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**ARTICLE I – CHARTERED CLUB REQUIREMENTS**

**Section A – Name of the Club.**

* The name of the Club is the <CLUB NAME>.

**Section B – Purpose of the Club.**

* *Insert in this section a description of your club purpose. This assists the club to identify to current and potential members what your club is about.*

**Section C – Club Governing Order of Priority.**

* *Does your club have policies and procedures in addition to rules?*
* *Do you use a parliamentary guide (e.g. Roberts Rules)? If so, at meetings only?*
* *Use this section to clarify the relationships of governing doctrine. Club rules and policies do not need to repeat what is in BP-12 but may reiterate specific requirements for additional emphasis.*

**Section D – Club Facilities and Equipment.**

* *Do your rules and policies allow for the temporary removal of equipment or tools for club projects or repair?*
* *Do your rules and policies state and clarify no temporary removals, including lending, borrow or removal of equipment, furniture, fixtures or supplies that are RCSC property is authorized?*

**Section E – Definitions.**

* *For clarity, it is recommended that terms used in your club rules have the same definitions as similar terms used in RCSC Board Policy 12 (BP-12).*
* *If there is a reason for differences or club-specific terms exist or to promote concise language in your rules, consider additional definitions.*

**ARTICLE II – AUTHORIZED CLUB USERS**

**Section A – Club Membership Requirements.**

* *Who can join your club?*
* *Are there minimum skills necessary to be a member?... If so, define the skill level required to participate.*
* *Can the club refuse membership for any reason? … If so, define the reason (e.g. club organized exclusively for men, women, singles, age group, etc.).*
* *Is there a waiting list to join your club and how is a cardholder notified the club has an opening?*
* *Are there club dues? Define how often and how much?*
* *Are there any other conditions to join (e.g. monitor each month, member of a specific organization)?*

**Section B – Membership Dues and Honorary/Lifetime Memberships.**

* *What is the dues amount?*
* *Is it annual on a calendar year? Is it prorated?*
* *How soon can a member renew?*
* *Who has the authority to set the dues amount (e.g. President, Board, etc.)?*
* *What time of year is the decision made to change the dues?*
* *Does your club have honorary or lifetime memberships? If so, define how they work.*
	+ *Is there a limit on the number per year?*
	+ *What are the qualifications (e.g. must be a member for 3 years, etc.)?*
	+ *What does it mean to be a lifetime member (e.g. no dues, free club locker, etc.)?*

**Section C – Club Guests and Visitors.**

*Does your club allow visitors (*RCSC cardholders not a member of the club*) and/or guests* (non-Sun City residents*)? Either way (yes or no), spell it out. Address the following:*

* *Are there club fees for a visitor or guest above the guest/day fee that must be paid to the RCSC unless the club has an approved reciprocity agreement?*
* *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?*
* *How many times can a visitor come to the club without joining?*
* *Can a visitor/guest participate in club activities?*
* *Can a visitor/guest operate club equipment? NOTE: NO PERSONS (member, visitor or guest) may operate equipment without required and documented training … ensure your rules and policies address this.*
* *Can a visitor/guest participate in club classes or instruction?*
* *Can a visitor/guest attend club meetings? Does that include meetings to hold an election?*
* *Are visitors/guests only allowed at certain times of the year at the club?*
* *Does the club allow for more visitors/guests than members at any club activity? Can visitors/guests displace club members?*

**Section D – Independent Contractors and Instructors.**

*Clubs that have independent contractors (e.g. callers, instructors, etc.) must define:*

* *Their position(s), duties, authority and limitations.*
* *Are there regulations or certifications required by your club for such positions?*
* *Can an independent contractor operate club equipment?*
* *Who authorizes an independent contractor for the club (e.g. the President, the Board, etc.)?*
* *Independent Contractors shall be made aware of Club Safety Rules, Policies and Procedures.*

**Section E – Club User Reporting Requirements.**

* *Do your club rules and policies specify who is responsible for reporting club member and guest use to the RCSC?*

**ARTICLE III – CLUB EXECUTIVE BOARD, OFFICERS, COMMITTEES AND OTHER MEMBER DESIGNATIONS**

**Section A – Club Executive Board.**

* *Who are the members of your Executive Board? Are committee chairpersons and members-at-large members of the board? Is the past-president a member of the board?*
* *Do all board members have equal voting rights?*
* *Are the duties and authorities of your board spelled out (e.g. the board sets policy, etc.)?*
* *Who may be considered for the board? Is there a minimum time at the club (e.g. two years, three years, etc.)?*
* *What is the term of office for each board position? When does it start and finish?*
* *Do you elect the entire board each year or half one year and half another year?*
* *Are there limits as to how many consecutive terms a board member may serve? In one position? … or on the board in total?*
* *Are there restrictions on how long a board member or officer must remain off the board/out of office before running for the same position again?*
* *Can or should your rules and policies provide for a temporary replacement for a board member’s absence (e.g. gone for the summer)?*
* *If a vacancy occurs on the board, how do you handle it (e.g. does the board appoint a replacement? is an election held? Is the position left vacant? etc.)?*
* *Do you have provisions for removing a member from the board (e.g. if a board member misses 3 meetings in a row? If a board member is suspended? etc.)? If so, define the process (e.g. it takes a super-majority of the membership).*
* *Do you have a provision for board members to recuse themselves if there is a conflict of interest?*

**Section B – Club Officers.**

* *Who are the club officers?*
* *Do you require either the president or the vice president to be a full-time Sun City resident?*
* *Are the specific duties of club officers and board members listed?*
* *See RCSC Form BP:12-10(a) for guidance on officer duties.*

**Section C – Club Committees and Other Member Designations.**

* *Does your club have standing and/or temporary committees? If so, who has the approval authority to appoint and remove members?*
* *If your club has Standing Committees, are they listed in your rules and policies? Is the purpose, authority, responsibilities and resources for committees provided in your rules and policies?*
* *Are your committees authorized to develop club policies and procedures? If so, are they approved by your board?*
* *Does your club have a Head Monitor, Purchasing Agent or other individual member designations?*

**ARTICLE IV – CLUB ELECTIONS.**

* *When is your election normally held? – specify in your rules and policies.*
* *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.*
* *Do your rules and policies provide for an election in the case of an act of God or pandemic situation as provided above that prohibits an in-person meeting for an election?*
* *Do your rules and policies provide for if an election is not normally held? Does the existing board continue? For how long?*
* *Who can run for elected positions? Is there a requirement to have been in the club a minimum amount of time (e.g. 2 years); can a suspended member run for election?*
* *How are nominations handled for elections?*

**ARTICLE V – CLUB MEETINGS**

**Section A – Club Membership Meetings.**

* *Club rules and policies must state when membership meetings are normally held (minimum once a year, dates been provided to the Club’s Office).*
* *Is your quorum requirement based on the number of paid-up members on the date of the meeting?*
* *Are there provisions to reschedule a normally held meeting if it conflicts with other events (e.g. RCSC board and membership meetings)?*
* *Can the board suspend membership meetings? If so, what are the reasons?*
* *Is your club closed to all work for membership meetings?*
* *Do your rules and policies provide for if members depart the meeting and a quorum no longer exists, that the meeting shall be concluded, and no further business conducted?*
* *Do your rules and policies provide for specially called membership meetings?*

**Section B – Club Executive Board Meetings.**

* *When are your board meetings? Two a year are required at a minimum.*
* *What is the quorum for board meetings?*
* *Can the president vote in other than a tiebreaker situation?*
* *Can board members participate electronically (e.g. if a board member is not a full-time resident can they call in to a meeting)?*
* *Can non-board members attend and/or participate in board meetings? If so, can non-board members participate other than in person?*
* *In the case of an act of God or pandemic situation prohibiting in-person meetings, do you provide for electronic participation like elections?*

**Section C – Special Club Meetings.**

* *Do your rules and policies provide for specially called board meetings (e.g. advance notice, published agenda)?*

**ARTICLE VI – CLUB RECORDS AND REPORTS**

**Section A – Club Records.**

* *Do your rules and policies address how minutes of club meetings are readily available to members?*
* *Do your rules or policies identify where required records will be kept, by whom and how long (e.g. training records in the assigned filing cabinet, etc.)?*
* *When board members and committee chairpersons change is there a review of the status and responsibilities for club record-keeping?*

**Section B – Reports.**

* *Do your club rules and policies identify who is responsible for all club reporting requirements?*

**ARTICLE VII – CLUB FINANCES**

**Section A – Club Fiscal Year and Funds Management.**

* *Do your rules and policies provide for the establishment of a bank account at a local financial institution?*
* *Do your rules and policies require a minimum number of signers on a bank account? How are members designated as signers?*
* *Your rules and policies must specify who has funds expenditure (signature) authority for club bank accounts (e.g. president, vice president in the absence of the president, etc.) for paying bills.*
* *Is a petty cash fund authorized? If so, how much (e.g. not more than $100) and what are the procedures and limitations for use?*
* *Do your rules and policies require that all club funds be processed through the club accounting system? Are members allowed to receive direct compensation for work or sales?*
* *Your rules and policies must state who can make purchases for the club. Do your rules and policies allow for a Purchasing Agent?*
* *What are the procurement limitations for those authorized to incur expenses for the club (e.g. president and purchasing agent not more than $500, board not more than $1000, membership anything over $1500)?*
* *Do your rules and policies specify that whoever has purchasing authority is not the person keeping the books?*
* *Are credit cards authorized? If so, who may have them and what limit? Are members holding authorized Club credit cards personally liable for non-authorized purchases?*

**Section B – Audits of the Club’s Financial Records**

* *Is the Treasurer allowed to assist the Auditor to examine the Club’s financial records?*
* *Are audits routinely conducted?*

**ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES, CONTRIBUTIONS AND RAFFLES**

**Section A – Club Events and Tournaments.**

* *Do your rules and policies provide for the club to host or sponsor events and tournaments? If so, are there specific requirements beyond those in BP-12 that need to be identified to club members?*
* *Does your club have requirements or other provisions for members to participate in club events and activities (e.g. must work the festival if selling, a monitor waiver for volunteering for club activities/needs, etc.)?*

**Section B – Club Activities.**

* *Do your club rules and policies authorize and identify procedures for the conduct of workshops and classes?*
* *Does your club conduct social activities that require addressing in your rules and policies?*

**Section C – Club Sales.**

* *Are members that sell goods at RCSC sanctioned events required to participate in the Club’s sales activities?*
* *Are club member sales authorized off site (off RCSC property)? If so, what are the procedures for authorizing and accounting for off-site sales?*
* *Each club’s rules and policies must define:*
	+ *The number of articles an individual member may sell during any calendar year.*
	+ *The percentage the club will receive from each sale.*
	+ *How complaints are handled.*
	+ *The relationship between using club facilities, consigning items for sale and volunteering time for necessary club duties.*
* *Do your rules and policies require that items for which members receive orders as a direct result of club activities (e.g. festival, farmers market, etc.) be handled as club sales?*
* *Do your rules and policies authorize vendors to sell related materials and supplies within club facilities? If so, what are the limits and who authorizes the vendors?*
* *Does your club sell supplies and raw materials to members and visitors? If so, who sets the prices (e.g. the president, board, membership)?*
* *Does your club do repair work? If so, are there limitations (e.g. no structural repairs, limits on cost and time, etc.)?*

**Section D – Club Advertising and Marketing.**

* *Any need to address beyond the requirements of BP-12?*

**Section E – Club Contributions and Raffles.**

* *Do your rules and policies authorize the club to hold raffles? If so, do your rules and policies provide:*
* *Where and when may raffles be held.*
* *Who is responsible for the proceeds from the raffles (e.g. club treasurer)?*
* *Who authorizes the distribution of the proceeds (e.g. president, board, membership, etc.)?*

**ARTICLE IX – CLUB SAFETY, SECURITY AND CLUB MONITORS.**

**Section A – Club Safety.**

* *Club rules and policies must require that members be trained before they use equipment that is gas, electric, hydraulic, battery, or air powered.*
* *Club rules and policies must require that all required training be documented. Do your club rules and policies and procedures provide adequate direction to satisfy this requirement?*
* *Do your rules and policies address storage of personal items and hazardous materials (e.g. not to be left on work surfaces, hot materials left alone, etc.)?*
* *Do your rules and policies allow alcoholic beverages in in the club? If so, are there limitations on the type or amount of alcohol (e.g. no hard liquor, no liquor during meetings, etc.)?*
* *Do your club rules and policies address member responsibility to have and use personal protective equipment (PPE)? Is a monitor/member authorized to direct a member to stop work if not using proper PPE?*
* *Do your club rules and policies provide specific direction to monitors and club officers on how to handle injuries and incidents?*
* *It is recommended to have a checklist for monitors to follow that identifies:*
	+ *Call 911*
	+ *Notify RCSC (Center Leader or Custodian Foreman)*
	+ *Station individual out front to direct EMS personnel*
	+ *Stop club work until situation resolved*
	+ *Complete incident report*

**Section B – Club Security**

* *Do your rules and policies contain provisions to prohibit items unrelated to club activities from being stored at the club?*
* *Do your rules and policies address facility/club access? Who authorizes members to have keys (e.g. president, board, etc.)?*
* *Do your rules and policies address member restrictions on unauthorized use or entry into Club facilities (e.g. can authorized key-holders give their keys to a member not specifically authorized)?*

**Section C – Club Monitors.**

* *Your club rules and policies must provide for two monitors during all club operating hours when tools and equipment are in use.*
* *Your club rules and policies must provide that no less than two persons are on site with at least being an assigned monitor and the other a member.*
* *Are members required to volunteer a certain amount of time as a monitor? If so, what frequency and duration (e.g. one four-hour shift a calendar month)?*
* *Do your rules and policies have specific provisions for opening, closing or administrative purposes that allow one person to be on site for a limited period (e.g. 20 minutes) or check-in requirements (e.g. call a designated person every 20 minutes to confirm okay and if no call received a designated person will call to confirm everything is okay)?*
* *Your rules and policies must state how monitors are EASILY identified (e.g. badge, vest, etc.).*
* *Your rules and policies must specify the duties and responsibilities of monitors (e.g. 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, monitors reporting of safety violations and injuries, monitors on duty at any given time are in charge of the Club, Members, guests, visitors and Independent Contractors, etc.).*
* *Your rules and policies must address member refusal to comply with a monitor’s direction or Club Rules, Polices & Procedures and monitor reporting of member non-compliance.*

**ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.**

**Section A – Club Member Conduct.**

* *Do your club rules and policies address inappropriate conduct (e.g. 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)?*
* *Is it necessary to address political bias and opinions that may be offensive (to be kept to oneself in the club)?*
* *Club rules and policies must address a process for reporting member conduct (including use of a member conduct report form).*
* *Club rules and policies must address the process to follow on receipt of a member conduct report, including if conducts reports are handled by the board.*
* *Do your rules and policies have provisions that members must abide by all Club Rules, Policies and Procedures 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?*
* *Do your rules and policies have provisions for members to cease working in the Club and exit if they become ill? Additionally, that 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 – Club Member Discipline.**

* *Your rules and policies must contain a provision for members to be advised of their rights to appeal a club action.*
* *Your rules and policies must contain a provision for any member disciplined that an appeal to the Club’s Office must be in writing and within ten days of the disciplinary action.*
* *If a member informs the board they intend to appeal do your rules and policies have provisions for holding disciplinary actions in abeyance until the results of the appeal from the RCSC are received?*
* *Do your rules and policies contain a provision that 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?*
* *If a member is asked to leave the club, are there provisions for their return (e.g. members asked to leave the Club will not be allowed to return until informed by the President)?*
* Your rules and policies should specify that *if a Board Member is the complainant, they shall recuse themselves and participate only as the complainant.*

**ARTICLE XI. AMENDING OR REVISING CLUB RULES AND POLICIES**

All Club Rules, Policies and Procedures must be published. No “verbal-only” Rules, Policies or Procedures are authorized.

* *Is there a Club Rules and Policies Committee? Do your rules and policies require a periodic (e.g. annual, at board changes, etc.) review of the Club Rules, Policies and Procedures?*
* *Do your rules and policies specific that changes to Club Rules, Policies and Procedures are ultimately at the approval of membership?*
* *Do your rules and policies require current Club Rules, Policies and Procedures to be posted, emailed and/or otherwise made available to members?*
* *Do your rules and policies provide what is required to change rules and policies (e.g. advance notice, in-person vote at a meeting, majority or super-majority of the membership, etc.)?*
* *Do your rules and policies provide what is required to change policies and procedures (e.g. advance notice, board approval at a board meeting, etc.)?*
* *Provisions to prohibit approval of a Policy or Procedure in conflict with the Club Rules and policies or override a majority decision of the membership?*

**ARTICLE XII – CLUB DE-CHARTERING AND 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:

CLUB FORWARDING OFFICIAL:

RCSC APPROVAL: