



Proposed Rules and Regulations of the Sun City Tai Chi Club

January, 2016

***The numbers of the Club's Rules and Regulations match the associated numbers of the RCSC Board Policy Resolution No. 12 "BP12"**



Proposed Rules and Regulations of the Sun City Tai Chi Club - January, 2016

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01. CHARTERED CLUB REQUIREMENTS:

A Club, to maintain its charter, must have sufficient Club membership and active participation to use effectively the RCSC facilities set aside for it. The minimum Club membership requirement

- 1) for Clubs with dedicated space is fifty (50) RCSC cardholders;
- 2) and for Clubs without dedicated space, twenty-five (25) RCSC cardholders are required, excluding the following Clubs: Chess, Stamp, and Model Railroad.
- 3) Dedicated space is that assigned to and only used by that Club.
- 4)

Groups seeking to become RCSC Chartered Clubs should complete the Application for Club Charter (FORM BP:12-15) and submit it to RCSC's Clubs office.

Board Policy No. 12 Page 1 of 11 Chartered Clubs March 27, 2014

- 1) Each Club shall have its own Federal Tax Identification Number.
- 2) Each Club shall have its own official chartered Club name.
- 3) Club name changes must be reported to RCSC's Club office and to the proper tax authorities.

TAI CHI CLUB SPECIFIC RULES

The Sun City Tai Chi club will provide all members the opportunity to gather, have fun, and become healthy. Tai Chi has been proven to be beneficial for a number of reasons, and as a senior community we have unique needs for these benefits. The club will allow our members and others to get more enjoyment and quality out of life. To accomplish these goals, the club will be as open and inclusive as possible, so we can contribute to as many people in this community as possible.

This club should grow and expand based on how it can best address the specific needs of this community. This would include developing advanced classes for those students who qualify. It may also include the development of other types of classes such as Chi Gung. The main point is that these classes should be tailored to fit the needs of this community.

This requires open communications between the club's officers and the membership about what those needs are, in order to help turn this vision into a strong vibrant reality and to make it a part of the Club's culture.

The Club will be responsible for the following:

- 4) *The appropriate use of the facilities assigned to the Tai Chi Club,*
- 5) *Providing Teachers, music and music system from its own funds.*
- 6) *Conducting Club affairs in compliance with the restated Articles of Incorporation BP12 and the Corporate Bylaws of the Recreation Centers of Sun City, Inc.*



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02. CLUB MEMBERSHIP:

Chartered Club membership shall be open to all RCSC cardholders in good standing.

If a chartered Club has been organized exclusively for men, women, singles or by age group, then exceptions may apply.

Clubs may require a minimum of skill for participation as defined in their Club Rules and Regulations.

Each Club member has one vote and may vote only in person.

Only Club members can vote or hold office.

To ensure that each Club member is an RCSC cardholder in good standing, Clubs must submit a current Club membership roster (FORM BP:12-1) twice a year on or before Mar 1 and Oct 1 and upon request of RCSC's Club office.

Honorary or lifetime Club membership guidelines must be so stated in its Club Rules and Regulations and must be awarded only to RCSC cardholders in good standing. Honorary or lifetime Club membership will be terminated automatically if an RCSC cardholder is not in good standing.

Membership is open to all persons in good standing, holding one of the cards issued by the Recreations Centers of Sun City, Inc.:

- 7) Membership Card
- 8) Non-Owner Privilege Card

TAI CHI CLUB SPECIFIC RULES

RCSC Members (visitors) are allowed to attend two classes before joining the Club and paying the annual dues.

An annual membership badge shall be issued after dues are paid. This badge indicates the year, name, recreation card number. The badge shall be affixed to the Club member and must be worn at all classes.

At the beginning of any year, the Executive Board will determine what the Club Membership Dues should be for the next year, based on the needs of the Club, and to insure we have enough funds to pay the Club's expenditures.



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03. CLUB COMMITTEES:

Clubs may establish committees, as defined in Club Rules and Regulations; e.g.; Nominating, Club Rules & Regulations, Auditing, Quality Control. Committee members may be elected or appointed, as defined in the Club Rules and Regulations.

TAI CHI CLUB SPECIFIC RULES

See BP:12-2 Only Club members can vote or hold office.

The Executive board can appoint committees as they deem necessary for the current circumstances.

The duties of each committee can also be altered by the Executive Board, as the Executive Board deems appropriate for current circumstances.

All Committees are under the supervision and direction of the Executive Board. Committees can be formed, disbanded, or duties altered at the discretion of the Executive Board by a majority vote of Officers present at any Executive Board meeting.

The Executive Board can determine which committee chairpersons will be allowed to be a part of the Operating Board.

04. EXECUTIVE BOARD:

The Club's Executive Board shall be elected by a vote of the general Club membership.

The Club's Executive Board shall be comprised of the Officers and may include Club committee chairpersons and Club members-at-large.

Club members who are paid for services, such as Club instructors, card Club directors or callers, shall not hold elected Club office while performing these services.

The Club's Executive Board shall be responsible for the control and management of the affairs, property and common interests of the Club and the administration of the Club's Rules and Regulations.

The Club's Executive Board may consult with their COC (member of the Club Organization Committee assigned to that Club) regularly and seek their assistance immediately whenever any Club issue arises.

TAI CHI CLUB SPECIFIC RULES

The Executive Board shall be defined as all elected Officers only.

The Operating Board shall be defined as all elected Officers, and the appointed Committee Chair Persons whom the Board determines should be a part of the Operating Board. The Executive Board shall determine whether those people appointed to the Operating Board are allowed to vote.

When an election is held, and a new President is elected, then the prior President will become the Emeritus President, and will be a member of the board without a right to vote. The President Emeritus can lead committees or be available to be available for whatever duties the club needs done.



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The Executive Board can shift responsibilities between officers and committees due to circumstances that arise, and they can appoint committees as needed.

The Executive Board can also add new officer positions and appoint someone to fill those positions until the end of the year

The new officer positions will need to be included in the slate of officers that is presented to the membership for vote at the end of the year.

05. EXECUTIVE BOARD MEETINGS:

The Club's Executive Board shall meet at least twice a year on such dates as determined in the Club's Rules and Regulations or as established annually by the Club's Executive Board. Executive Board meeting dates shall be submitted (FORM BP:12-2) to RCSC's Club office by April 30 for the following year.

TAI CHI CLUB SPECIFIC RULES

The Club's Executive Board, however, shall determine and can alter when they should meet, and how often they need to meet, as the needs of the club becomes more apparent..

Executive Board meeting dates shall be submitted (FORM BP:12-2) to RCSC's Club office by April 30 for the following year.

06. CLUB OFFICERS:

The Club Officers shall be, at a minimum, a

- 9) President,
- 10) Vice-President (The Vice-President shall perform the President's duties in his/her absence.)
and a
- 11) Secretary
- 12) Treasurer

Election process of Club Officers and their duties shall be specified in the Club's Rules and Regulations. Club Officers shall serve without compensation and the

general term of office shall be for one year.

Re-election, term limitation and election procedures of Club Officers must be stated in the Club's Rules and Regulations.

Club Rules and Regulations must define what occurs if an elected officer and/or Executive Board member becomes unable or unwilling to fulfill his/her duties.

Club Rules and Regulations should define, if applicable, temporary officer replacements during extended periods of absence.



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RCSC's Club office must be kept apprised of current Club Officers (FORM BP:12-3), including temporary replacements.

TAI CHI CLUB SPECIFIC RULES

(16) ELECTED OFFICERS

- a) *President,*
- b) *Vice President, Secretary,*
- c) *Treasurer,*

(17) AUTOMATICALLY APPOINTED OFFICER

- d) *President Emeritus (prior president).*

(18) TERMS:

- e) *There is no limit to the number of times a person can be elected to the Executive Board.*
- f) *The slate of elected Officers shall be presented at the annual membership meeting for approval by the members.*

(19) ELECTION OF OFFICERS:

- a) *Initially, the terms for each officer will be from the time the Club is chartered by the RCSC in 2014 until Dec 2014. These officers will be elected and sworn in at the initial Organizational meeting.*
- b) *Thereafter, the elected Officers of the Club shall be elected and sworn in at the annual membership meeting and will take office on January 1st.*
- c) *There is no limit to the number of times a person can be elected to be an officer.*
- d) *If the Club's President's office is vacated, it shall be filled by the Vice President and replacement shall be for office of Vice-President. If the Vice President is unable to fulfill the President's position, then the Board shall appoint a qualified member of the club to serve until the elected member is able to resume office, or until the end of that officer's term.*
- e) *If any other office is vacated, the President shall appoint a qualified member of the Club to serve until the elected member is able to resume office, or until the end of that officer's term.*

(20) Duties of officers shall include as a minimum

- f) *The Club Officers will approve all changes to Class Schedules, and Class Formats..*
- g) *The Club Officers will determine what the Class Fees should be, based on the funds needed to pay the Teacher(s) and our club expenses.*
- h) *The Club Officers will negotiate and approve of all contracts with Independent Contractors for teachers.*
- i) *The Club Officers will insure that all paperwork required by the RCSC is filed with them.*



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- j) *The Club Officers will insure that everything the club needs is available (forms, supplies, etc.)*
- k) *The Club Officers are to insure that all club activities and classes:*
 - 1) *Abides by the RCSC Rules.*
 - 2) *Fits into the long term vision for the club.*

07. CLUB GUEST ATTENDANCE:

Attendance by all Club guests (non-RCSC Cardholders) for any Club activity/meeting/event/tournament/class must be recorded on guest attendance register (FORM BP:12-4) unless a Host Punch Card (see Board Policy 9) is accepted and punched by the Club for the Club guest or a Club guest presents a Daily Guest Pass and ID with picture.

If the Club has punched a Host Punch Card or been presented with Daily Guest Pass, that Club guest is not recorded on the guest attendance register.

Monthly, the compilation of these guest attendance registers (FORM BP:12-4) shall be recorded and submitted no later than ten (10) days after the close of the month to RCSC's Club office along with payment of Club guest Fees equal to two dollars (\$2.00) per Club guest per day to RCSC.

TAI CHI CLUB SPECIFIC RULES

A Visitor is an RCSC Cardholder, who does not belong to the Club. Any Visitor is allowed to attend two ~~one~~ classes before joining the Club and paying the annual dues. They will, however, pay the class fees.

Guests are non-RCSC Cardholders who attends any Club activity/meeting/event/class escorted by a RCSC Cardholder. They cannot become Club members, but are allowed to attend our classes if they abide by the rules of our club, and pay the required Class and RCSC Escorted Guest Fees.

Club escorted guests (non-RCSC Cardholders) are not defined as those who:

- A. *Wish to tour Club facilities,*
- B. *Accompany a Club member but does not participate,*
- C. *Provide care or assistance for a handicapped Club member or provide instruction to Club members.*

Visitors and escorted guests will be welcome to participate in all 'BEGINNER' Club classes as long as Club members are not displaced by either Club visitors or Club escorted guests.

Visitors and escorted Guests will be asked to wait and pay their Class Fees 10 minutes before the class starts, so that members can sign into the class first.

All Visitors and escorted Guests are asked to conform to all applicable club rules and guidelines.



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08. CLUB RECORDS & REPORTS:

All chartered Clubs must record and maintain minutes of all Club meetings and must retain copies of all correspondence. Minutes must be readily available to all Club members.

All chartered Clubs are responsible for the timely filing of all reports and tax forms required by federal, state and local laws for 501(c)(4) organizations see FORM BP:12-19(a) for more information.

Chartered Clubs shall issue Internal Revenue Service 1099 forms to individuals who are paid six hundred dollars (\$600) or more during a calendar year. This includes, but is not limited to, sales of crafts, club instructors, card club directors, caller Fees and any other such payments required to be reported to the IRS. All 1099 forms (available at clubs office) shall be filed no later than January 31 of the following year see FORM BP:12-19(a) for more information.

Clubs shall maintain and retain records for the period of time shown as follows:

- (21) Club correspondence and Club meeting minutes – three (3) years
- (22) Club financial records and reports – three (3) years prior to current year
- (23) Club deposit records and Club receipts – three (3) years
- (24) Club tax returns – seven (7) years
- (25) Major Club capital equipment, copy of invoice and warranty – keep for the life of the equipment
- (26) Club discipline and conduct reports – five (5) years
- (27) Club records of supply items – three (3) years
- (28) Club membership roster – current and prior year only
- (29) Club inventory – current and prior year only
- (30) Charter Club approval, Club Federal Tax ID number - retain for life of Club

TAI CHI CLUB SPECIFIC RULES

- (31) *Club equipment invoices and warranties, receipts and invoices to support other expenditure shall be kept for 7 years. The Charter Club approval and the Federal Tax ID number shall be kept for the life of the Club.*

RECAP

<i>Record-</i>	<i>Retention</i>
<i>Charter Club approval</i>	<i>Life of Club</i>
<i>Club Federal Tax ID number</i>	<i>Life of Club</i>
<i>Club Correspondence</i>	<i>3 years</i>
<i>Club Meeting Minutes</i>	<i>3 years</i>
<i>Club discipline and conduct reports</i>	<i>5 years</i>
<i>Club records of supply items</i>	<i>3 years</i>
<i>Club membership roster</i>	<i>current and prior year only</i>
<i>Club Deposit Information and Receipts</i>	<i>7 years</i>



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<i>Record-</i>	<i>Retention</i>
<i>Club Sign-in sheets used to support deposits</i>	<i>7 years</i>
<i>Support for Club Expenditures – invoices, etc.</i>	<i>7 years</i>
<i>Financial Reports</i>	<i>7 years</i>
<i>Tax Returns</i>	<i>7 years</i>

09. CLUB MONITORS:

All Clubs using tools and equipment that could cause injury to the user must provide Club monitors during all Club operating hours when such tools and equipment are or may be in use.

Monitors must be easily identified by a monitor badge and must be fully trained and documented in the use of all tools and equipment within the Club.

Monitors must ensure the use of safety equipment to include that provided by the manufacturer.

Monitors must report all non-compliance on a Club member conduct report. Duties of Club monitors must be stated in the Club's Rules and Regulations.

When RCSC facilities- are assigned to a Club, it is the responsibility of the Club to monitor the use of those facilities and follow all Rules and Regulations regarding such.

TAI CHI CLUB SPECIFIC RULES

Monitor's duties will be the following:

ROOM SETUP FOR THE CLASS

- D. Monitors will arrive one-half hour before the class*
- E. Monitors will insure that the chairs are arranged to the side of the room, so the room is open for a class.*
- F. Monitors will insure that the classroom temperature is comfortable and if the class room has fans, they will have fans circulate in half of the room (so there is a cool side and a hot side).*
- G. The monitor shall ensure that the posted Room Capacity is not exceeded.*
- H. Will collect all Club fees and process all paperwork as defined for them as part of their Monitor Duties.*

10. CLUB MEMBERSHIP MEETINGS:

Club membership meetings shall be held at least once a year on such date(s) as determined in the Club's Rules and Regulations or as established annually by the Club's Executive Board. Membership meeting dates shall be submitted (FORM BP:12-2) to RCSC's Club office by April 30 for the following year.

A quorum for chartered Clubs with membership up to 100 members shall be 20%, of 101-400 members shall be 21 or 10%, whichever is greater and above 400 members shall be 41 or 5%, whichever is greater. Quorums can be reached only in person.



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Clubs assigned designated Club space shall, if possible, use their assigned space for Club events/business meetings. Clubs without such assigned space must make a request for facilities, in writing, to RCSC's Club office for events/business meetings. Any requests for changes must be made in writing to RCSC's Club office as well. Additional Club space is assigned on a first come first served basis so Clubs should make requests as far in advance as possible.

Special Club membership meetings may be called by any of the Club's Executive Board or by written request of ten percent (10%) of the Club membership.

Notice of special Club meetings, with time, place and purpose, must be posted and mailed, phoned, or e-mailed to all Club members at least seven (7) days prior to the meeting. RCSC's Club office should be notified immediately of scheduled special Club membership meetings.

TAI CHI CLUB SPECIFIC RULES

At the initial Organizational meeting, the Club will be accept its first members, and these members will approve the initial Club's Rules and Regulations, as well as the initial slate of officers.

The Executive Board will determine when the Membership Meetings should be, as long as the Membership Meetings are done annually. After the first Organizational meeting, a slate of Officers for the next year shall be presented yearly at every membership meeting and voted upon by the Members in attendance. All issues voted on at the Membership Meeting must pass by a majority of the required quorum according to RCSC rules (BP:12-10). Other business may include but is not limited to: changes in the Sun City Tai Chi Club's Rules and Regulations, other business presented for consideration by Club Members.

These membership meetings may include some programs related to Tai Chi Background and philosophy, for people's education.

11. OPEN CLUB EVENTS:

Any Club President may request to host a Club event open to the public through RCSC's Club office which will assign appropriate RCSC facilities, as available. An open Club event is any event to be attended by the general public and not just RCSC cardholders and their invited guests.

Clubs shall pay RCSC rental and setup Fees for the facilities assigned for open Club events unless the Club's annual donation to RCSC is \$12,500 or greater per year or the event is sanctioned as an RCSC sponsored event. To request that RCSC sanction an event, the Club must submit the request to the RCSC Board of Directors see FORMS BP:12-11(a) and BP:12-11. Club rental and setup Fees shall be equal to Cardholder rental and set up Fees (http://sunaz.com/rental/cardholder_rental_fees.pdf), except that the rental Fees shall be for each day of the event rather than for a 4 hour period and only for the days that the space is open to the public.



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If a Club donation is in lieu of rental and setup Fees, such donation will not be eligible for Club promotion and marketing.

Guest attendance registers, (FORM BP:12-4) Host Punch Cards, or Daily Guest Passes are not required for open Club events.

12. OPEN CLUB TOURNAMENTS:

N/A

13. OPEN CLUB CLASSES:

Any Club President may request to provide open Club classes through RCSC's Club office which will assign appropriate RCSC facilities, as available.

Club instructional classes will require, at a minimum, two dollars (\$2.00) per Club guest per class paid to RCSC. The completion of the guest attendance register (FORM BP:12-4), the acceptance and punching of Host Punch Cards (see Board Policy 9), or presentation of Daily Guest Pass with picture ID is required for all Club classes.

Registration shall be on a first come first served basis, with RCSC cardholders taking precedence over all other registrants. Neither Club visitors nor Club guests shall displace Club members at any open Club classes.

TAI CHI CLUB SPECIFIC RULES

The Tai Chi Club will offer Open 'BEGINNERS' Tai Chi Classes as scheduling allows to anyone who wishes to attend.

The Club will start with BEGINNERS classes, and the Teacher(s) and the Executive Board will determine what additional classes are needed as the club expands:

- 1) *additional Beginner's classes,*
- 2) *Advanced Classes,*
- 3) *Qigong, chikung, chi gong – Chi Gong has numerous exercises which use slow movements, like Tai Chi, that help to develop your Qi (flow of energy).*
- 4) *Chair Chi Gong Classes*
- 5) *Evening Tai Chi Classes*
- 6) *Meditation*
- 7) *etc.*



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'BEGINNER' Classes – There will be continuing 'BEGINNER' classes that will be open to all Club Members, first time visitors, and escorted guests. All new members must start in these classes, no matter what their prior Tai Chi training has been. The purpose of these classes will be to make sure all students learn the basic form of Tai Chi that we are using in the class. As long as there is one open non-prepaid class available to new student, there can be additional Beginner's Classes that can require prepayment and pre-registration, 'ADVANCED' Classes – 'ADVANCED' classes will only be open to those students approved by the Teacher(s) for a more advanced type of class (Intermediate, Advanced, Others, etc.). Again, the purpose of these classes will be to allow these students to focus on the next level of learning that they are qualified for. The number of classes to be included in a series will be determined by the Teacher(s), and can require pre-registration, and pre-payment.

Previous knowledge of Tai Chi is not required for attendance at any 'BEGINNER' Tai Chi class. 'ADVANCED' classes will require prior training in one of the 'BEGINNER' classes given by this Club and the approval of the Teacher(s) (whether member or guest). Visitors, by definition, will need to become members before moving to an Advanced Class.

Since neither Club visitors nor escorted Club guests shall displace Club members at any open Club classes, visitors and escorted guests will be requested to wait until 10 minutes before the class starts before paying their class fees, so that members can sign into the class first. The monitor shall ensure that the posted Room Capacity is not exceeded.

CLASS FEES

The Executive Board will also determine what the Class Fees should be, based on the needs of the Club, and to insure we have enough funds to pay the Teacher(s).

'BEGINNER' Classes – The Class Fee will be paid before the start of each class by all students.

'ADVANCED' Classes –The Class Fees for these 'ADVANCED' classes will be paid for the entire series of classes at the first of each month. So if a class will have four classes in the upcoming month, then they will pay the class fee for four classes at the first of that month. If there are only three classes that month, then they will pay for three classes at the first of that month. This will insure that we have enough money to pay the Teacher(s) for that entire series.

There will be no refunds after the classes have started. Any exception of this rule will require approval by the Executive Board.



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14. INDEPENDENT CONTRACTORS:

Clubs using independent contractors to provide Club related services; i.e. dance callers, instructors, etc. shall define positions and duties in their Club Rules and Regulations.

An Independent Contractor Agreement (FORM BP:12-5), must be on file with RCSC's Club office a minimum of seven (7) days prior to services being rendered. A copy of the agreement must also be maintained by the Club for each person rendering services.

All monies paid for services, including but not limited to instructors, callers and card club directors, must be paid and recorded by check or signed receipt. Clubs that hire independent contractors must comply with federal and state tax regulations and laws.

Chartered Clubs shall issue Internal Revenue Service 1099 forms to individuals who are paid six hundred dollars (\$600) or more during a calendar year. This includes, but is not limited to, sales of crafts, Club instructors, card Club directors, caller fees and any other such payments required to be reported to the IRS. All 1099 forms (available at Clubs office) shall be filed no later than January 31 of the following year see FORM BP:12-19(a) for more information.

Clubs conducting instructional classes during periods other than normal Club operating hours must request facilities from RCSC's Club office in writing.

TAI CHI CLUB SPECIFIC RULES

Independent Tai Chi Teachers shall be hired to lead all classes. The Teacher(s) are required to lead the Tai Chi class activities and to monitor members' abilities while they are doing Tai Chi. If possible, the Teacher(s) should be observed by an officer before receiving a contract with the Club, and they should have experience with teaching Tai Chi classes, and experience with working with mature adults who have specific physical and medical needs. The Teacher(s) will teach specific classes on a schedule as determined by the Executive Board, taking into account limitations of facility usage based on RCSC requirements.

The Executive Board will negotiate and approve of all contracts with Independent Contractors.



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15. CLUB VISITORS & GUESTS:

A Club visitor is an RCSC cardholder that is not a member of the Club; there is no Fees payable to RCSC by the Club for Club visitors.

A Club guest is a non-Sun City resident or a Sun City resident who is not an RCSC cardholder. The Club will pay RCSC or effect RCSC to be paid [Host Punch Card or Daily Guest Pass] two dollars (\$2.00) per Club guest per day unless the Club has an approved reciprocity agreement (FORMS BP:12-9(a) and BP:12-9) with an outside Club or an annual agreement with the RCSC Board of Directors for the Club to retain the guest Fee in order for the Club to survive financially (FORM BP:12-13). Full financial disclosure of the Club is required for such an agreement to be considered.

Clubs are responsible for the behavior of their guests and shall be held responsible for any damage to RCSC property. Anyone displaying inappropriate behavior may be asked to leave RCSC facilities.

Neither Club visitors nor Club guests shall displace Club members.

Only RCSC cardholders are eligible for Club membership.

Both Club visitors and Club guests shall be required to meet minimum skill levels as defined in Club Rules and Regulations prior to participation in any Club.

Club Rules and Regulations must stipulate the restrictions for all Club visitors and guests which must be adhered to without exception.

All Club guests that have not had a Host Punch Card (see Board Policy 9) accepted and punched or presented a Daily Guest Pass with picture ID must be recorded on the guest attendance register (FORM BP:12-4), refer to Section 7 - Club Guest Attendance of this policy for more information.

TAI CHI CLUB SPECIFIC RULES

A Host Punch Card presented by an escorted Guest will be accepted and punched by the Club, and no RCSC guest fees will be collected, but the Class Fee (as set by the Board) will be paid.

A Daily Guest Pass presented by escorted guests will be accepted by the Club, and no RCSC guest fees will be collected, but the Class Fee (as set by the Board) will be paid.

All other escorted Guests will pay a RCSC escorted guest fee of \$2.00 along with the normal class fee (as set by the Board) and must be recorded on the Guest Attendance Register (FORM BP:12-4),



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16. INJURIES & INCIDENTS:

If an incident (sickness, loss of consciousness, etc.) or injury (slip, fall, etc.) occurs during Club use of RCSC facilities,

- 1) first response is always to call 911,
- 2) second response is to notify RCSC personnel, preferably the Area Supervisor or Center's Lead Utility Worker, and once the inflicted individual has been safely responded to,
- 3) RCSC's Incident Report must be completed and filed by those witnessing the incident.

17. CLUB MEMBER DISCIPLINE:

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. Any Club member displaying inappropriate behavior may be asked to leave immediately

- 4) First offenders will be given an oral and written warning outlining the nature of the infraction(s). This warning may originate from a Club monitor or Club officer who must complete, date and sign a Club member conduct report (FORM BP:12-14). All Club member conduct reports must be maintained in Club records for a period of five (5) years.
- 5) If the offender is a Club officer, the infraction must be brought to the attention of the Club Organization Committee for appropriate process and discipline.
- 6) A second infraction, also recorded on a Club member conduct report (FORM BP:12-14), will be a written warning and a hearing conducted by the Club's Executive Board, who may suspend the Club member for a period of not more than sixty (60) days.
- 7) Further infractions, recorded on Club member conduct reports (FORM BP:12-14), will generate additional hearings conducted by the Club's Executive Board, who will recommend dismissal from the Club or other appropriate discipline to the Club Organization Committee. The Club Organization Committee will deliver the decision regarding the Club member's discipline. Additional infractions by reinstated Club members may be cause for permanent loss of Club membership.
- 8) After a period of sixty (60) days, any Club member disciplined may submit a written request for an appeal to the RCSC Board of Directors, whose decision will be final.



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18. CLUB RULES & REGULATIONS:

Each chartered Club shall adopt Rules and Regulations, see FORM BP:12-10(a), not in conflict with the Articles, Bylaws or Board Policies.

In the event a conflict should occur, the Articles, Bylaws and Policies, in that order, shall take precedence over Club Rules and Regulations.

Club Rules and Regulations must be approved by a majority of the members at a duly notified and called membership meeting with a quorum present in person.

The Club Officers are responsible to submit their Club's Rules and Regulations to the RCSC Club office whenever additions, amendments or deletions are made along with the membership meeting minutes approving such. RCSC's Club office will designate with date stamp that Club Rules and Regulations have been officially recorded.

TAI CHI CLUB SPECIFIC RULES

At the initial Club Organizational meeting, the Club will be informed of the initial Club's Rules and Regulations, and a quorum of members will vote to accept them or not. The Rules and Regulations will be posted to our web site in advance of the Organizational Meeting.

Thereafter, changes to the Club Rules and Regulations must be posted for all members at the classes and on the web site for at least a month before the Membership Meeting. The changes must be approved by a majority of the members at a duly notified and called membership meeting with a quorum present in persons. Any changes to the Club's Rules and Regulations must be submitted to the RCSC Club office, along with membership meeting minutes approving such.

19. USE OF RCSC FACILITIES:

Chartered Clubs are assigned temporary (used only for a period of time by a Club) or dedicated (used only by that Club) space. The RCSC Board of Directors has the authority and responsibility to direct similar Clubs to merge or share dedicated space in order to provide efficient utilization of RCSC facilities.

All Clubs shall be responsible for the appropriate use of RCSC facilities, also refer to Board Policy No. 11 for Use & Rental of RCSC Facilities & Property. Chartered Clubs are not generally charged any Fees for use or setup of RCSC facilities provided that the use is open to RCSC cardholders and their invited guests only and not the general public. Tape of any kind must not be used to attach signs or papers to painted surfaces. Items unrelated to Club activities shall not be stored on or in RCSC property or facilities.

If a scheduled Club event/meeting is cancelled and the RCSC Club office is not given at least two (2) business days notice, the Club may be charged for rental and/or setup Fees. If a scheduled Club event/meeting does not resume its activity within fifteen (15) minutes of its scheduled start time, the



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facility will be opened to all RCSC cardholders and their invited guests and the Club shall lose its reservation of the facility. -

Club activities or meetings can be preempted by RCSC. Whenever possible, adequate notification will be given to the Club. RCSC will provide for relocation of the Club activity whenever possible. Clubs may be required to cancel, relocate or consolidate activities with other like Clubs for all or part of the summer as an energy savings effort.

The sale of alcoholic beverages and food (raw or cooked) is prohibited without appropriate licensing.

20. CLUB SIGNAGE:

Permanent Club signage, where applicable, will be approved by RCSC's Assistant General Manager and installed by RCSC personnel only.

Signs will be attached to the outside of the building or in close proximity to the Club room.

Additional signs, with approval, may also be placed on a signpost or monument in close proximity to the building entrance.

Permanent signs will not be allowed in parking lots, at the curb, or along-side the roadways. Temporary signage, not to exceed seven (7) days, must be requested in writing and approved by RCSC's Assistant General Manager in advance of placement.

21. EQUIPMENT, FURNITURE & FIXTURES:

N/A

22. REPAIRS:

N/A

23. IMPROVEMENTS & CHANGES:

N/A



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24. CHEMICALS:

N/A

25. INSURANCE:

The insurance provided by the RCSC is subject to a deductible on a per loss basis. It is the sole discretion of the RCSC Board of Directors if the deductible is the responsibility of RCSC or the respective Club where the loss occurred.

The insurance provided by RCSC does not cover articles/items for sale, personal tools, clothing or stock. Stock is defined as raw materials and supplies held by the Club for sale to its members or for internal use by the Club.

Also not covered are items unrelated to Club activities stored in the Club room.

Chartered Clubs and their members are additionally insured under the General Liability policy while acting in the capacity of a Club officer or a member of the Executive Board.

26. CLUB ADVERTISING & MARKETING:

Club instructors may not advertise services being rendered in RCSC facilities. If Clubs are advertising or marketing Club events not open to the general public, they must state that the event is open to RCSC cardholders and their invited guests only.

Donations made by Clubs to RCSC, excluding those made in lieu of rental or set up Fees, may be used for the promotion and marketing of RCSC Chartered Clubs and their events and activities. Clubs may request financial assistance in promoting and marketing a Club event or activity by making a request to RCSC's General Manager (FORM BP:12-12). Clubs should not expect to receive marketing assistance greater than their annual contribution to the RCSC.

RCSC shall provide for each chartered Club one page featuring the Club within RCSC's website www.sunaz.com to promote and provide information about the Club (FORMS BP:12-16(a) & BP:12-16). It is the responsibility of the Club to ensure that the information on the RCSC website is accurate and up-to-date.

RCSC shall provide for each chartered Club in RCSC's monthly SunViews newsletter the Club listing, notice of any and all Club activities or events (FORM BP:12-18(a)) and one feature article per year (FORMS BP:12-17(a) & BP:12-17). It is the responsibility of the Club to ensure that the Club listing is accurate and up-to-date.

27. CLUB CONTRIBUTIONS & SALES:

N/A



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28. CLUB FINANCES:

All chartered Club's fiscal year shall be from January 1 through December 31. All chartered Clubs shall file with the RCSC Club office financial reports (FORM BP:12-8) for each calendar year on or before January 31 of the following year.

All monies collected must be reported on the Club's financial report. The annual dues for each Club shall be stated in its Club Rules and Regulations, along with the payment schedule of how the dues are collected; i.e., annually, semi-annually, or quarterly.

The RCSC Board of Directors, RCSC Management, Club Organization Committee or any Club member may submit a request to the Board Office for the Budget, Finance & Auditing Committee to audit the Club's finances. A report of the results of such audit shall be submitted to the requestor, the Club's Executive Board, the Club office and made a part of the Club records.

TAI CHI CLUB SPECIFIC RULES

BANK AND PETTY CASH

The Club will establish a bank account, as soon as it has enough money to cover any required minimum balances required by the bank. Only Executive Board Members will be authorized to be on the approved signatures list at the bank.

The Club shall maintain a petty cash account of \$50 at each location, to assist the monitor in making change as people pay their dues or Class Fees.

REVENUE COLLECTIONS

All Students must pay the Class Fees, and they will be collected by the monitor.

A reconciliation between the number of students listed on the sign-in sheets and the fees collected should be made for each class. All class sign-in sheets, and the class recaps should be scanned and turned into the treasurer. All Membership Forms signed at the time the Dues are paid should also be turned into the Treasurer. If possible the money should be kept separated from the paperwork after the classes end. That way if either the money or the paperwork gets lost, we have the other to fall back on to be able to reproduce what the class did.

All Escorted Guests without a Punch Card or a Daily Pass, must pay an additional \$2.00 RCSC Escorted Guest Fee, which will be collected by the monitor and will be paid by the Club to the RCSC.

The Revenues collected at each class should be deposited in the bank as soon as possible after receipt.

CHECKS AND EXPENDITURES

Checks written for recurring expenditures, such as the Teacher's salaries, do not need a check request written. All other checks should have a check request written, and supporting receipts attached. The Check Requests should be signed by an officer, other than the person requesting to be



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reimbursed for an expenditure. This allows another eye other than the person requesting the reimbursement to review the request.

Individual expenditures up to \$200 shall be authorized by the Executive Board without approval by the membership. These approvals can be gotten by phone or email if the payment needs to be made before an Executive Board meeting.

The Executive Board has the mandate to negotiate a contract with the Teacher(s) and should therefore pay the Teacher(s) without the prior vote of the membership. Once the contract for a Teacher(s) is approved by the Executive Board, the Treasurer will have the authority to pay the Teacher(s) without getting Executive Board approval for each check for the length of the contract.

All checks must have one approved signature.

29. DE-CHARTERING OF CLUBS:

Club members may vote at a duly notified and held membership meeting of the Club to de-charter the Club at any time for any reason. Any Club not in compliance with federal, state and local laws may be subject to being de-chartered. Any Club not adhering to the RCSC Restated Articles of Incorporation, Corporate Bylaws and Board Policies (also known as the Corporate Documents) may be subject to being de-chartered. A Club that does not meet chartered Club requirements may be subject to being de-chartered. Any Club that has been unable to provide Club Officers or Club monitors may be subject to being de-chartered. Any Club may be subject to being combined with another like Club and/or relocated, any Club refusing to do so may be subject to being de-chartered.

If a Club is at the risk of being de-chartered, a notice will be sent to the Club in writing by RCSC's General Manager, with a copy sent to the Board of Directors and the Club Organization Committee, stating the nature of the problem(s) and providing for assistance in rectifying the situation, if possible. A Club shall be given ninety (90) days to rectify all matters excluding membership, which shall have one year to rectify. Upon failure to rectify its issue the Club shall be de-chartered by RCSC's Board of Directors.

When a Club is de-chartered, equipment and supplies may be sold to other Clubs, Club members or outside sources with approval of the Club's Executive Board, RCSC's Board of Directors and RCSC's Assistant General Manager. If the Club cannot or does not wish to sell the equipment or supplies, it may donate them to similar chartered Clubs with RCSC's Assistant General Manager's approval. The Club may sponsor a final closing event for its members, after such, all assets will revert to the Recreation Centers of Sun City, Inc.

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



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Adopted and signed this 27th day of March, 2014 at a duly called Board meeting by a majority (5) of the Recreation Centers of Sun City, Inc. Board of Directors.

Approved at the Sun City Tai Chi Membership meeting by members of the club on Dec 10, 2015.