1. Changes to Club Rules are generally at the approval of membership. The club board may adopt Policies with a majority vote.
2. The RCSC is the final approval authority for Club submitted Rules and P&P changes.
3. The Secretary will prepare the approved Rules or P&P change documents, with the signature of the President and date of approval and insert in the master Rules or P&P binders and submit to the RCSC as required.
4. If a Rule or P&P change is not accepted, the minutes shall so reflect, and no further action be taken.

Section B – Amending Club Rules.

1. To amend the Club Rules requires a Super-Majority vote of the membership present at a meeting with a quorum specifically noticed to include such purpose. A quorum is required as provided for in these Rules.
2. An initial proposed new Rule or amendment to an existing Rule must be presented in writing at a membership meeting. Any proposal first presented at a membership meeting and not otherwise noticed for that change and on the agenda CANNOT be approved at that membership meeting. The meeting agenda must specifically include notice to include a Rule change to be voted on.
3. All Rule changes require prior [INSERT REQUIREMENT. For example: publication in the Club for one month or email and posting in the Club with the proposed language not less than 14 days prior to the meeting at which a vote to approve will be held, etc.].

[IF APPLICABLE] Section C – Amending Club P&P.

SUN CITY [CLUB NAME]  
CLUB RULES

- 1 A majority vote of the Board may establish or amend Club P&P at a Board meeting with a quorum. The Board may not approve a P&P in conflict with the Club Rules or override a majority decision of the membership.
- 2 The membership may rescind or amend a Club P&P by a majority vote of the membership present at a meeting with a quorum specifically noticed to include such purpose.

ARTICLE XII – DISSOLUTION.

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the RCSC.

DATE APPROVED BY THE CLUB MEMBERSHIP: \_\_\_\_\_.

DATE SUBMITTED TO RCSC: \_\_\_\_\_.

DATE RECEIPT ACKNOWLEDGED BY RCSC: \_\_\_\_\_.