

SUN CITY SOCIAL CLUB
CLUB RULES

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ARTICLE I – GENERAL.

Section A – Name of the Club.

The name of the Club is the SUN CITY SOCIAL CLUB.

Section B – Purpose of the Club.

The purpose of the Social Club shall be to provide a venue for members to meet others of like interest and age looking to build lasting friendships through membership meetings, social gatherings, events, activities, and to provide ideas intended to increase community appeal for future generations.

Section C – Club Governing Doctrine. Club Rules and Policies incorporate by reference all Recreation Centers of Sun City (RCSC) requirements (e.g. Bylaws and Board Policies) and are accordingly not restated herein. Where RCSC and Club governing documents are silent on an issue, Roberts Rules of Order may be used as a guide. Nothing in these Rules absolves any Member from their individual responsibility to know RCSC requirements with respect to Chartered Club operations and conduct.

Section D – Club Facilities and Equipment.

Club facilities and equipment are the property of the RCSC and may not be altered or removed without RCSC permission.

Section E – Definitions. Terms used in these Rules will have the same definitions as similar terms used in RCSC Board Policy 12 (BP-12). Additional definitions are:

1. “Club” – The Sun City Social Club.
2. “Rules” – These Club Rules properly approved by the Membership, submitted and approved by RCSC.
3. “Board” – The Members elected as the Club Executive Board in accordance with these Rules.
4. “Member” – Individuals that hold a current RCSC Member Card and a current Club membership.

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5. "Member-in-Good-Standing" – Members that are not under disciplinary action (e.g. temporary suspension).

ARTICLE II – AUTHORIZED CLUB USERS

Section A – Club Membership Requirements.

1. The Membership shall be open to all persons holding a current RCSC card and in good standing with the RCSC.
2. There are no other pre-conditions for membership, nor will Members be required to join any national, state or regionally affiliated organization.

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

1. Annual dues will be \$10.00 per Member. Annual dues will not be pro-rated during the year for new members. Membership is valid for one year from the time the membership was approved and is due each year accordingly.
2. If annual dues are not paid within 15 days of the due date, membership will be terminated.
3. The annual dues are subject to modification without affecting these Rules and Regulations whenever deemed necessary by the Executive Board and approved at a Membership meeting by a majority vote of the Membership.
4. The Club membership directory will be provided to the general membership.
5. No Honorary/Lifetime Memberships are offered.

Section C – Guests and Visitors.

1. Club Guests.
 - a. A club guest must be invited and accompanied to club events by a club member and not by open public invitation. His/her participation should enhance the recreational experience of club members but must not displace club members and should not add un-reimbursed cost to the club or RCSC. The club member is responsible for the conduct of his/her club guests and cannot leave a social gathering, activity or event without their guest.
 - b. Attendance by all club guests (non-RCSC Cardholders) for any club activity, social gathering or event conducted on RCSC property must be recorded on guest attendance register (FORM BP:12-4), In addition to the associated costs of the activity for guests, guests must pay the daily guest fee rate per current RCSC guidelines [or have an effective Host Punch Card] for attending each social gathering or club activity. The club will pay RCSC or effect RCSC to be paid [Host Punch Card] the daily guest fee rate per current RCSC guidelines per club guest per day.
 - c. The number of club guests at any club activity must not exceed the club members present. For activities with a limited number of openings, club guests may be turned away from the activity so as not to prohibit a club member from participating. Club's Executive Board may curtail or suspend club guest attendance during high usage if it is deemed appropriate. The Event & Activities Committees must be notified of this action.
2. Club Visitors.
 - a. Club visitors are eligible for membership in the club and will be asked to join the club after having accepted and enjoyed the club's hospitality at a social gathering and/or activity a maximum of three (3) visits. On refusal, the club will terminate that person's visitor privileges.

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- b. A club visitor may be brought by a host or the visitor may come on his/her own simply by having heard of the club. Visitors must comply with all RCSC and Club requirements for Club use.
- c. The visitor will pay an additional \$5 (over and above the club paid event fee) for each RCSC Club Event they attend. The number of club visitors at any club event must not exceed the club members present. For events with a limited number of openings, club visitors may be turned away from the event so as not to prohibit a club member from participating.
- d. The Club's Executive Board may curtail or suspend club visitor attendance during high usage if it is deemed appropriate. The Event & Activities Committees will be notified of this action.
- e. Visitors may not participate in Club Meetings, classes or instruction.

Section D – Independent Contractors.

- 1. All Club use of Independent Contractors must be approved by the Board.
- 2. 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.
- 3. Independent Contractor instruction during other than normal Club operating hours must be approved by the COC in writing.
- 4. The duties of the Independent Contractor(s) shall be provided for in a written agreement with the contractor being hired.

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.
- 2. The Club's Executive Board shall be responsible for the control and management of the affairs and common interests of the club and the administration of the club's rules and regulations
- 3. The Executive Board will meet a minimum of two (02) times a year.
- 4. The Club's Executive Board will be comprised of the Elected Officers plus the Club's Standing Committee Chairpersons and Coordinators. The Executive Board members must be voting members for the entirety of their term.
- 5. All Board members serve without compensation. Board members must recuse themselves from Board decisions if there is a conflict of interest.
- 6. A Board Member's term of office shall be for one (01) year beginning <INSERT WHEN> of the calendar year for which the election took place, or until resignation, incapacitation, or removal from the Board.
- 7. The elected Officers may run for re-election to a maximum of three (03) consecutive years in the same office. If any Officer serves five (05) or more months, he/she is deemed to have served a full year for purposes of this Section. An elected Officer must remain out of office for one (01) year before running for the same office again.
- 8. In the event of a vacancy of an elected officer the Executive Board shall appoint a replacement from the eligible club membership to serve out the balance of the term, If the President's office is vacated, it shall be filled by the Vice-President and a replacement shall be appointed for the office of Vice-President.

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9. Board Members that miss <INSERT NUMBER> meetings in a row are subject to automatic removal by majority vote of the remaining Board.

10. 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.

Section B – Club Officer and Board Member Duties.

1. The elected officers will consist of a President, and Treasurer/Secretary. A Vice President may be elected and as needed a Second Vice President may be elected.

2. These officers will each serve one-year terms concluding at the end of the fiscal year. Officers elected or appointed mid-year to fill vacancies will be deemed to have completed a full one-year term upon serving 5 months.

3. The President or Vice President must be a full-time Sun City resident.

4. Club Officers are to assist incoming new Club Officers with transition issues, location of records, completion of required reports and continuity of Club operations.

5. Duties of the President are:

- a. The President shall preside at all club meetings; direct all activities of the club's Executive Board, communicate with the RCSC's club office,
- b. assure that the club's rules and regulations are updated and officially recorded.
- c. The President shall assure that the officer's list is up to date and filed with the RCSC's club office.
- d. to perform all duties customary to the office, imposed by these Rules, or as directed by the Club's Membership.

6. Duties of the First and Second Vice Presidents are:

- a. The First and Second Vice Presidents shall preside in the absence of the President and shall perform such duties as may be required. These may include but are not limited to:
 - i. Website updates for the club,
 - ii. ensure that the information on RCSC's website about the club is accurate and up to date, manage the membership sign up for club duties such as greeters, set up, clean up, 50/50.
- b. Either the First or Second Vice President is encouraged to serve as President when the Presidency is vacated following their completed term.
- c. 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
- d. to execute additional duties as assigned by the President.

7. Duties of the Secretary are:

- a. To record the minutes of all club meetings.
- b. Ensure the completion, submission and retention of the club's attendance records and membership roster.
- c. Create and distribute the member's name tags.
- d. Compile the guest attendance registers in accordance with RCSC guidelines.
- e. To maintain a copy of all Independent Contractor Agreements on file.
- f. To assure the information on the RCSC website for the Club is accurate and up-to-date.

8. Duties of the Treasurer are:

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- a. The custodian of all club funds collected.
- b. Assure that all monies are deposited and recorded accurately and that the club's financial records are properly kept and maintained.
- c. Ensure that financial reports are completed and filed with the RCSC's club office in a timely manner.
- d. To provide an auditor with required documentation.
- e. To 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.

Section C – Club Committees and Other Member Designations.

1. Committees may be appointed and dissolved by the President with approval of the Board as the need arises.
2. Committee members shall be nominated by the President and/or Board and subject to the approval of the Board. The Board shall designate the Chairman for each committee established. Board Members are allowed to be on committees.
3. The following standing committees and their responsibilities are:
 - a. Communications.
 - i. E-Mail distribution lists.
 - ii. E-Mail updates.
 - iii. Publicity.
 - iv. Newsletters.
 - v. Club Calendar and Web Sign-Up (Sign Up Genius).
 - b. Membership.
 - i. Securing name badges for members.
 - ii. Maintain membership sign in sheets at meetings.
 - iii. Keep accurate and up to date membership data on a spreadsheet.
 - c. Activities and Events.
 - i. Preparing Activity details at least one (01) month ahead.
 - ii. Provide Activity details to Communications Chairperson for online calendar.
 - iii. Announce Activities at Club meetings when appropriate.
 - iv. Coordinate all Club Activities and Events including host, location, cost, publicity, cancellation, changes and other pertinent actions.
 - v. Work directly with the Club President on Activities, Events, RCSC facility use, compliance with Club and RCSC Rules.
 - vi. Monitor all Activities and Events including Meet Us There or other non-hosted activities.
 - vii. Work with the Club President for member meeting Activities.
 - viii. Plan and host the annual spring Club gathering.
 - ix. Collecting the required monies for events.
4. Over the course of time, the Club may find it necessary to create temporary committees to aid in the performance of club functions, (i.e. Nominating Committee, Rules and Regulation Committee, etc.). These Committees will be formed from the general membership and a chairperson appointed by the Executive Board. These committees will provide input to the

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Executive board but will not be allowed to vote on Club matters. They will stay in existence for as long as the Executive Board deems necessary.

ARTICLE IV – CLUB ELECTIONS.

Section A – General.

1. Club Officers will be elected by a majority vote of the Members at the annual Membership Meeting. A quorum of voting members, based on the most current RCSC Roster Data submission, must be present for this vote.
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.
3. Only Members-In-Good-Standing may be present during Club elections. Each member has one (01) vote. A vote will be taken by voice, hand, or paper for each position.
4. 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 establish policy and procedures for electronic meeting participation and voting when an in-person meeting is not possible.
5. 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 immediately at the same meeting.
6. If the election is not held as normally provided for the current Board will remain in place until an election is held.

Section B – Nominations.

1. Any member in good standing may run for any elected office provided they will reside in Sun City for a minimum of six (06) months.
2. A list of prospective Club Officers will be presented to the Club President. This list will be posted for at least 20 days before the annual Membership Meeting.
3. At the annual Membership Meeting, the names of the candidates for each position will be presented to the membership.

ARTICLE V – CLUB MEETINGS

All meeting schedules will be determined by the Executive Board and published to the Members.

Section A – General Membership Meetings.

1. Membership meetings are open to Members and will be held a minimum of one (1) time per year. They are used to inform the members of the status of Club and conduct any official business (i.e. Rules and Regulation changes, elections, expenditures, etc.).
2. Nonmembers are not allowed to attend Membership meetings but may attend subsequent social gatherings typically held at the adjournment of the Membership meeting.

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3. Dates for Membership meetings will be decided and announced by the Executive Board a minimum of one (1) month in advance. Membership notification will be by the most convenient means available.
4. Quorum for Membership meetings can only be achieved by Member in-person attendance. Member voting rights and process are the same as those provided for in these Rules under Article V.
5. 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 vote.
6. *If Members depart the meeting and a quorum no longer exists, the meeting shall be concluded, and no further business conducted.* Informational meetings may be conducted to follow-on Membership Meetings where a quorum was not achieved.

Section B – Club Executive Board Meetings.

1. Board meetings will normally be held <INSERT FREQUENCY>. The quorum for Board Meetings is <INSERT THE NUMBER OF> Board members. Only Board Members may vote at Board meetings, with the exception that the President may only vote in a tiebreaker situation.
2. Board Members may participate in Board Meetings electronically, no non-Board Member electronic (e.g. telephonic, Facetime, Zoom) outside participation is allowed unless specifically authorized by the Board for that meeting (e.g. to provide the Board with a committee status report).
3. 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.
4. In the case of an act of God or pandemic situation prohibiting in-person meetings, the procedures for electronic participation are the same as those provided for in these Rules under Article V.

Section C – Special Club Meetings.

1. A Special Board Meeting may be called by any of the Board.
2. Notice of Special Board Meetings must be noticed as established by the Board.

ARTICLE VI – CLUB RECORDS AND REPORTS

Section A – Club Records.

1. Club records shall be maintained as provided for in Board Member duties and Board Policy.
2. Club Meeting Minutes shall be available on the Club website and posted in the Club.

Section B – Club Reports.

Completion of Club reports shall be as provided in the Executive Board duties or as established by the Club Policy.

ARTICLE VII – CLUB FINANCES

Section A – Club Fiscal Year and Funds Management.

1. The Club fiscal year is January 01 to December 31.

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2. All Club funds (revenues and expenses) must be processed through the Club's accounting system.
3. Expenditures in excess of \$1000 shall require a vote of the Membership.
4. A petty cash fund will be maintained by the Treasurer of up to \$300 for disbursements of less than \$25.
5. A checking account will be established to hold Club funds in excess of \$300 and disbursements will require the Treasurer, President or Vice President's signature, except that disbursements above \$500 will require 2 of these 3 signatures.

Section B – Audits of the Club's Financial Records.

1. The Club Financial Records will be audited annually.
2. Audits of Club Meeting Minutes and other required records will be at the direction of the Executive Board.

ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES AND CONTRIBUTIONS

Section A – Club Events.

1. Events may be used to raise monies for the club. There are two types of Club Events:
 - a. A Club Member Event will be open to Club Members Only.
 - b. A Club RCSC Event will include Sun City RCSC current cardholders and their guests.
2. If the Executive Board assigns an additional event fee it will apply to everyone that participates in the event.
3. At times, and by determination of the Executive Board, to properly plan for events, advanced reservations and fees may be required. Fees will not be reimbursed if a member cancels registration within seven (07) days prior to the event.
4. Committee Chairpersons will provide an accounting of any monies collected and/or contributed to the Club treasury. This accounting will be submitted to the Treasurer for each activity.

Section B – Club Activities and Social Gatherings.

1. Activities are social functions designed to increase camaraderie within the club. They are not used to raise monies for the Club. They are pay as you go with everyone participating and experiencing the same costs/expenses. The Club does not underwrite any expenses. However, any surplus monies collected beyond the best estimate for common expenses (i.e. ramadas, picnic facilities, etc.) shall be contributed to the Club's General Fund.
2. A Club Activity is open to all members and visitors. An Activity may also be open to a club guest who is invited and accompanied by a member.
3. Committee Chairpersons will provide an accounting of any monies collected and/or contributed to the club treasury. This accounting will be submitted to the Treasurer for each activity.
4. The NextGen Club will not be liable for any accident that may happen to a person or vehicle in connection with club activities, such as hiking, travel to a site, bike rides. The RCSC will write an accident report when on RCSC property. Similarly, the NextGen club will not be liable should a member or guest contract an illness or virus while participating in a Club activity.
5. Members are expected to volunteer at club events a minimum of 4 hours per year. This can include, but not limited to, hosting an event or volunteering as a helper at an event.

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6. Social Gatherings will typically occur twice each month. During the summer months the meeting frequency may be reduced to once a month.

7. Social Gatherings are open to all Members, guests and visitors and will be held a minimum of ten (10) times per year. They are used to provide the Club with information regarding future events and activities, provide information regarding Sun City that is relevant to the Club, and provide a forum for the Club to socialize.

Section C – Club Sales. Not Applicable.

Section D – Club Advertising and Marketing.

1. The Club will communicate and advertise to other RCSC clubs and Sun City residents with a valid RCSC card via its website, printed flyers, email, newspapers, newsletters and other modern means of communication.

2. Approval is required from the RCSC Clubs and Activities Office prior to each communication provided such communications specify the event is for RCSC cardholders and their guests only.

Section E – Club Contributions and Raffles.

Funds from raffles shall be processed through the Club accounting system.

ARTICLE IX – SAFETY, SECURITY AND CLUB MONITORS.

Section A – Club Safety.

1. All Members must conduct themselves in a reasonable and safe manner.

2. If an incident (as defined in the RCSC Incident Reporting Matrix) occurs, follow the RCSC guidelines for reporting.

Section B – Club Security. Not Applicable.

Section C - Monitors. Not applicable. The Club requires no monitors for its Activities and Events. A minimum of two (02) members must be on site for any Club activity.

ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.

Section A – Member Conduct.

1. Club members should conduct themselves in a civil manner so as not to jeopardize the rights and privileges of other club members. A club member's inappropriate conduct may include arguments, physical confrontation or any behavior that places another person in reasonable apprehension of imminent physical injury or places the club or RCSC facilities in jeopardy.

2. Additionally, Members shall not be under the influence of alcohol, illegal drugs, or knowingly sick (e.g. cold, flu, virus) while attending Club functions.

3. Any Member displaying inappropriate behavior may be asked to leave the Club function 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.

Section B – Club Member Discipline.

1. Conduct Reports.

a. First Conduct Report.

i. Accused member is given a copy of the conduct report filed against them with the name of the writer removed.

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- ii. The club President will discuss the issue or incident with the member and witnesses. A written determination report will be filed in club records after member is counseled.
- b. Second Conduct Report.
 - i. A hearing will be conducted with the Club Executive Board. The conduct report minus the author's name will be provided to the accused member.
 - ii. The member accused may bring witness statements or witnesses that may be called individually as the Club Executive Board may have questions concerning the incident.
 - iii. Hearing determination(s) may find that the Club Executive Board will assign 30 to 60 day suspension from the club. Longer periods of suspension (up to one year) will be determined by the severity of the offense.
- 2. Appeal.
 - a. The guilty or disciplined party may contact RCSC Corporate office in writing and ask for a hearing before the RCSC Board.
 - b. The RCSC Corporate office will notify and conduct the hearing as per BP-29.
- 3. A written conduct report on an Executive Board member accused of violating club rules or other serious violations must be submitted to the RCSC Corporate office for disposition. The RCSC Corporate office will schedule and conduct the hearing as per BP-29.

ARTICLE XI - AMENDING OR REVISING CLUB RULES, POLICIES AND PROCEDURES.

Section A – General.

- 1. All Club Rules, Policies and Procedures are required to be published. No “verbal-only” Rules, Policies and Procedures are authorized.
- 2. Changes to Club Rules, Policies and Procedures are ultimately at the approval of membership.
- 3. The Secretary will prepare the approved Rules, Policies and Procedures change documents, with the signature of the President and date of approval and submit to the RCSC as required.
- 4. If a Rules, Policies and Procedures 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 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. All Rule changes require prior posting with the proposed language not less than 14 days prior to the meeting at which a vote to approve will be held.

Section C – Amending Club Policies and Procedures.

- 1. A majority vote of the Board may establish or amend Club Policies and Procedures at a Board meeting with a quorum. The Board may not approve Policies and Procedures in conflict with the Club Rules or override a majority decision of the membership.
- 2. The membership may rescind or amend a Club Policies and Procedures by a majority vote at a Membership Meeting.

ARTICLE XII – CLUB DE-CHARTERING AND DISSOLUTION.

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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: _____