

**SUN CITY TAI CHI CLUB
CLUB RULES**

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ARTICLE I – CHARTERED CLUB REQUIREMENTS

Section A – Name of the Club.

- The name of the Club is the Sun City Tai Chi Club.

Section B – Purpose of the Club.

- The purpose of the Club is to promote physical and mental well-being through Tai Chi and related practices.
- The club aims to empower individuals of all levels to cultivate enhanced well-being through mindful movement, balance, and stress reduction by teaching the movement of Tai Chi and related disciplines.

Section C – Club Governing Order of Priority.

- These Rules and Regulations apply to the Sun City Tai Chi Club (Club) and are in addition to the bylaws of the Recreation Centers of Sun City, Inc. (RCSC) In the event of a conflict between the Club's Rules and Regulations and the governing documents of the RCSC, the RCSC documents shall prevail.
- At its discretion, the Executive Board may publish policies and procedures to clarify these Rules and Regulations.

Section D – Club Facilities and Equipment.

- Not applicable.

Section E – Definitions.

- These rules have the same definitions as RCSC Board Policy 12 (BP-12).

ARTICLE II – AUTHORIZED CLUB USERS

Section A – Club Membership Requirements.

- RCSC Cardholders and Privilege Card Holders may join the Club by paying the annual membership fee. RCSC Cardholders and Privilege Card Holders may attend no more than two classes as visitors without joining the Club.

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Each member shall be issued a membership badge. This badge indicates the year, name, and recreation number. Club members are encouraged to wear their badge at all classes, membership meetings, and club events.

Section B – Membership Dues and Honorary/Lifetime Memberships.

- Membership dues are based on a calendar year. The amount shall be determined each year by the Executive Board. At the Executive Board's discretion, dues paid in the last half of the calendar year may be reduced and dues paid in December may include the following calendar year. After the first of the year, existing members who have not paid their dues for that calendar year shall attend no more than two classes as visitors before renewing their memberships.

Section C – Club Guests and Visitors.

- A visitor is an RCSC Cardholder or Privilege Card Holder who does not belong to the Club. Any visitor may attend two paid classes before joining the Club by paying the annual dues.
- A guest is not an RCSC Cardholder or Privilege Card Holder. Guests may attend any Club class or activity escorted by a Club member provided they pay any required class and RCSC guest fees. Guests may not become Club members.
- Guests do not include:
 - o Those wishing to tour Club facilities
 - o Those accompanying a Club member but not participating themselves
 - o Those who provide care or assistance for a handicapped Club member
 - o Those who provide instruction to Club members
- Visitors and guests are welcome to participate in classes if Club members are not displaced, but may not vote on Club matters or serve as a Club Officer. All visitors and escorted guests shall conform to all applicable Club rules.

Section D – Independent Contractors and Instructors.

- Instructors shall be Independent Contractors paid for their services. The Executive Board shall have sole responsibility and authority for determining who shall be extended contracts and who shall teach specific classes. Existing Instructors may advise the Executive Board, but the Executive Board shall make the final determination.
- Instructors are allowed to cover for each other as needed due to vacations, illnesses or unexpected absences.
- Independent Contractors shall be made aware of Club Safety Rules, Policies and Procedures.

Section E – Club User Reporting Requirements.

- The Executive Board shall ensure that all paperwork required by the RCSC is filed, by designating a Club Officer or Member responsible for each report.

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

Section A – Club Executive Board.

- All elected and appointed Officers shall be members of the Executive Board, with full voting rights.
- Election of Officers shall be at the annual General Meeting, with terms that begin on January 1 and end on December 31, for a one-year term. Any Officer may run again, but no Officer is obligated to run again.

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- The Executive Board may appoint additional or replacement Officers as needed. A majority vote of the Executive Board shall be required for an appointment to be approved.

Section B – Club Officers.

- There shall be a minimum of three Club Officers: President, Secretary, and Treasurer. It is desirable, but not required, to have additional Club Officers, such as Vice President of Publicity and Vice President of Membership. Two people may share a position, for example, two co-Secretaries. If this is the case, each shall have a vote on the Executive Board.
- The President and at least one other Club Officer shall be full-time residents of Sun City if classes are offered in the summer.
- Duties of the Club Officers:
 - o The Club Officers shall determine and approve all class schedules and formats, consistent with the Club's long-term vision
 - o The Club Officers shall negotiate and approve all contracts with Independent Contractors
 - o The Club Officers shall determine class fees and annual dues to meet the Club's financial needs
 - o The Club Officers shall review all expenses of the Club and approve them if appropriate
 - o The Club Officers shall file all paperwork required by the RCSC in a timely fashion
 - o The Club Officers shall provide all items needed for the Club to function
 - o The Club Officers shall ensure that the Club abides by the RCSC rules
- How the individual duties are divided between the Club Officers may be determined by the number of Club Officers and their respective abilities. Additionally, some duties may be delegated to responsible Club Members with oversight by the Executive Board.

Section C – Club Committees and Other Member Designations.

- The Executive Board may appoint committees as they deem necessary. These appointments shall be reviewed each January. If not reappointed, the committees shall be automatically dissolved.
- All committees shall be under the supervision and direction of the Executive Board. Committees may be formed, disbanded, or have duties altered at the discretion of the Executive Board by a majority vote of the Officers present at any Executive Board meeting.

ARTICLE IV – CLUB ELECTIONS.

- Election of Officers shall be at the general membership meeting via secret ballot (if contested); otherwise by voice vote. A simple majority shall be sufficient. If no candidate receives a majority of the votes, there shall be a runoff between the top two candidates.
- Voting shall be in person at the Membership meeting, unless meeting in person is prevented by an Act of God or pandemic situation, in which case electronic or mail voting may be used.

ARTICLE V – CLUB MEETINGS

Section A – Club Membership Meetings.

- All issues voted on at the Membership meeting must pass by a majority of the required quorum according to RCSC rules (BP:12-11).

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- The Executive Board shall determine when Membership meetings will be held. At a minimum, an annual Membership meeting shall be held to elect Club Officers for the following year. Additional Membership meetings may be held as needed for Club business.

Section B – Club Executive Board Meetings.

- The Club's Executive Board shall determine and may alter when they should meet, and how often they need to meet, for the needs of the Club.
- Executive Board meeting dates for the following year shall be submitted to the RCSC's Club office by April 30.
- The quorum for Executive Board meetings shall be 50%. No official business shall be conducted without a quorum. All Executive Board members may vote. Executive Board members may participate electronically if circumstances prevent their attendance in person. Unless the Executive Board is meeting in Executive Session, Club members and Instructors who are not Club members may attend and participate.

Section C – Special Club Meetings.

- See Sections A and B above.

ARTICLE VI – CLUB RECORDS AND REPORTS

Section A – Club Records.

- Club records shall be retained for a minimum of three years, based on RCSC guidelines. The Charter Club approval and the Federal Tax ID Number shall be kept for the life of the Club. The club's meeting minutes and financial reports shall be posted on the Club's website.

Section B – Reports.

- The Executive Board is responsible for all club reporting requirements, but may delegate specific reports to responsible Members with oversight by the Executive Board.

ARTICLE VII – CLUB FINANCES

Section A – Club Fiscal Year and Funds Management.

- The Club shall maintain a checking account and may also maintain a savings account. The Treasurer and at least one other member of the Executive Board shall be authorized signers on the account(s). At least one authorized signer shall be a year-round resident.
- Adequate levels of petty cash shall be maintained at each class location to allow monitors to make change.
- The Executive Board shall negotiate contracts with instructors each year. Terms of the contracts shall not require a vote of the Membership. The Treasurer shall have the authority to pay instructors according to approved contracts without additional approvals. In addition, recurring fees that have been approved, such as RCSC guest fees or website hosting fees, may be paid by the Treasurer without additional approvals.
- Anyone requesting reimbursement for expenditures made for the club shall complete the necessary form and include all receipts. For individual items less than \$200, approval shall be given by a member of the Executive Board. For individual items between \$200 and \$400, approval shall be given by two members of the Executive Board. Individual items greater than \$400 shall require approval by the Membership. No member of the Executive Board shall approve payment or sign the check for any item for which they seek reimbursement.
- All forms for reimbursement shall be provided to the Treasurer for recording and retention.

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- All monies collected from classes and all class sign-in sheets shall be provided to the Treasurer. The Treasurer shall record the data from the sign-in sheets and reconcile the amount collected with the data. The Treasurer shall deposit class receipts at least weekly. Should the Treasurer be unavailable to make a deposit, any other member of the Executive Board shall have the authority to make the deposit.
- Club credit cards are not authorized.

Section B – Audits of the Club’s Financial Records

- Audits may be requested by any member. The Treasurer shall assist as needed in any audit. All Club financial statements shall be posted on the Club’s website.

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

Section A – Club Events and Tournaments.

- All events and activities shall comply with RCSC policies, scheduling procedures, and facility rules.

Section B – Club Activities.

- The Club shall provide classes in Yang Style Form 108 Tai Chi and may provide classes in related practices. The Executive Board, with input from the instructors, shall determine which classes are offered and what their content may be. All relevant RCSC rules and regulations shall be adhered to during classes.
- The Executive Board shall have the authority to conduct social activities at its discretion, provided those activities comply with all relevant RCSC rules and regulations and applicable state and local laws.

Section C – Club Sales.

- Any approved club sales shall comply with all relevant RCSC rules and regulations and applicable state and local laws.

Section D – Club Advertising and Marketing.

- Any Club Advertising and Marketing shall comply with BP12-28.

Section E – Club Contributions and Raffles.

- Contributions to the Club may be accepted. The Club shall not hold raffles as defined in BP12-30.

ARTICLE IX – CLUB SAFETY, SECURITY AND CLUB MONITORS.

Section A – Club Safety.

- Alcoholic beverages shall not be permitted at classes or events.
- Unsafe conditions, hazards, or incidents shall be reported as soon as possible to a Club Officer.
- If a member of the Executive Board is present when a safety incident occurs, that person shall be responsible for ensuring that the incident report is completed and delivered to the RCSC Safety and Compliance Office. If a member of the Executive Board is not present, the instructor or monitor shall be responsible for ensuring that the incident report is completed and delivered to the Executive Board for subsequent delivery to the RCSC Safety and Compliance Office.

Section B – Club Security

- Executive Board members and monitors may have access to keys to storage cabinets. A key sign out log shall be kept in the storage cabinets for any keys kept by individuals.

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- If a member of the Executive Board is present when a security incident occurs, that person shall be responsible for ensuring that the incident report is completed and delivered to the RCSC Safety and Compliance Office. If a member of the Executive Board is not present, the instructor or monitor shall be responsible for ensuring that the incident report is completed and delivered to the Executive Board for subsequent delivery to the RCSC Safety and Compliance Office.

Section C – Club Monitors.

- A club monitor shall be present during club activities.
- Monitors shall wear a monitor badge.
- Monitors shall be trained in
 - o Club and RCSC policies
 - o Emergency procedures
- Monitors shall be responsible for
 - o Greeting and checking in members, visitors and guests, accepting class payments
 - o Ensuring all participants are authorized to use the facility
 - o Enforcing Club and RCSC rules during activities
 - o Reporting any safety, security or conduct issues to the Executive Board
 - o Turning in class sign in sheets with accompanying collected amounts
- The Executive Board shall maintain a schedule of monitor assignments and ensure adequate coverage for all Club activities.

ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.

Section A – Club Member Conduct.

- All members shall
 - o Abide by these Club Rules & Regulations, the RCSC Articles of Incorporation, Corporate Bylaws, Board Policies and applicable laws.
 - o Treat fellow members, visitors, guests and RCSC staff with courtesy and respect.
 - o Use Club and RCSC facilities, equipment, and resources in a safe, responsible manner.
 - o Conduct themselves in a manner that upholds the good name and reputation of the Club.

Section B – Club Member Discipline.

- Grounds for Disciplinary Action
Examples of conduct that may lead to disciplinary action include, but are not limited to:
 - o Violation of Club or RCSC rules and regulations.
 - o Misuse, theft, or destruction of Club or RCSC property.
 - o Harassment, discrimination, or disruptive behavior toward members, visitors, guests or RCSC staff.
 - o Conduct detrimental to the interests of the Club.
- Possible Disciplinary Actions
Depending on the severity and circumstances, the Board may:
 - o Issue a verbal or written warning.
 - o Suspend Club privileges for a specified period.
 - o Terminate membership.

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ARTICLE XI. AMENDING OR REVISING CLUB RULES AND POLICIES

- Changes to the Club Rules and Regulations shall be posted on the Club website for at least one month before being voted on at a general Membership meeting. Voting shall take place at a duly notified and called meeting with a quorum present in person, unless prevented by an Act of God or pandemic situation, in which case voting by mail or email shall be permitted. Any changes shall require a majority vote to become effective. Any changes to the Club's Rules and Regulations shall be submitted to the RCSC club office, along with Membership meeting minutes showing approval of the changes.

ARTICLE XII – CLUB DE-CHARTERING AND DISSOLUTION.

- Club members may vote at a duly notified and held club membership meeting to de-charter the club at any time for any reason.
- If the Club is de-chartered, its equipment and supplies may be sold to other clubs, club members or outside sources with approval of the club's Executive Board, RCSC Board and the Senior Leader. If the club cannot or does not wish to sell the equipment or supplies, it may donate them to similar Chartered Clubs with the Senior Leader approval. The club may sponsor a final closing event for its club members, after such, all assets will revert to the Recreation Centers of Sun City, Inc. There shall be no refunds of annual membership fees if the club is de-chartered.

DATE APPROVED BY THE CLUB MEMBERSHIP: _____

CLUB FORWARDING OFFICIAL: _____

RCSC APPROVAL: _____