



Rules and Regulations of the Sun City Tai Chi

Accepted by a quorum of the Sun City Tai Chi Club members at the
General Membership Meeting on April 6, 2023.

TABLE OF CONTENTS

1. CHARTERED CLUB REQUIREMENTS.....	1
2. CLUB MEMBERSHIP.....	1
3. CLUB COMMITTEES	2
4. EXECUTIVE BOARD	2
5. EXECUTIVE BOARD MEETINGS	3
6. CLUB OFFICERS.....	3
7. CLUB GUEST ATTENDANCE	4
8. CLUB RECORDS & REPORTS.....	5
9. CLUB MONITORS	5
10. CLUB MEMBERSHIP MEETINGS	5
11. CLUB CLASSES	6
12. INDEPENDENT CONTRACTORS.....	6
13. CLUB VISITORS AND GUESTS.....	7
14. CLUB RULES & REGULATIONS	7
15. CLUB FINANCES.....	7

In addition to the bylaws governed by the Recreation Centers of Sun City, Inc. (RCSC) Board Policy Resolution No. 12 (BP12), the following Rules and Regulations specifically apply to the Sun City Tai Chi Club. In the event of a conflict between the Club's bylaws and the governing documents of RCSC, the RCSC document shall prevail.



1. CHARTERED CLUB REQUIREMENTS

The Sun City Tai Chi Club will provide all members the opportunity to gather, have fun, and become healthy. Tai Chi and Qi Gong have been proven to be beneficial for several reasons, and as a senior community we have unique needs that can be met by 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 the Club Membership. This would include developing advanced classes for those students who qualify. It may also include the development of other types of classes. The main point is that these classes should be tailored to fit the needs of the Club Membership.

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:

- a. The appropriate use of the facilities assigned to the Tai Chi Club
- b. Providing Instructors and necessary equipment not provided by RCSC
- c. Conducting Club affairs in compliance with the restated Articles of Incorporation BP12 and the Corporate Bylaws of the Recreation Centers of Sun City, Inc.

2. CLUB MEMBERSHIP

Visitors who are RCSC members may attend two paid classes before joining the Club and paying the annual dues.

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

The Executive Board will determine what the Club Membership dues will be, based on the needs of the Club, and to ensure we have enough funds to pay the Club's expenditures. Membership dues are based on the calendar year. Annual dues for Membership renewals shall be paid in the month of January.



3. CLUB COMMITTEES

In accordance with 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 the 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 and whether such chairpersons will have voting rights.

4. EXECUTIVE BOARD

The Executive Board shall be defined as all elected Officers. Officers appointed to fill vacancies on the Executive Board will have complete voting rights. At a minimum, the Executive Board should consist of the following: President, Vice President, Treasurer, and Secretary with Secretary/Treasurer possibly being the same person.

The Operating Board shall be defined as all Officers, and the appointed Committee Chairpersons whom the Executive 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 for whatever duties the Club needs.

The Executive Board can shift responsibilities among 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, but the Membership will not be required to fill that position.

5. EXECUTIVE BOARD MEETINGS

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

6. CLUB OFFICERS

Elected Officers

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Optional Officers (non-elected)

- a. As determined by the Executive Board

Automatically Appointed Officer

- a. President Emeritus

Terms

- a. There is no limit to the number of times a person can be elected to the Executive Board.
- b. The slate of candidates for office shall be presented at the annual General meeting for approval by the members.

Election of Officers

- a. The elected Officers of the Club shall be elected and sworn in at the annual Membership meeting and will take office on January 1.
- b. There is no limit to the number of times a person can be elected to be an Officer.



- c. If the Club's President's office is vacated, it shall be filled by the Vice President and replacement shall be for the office of Vice President. If the Vice President is unable to fulfill the President's position, then the Executive 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
- d. If any other office is vacated, the Executive 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

Duties of Officers Shall Include as a Minimum

- a. The Club Officers will approve all changes to class schedules and class formats
- b. The Club Officers will determine the class fees based on the funds needed to pay the Instructor(s) and our Club expenses.
- c. The Club Officers will negotiate and approve all contracts with Independent Contractors
- d. The Club Officers will ensure that all paperwork required by RCSC is filed
- e. The Club Officers will ensure that everything the Club needs is available (forms, supplies)
- f. The Club Officers will ensure that all Club activities and classes abide by the RCSC Rules and fits into the long-term vision for the Club

7. CLUB GUEST ATTENDANCE

A visitor is a RCSC Cardholder who does not belong to the Club. Any visitor may attend two paid classes before joining the Club and paying the annual dues.

Guests are non-RCSC Cardholders who attend any Club activity/meeting/event/class escorted by a Club member. They cannot become Club members but may 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) do not include the following:

- a. Those wishing to tour Club facilities
- b. Those accompanying a Club member but not participating.
- c. Provide care or assistance for a handicapped Club member or provide instruction to Club members

Visitors are welcome to participate in classes if Club members are not displaced.



Escorted guests are welcome to participate in classes if Club members are not displaced.

All visitors and escorted guests shall conform to all applicable Club rules guidelines.

8. CLUB RECORDS & REPORTS

Club records, Club equipment invoices, warranties, receipts, and invoices to support expenditures shall be retained for a period 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 minutes and financial reports shall be posted on the website.

9. CLUB MONITORS

Monitors are required by RCSC. The main reason RCSC requires monitors is to designate one person to handle emergencies. Details of monitor responsibilities are published in the current Monitor Manual.

10. CLUB MEMBERSHIP MEETINGS

The Executive Board will determine when one or more Membership meetings should be held. A slate of candidates for office for the next year shall be presented at the appropriate general Membership meeting and voted upon by the members in attendance. In the event of an act of God or pandemic situations, an electronic or mail voting can take place for club officers. 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:

- a. Changes in the Sun City Tai Chi Club's Rules and Regulations
- b. Other business presented for consideration by Club members

Membership meetings may include some educational programs related to Tai Chi.



11. CLUB CLASSES

The Tai Chi Club offers instruction in Traditional Yang Style long form 108 Tai Chi, which consists of one hundred and eight movements. This style is divided into three separate classes:

Section I – Beginner Class

Section II – Intermediate Class

Section III – Advanced

Everyone must start with Section I, the beginner class, regardless of their prior Tai Chi experience. Instructors determine who is qualified to move on to the intermediate and advanced classes.

The Club offers Balance and Tai Chi Basics classes as well as a variety of other classes.

These classes, along with Tai Chi 108 Section I, require no prior training or approval. Descriptions of all classes can be found on our Club website.

<https://sctaichi.wixsite.com/sc-tai-chi-club>

12. INDEPENDENT CONTRACTORS

Independent Tai Chi Instructors shall be hired to lead all classes. The Instructors are required to lead the Tai Chi class activities and to monitor members' abilities while they are doing Tai Chi. If possible, the Instructor 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. There will be preference given for hiring Instructors from within the Club. The Instructors 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 all contracts with Independent Contractors.



13. CLUB VISITORS AND GUESTS

Neither a RCSC Host Punch Card nor a RCSC Daily Guest Pass shall be accepted in payment of a class fee.

All escorted guests will pay the required RCSC escorted guest fee along with the normal class fee and must be recorded on the Guest Attendance Register (FORM BP:12-4).

14. CLUB RULES & REGULATIONS

Changes to the Club Rules and Regulations must be posted on the Club website for at least a month before the appropriate general Membership meeting. The changes must be approved by a majority of the members at a duly notified and called meeting with a quorum present in person. Any changes to the Club's Rules and Regulations must be submitted to the RCSC club office, along with Membership meeting minutes approving such.

15. CLUB FINANCES

Bank and Petty Cash

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, except for the Bell Centre where a petty cash account of \$100 will be maintained, to assist the monitor in making change as people pay their dues or fees.

Revenue Collections

All participating 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 must be turned in to the Treasurer. All Membership forms signed at the time the dues are paid must be turned in to the Treasurer.

All escorted guests must pay an additional RCSC escorted guest fee, which will be collected by the monitor and will be paid by the Club Treasurer to 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 Instructors' fees, do not need a written check request. All other checks should have a written check request and supporting receipts attached. The check requests should be signed by an Officer other than the person requesting to be reimbursed for an expenditure.

Individual expenditures up to \$400.00 shall be authorized by the Executive Board without approval by the Membership. These approvals should be submitted by email or other methods which leave a paper trail.

The Executive Board has the mandate to negotiate contracts with Instructors(s) and pay Instructor(s) without the prior vote of the Membership. The Treasurer has the authority to pay Instructor(s) according to approved contracts.

All checks must have two approved signatures for items over \$200.00.