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2 **RECREATION CENTERS OF SUN CITY, INC.**
3 **BOARD POLICY RESOLUTION No. 12 (“BP12”)**
4 **CHARTERED CLUBS**
5

6 **TABLE OF CONTENTS**

7 PREAMBLE AND DEFINITIONS
8 CHAPTER I CHARTERED CLUBS
9 CHAPTER II AUTHORIZED CLUB USERS
10 CHAPTER III CLUB EXECUTIVE BOARD, OFFICERS, COMMITTEES AND OTHER
11 MEMBER DESIGNATIONS
12 CHAPTER IV CLUB ELECTIONS
13 CHAPTER V CLUB MEETINGS
14 CHAPTER VI CLUB RECORDS AND REPORTS
15 CHAPTER VII CLUB FINANCE
16 CHAPTER VIII CLUB EVENTS, ACTIVITIES, SALES, CONTRIBUTIONS AND RAFFLES
17 CHAPTER IX CLUB SAFETY, SECURITY AND CLUB MONITORS
18 CHAPTER X CLUB MEMBER CONDUCT AND DISCIPLINE
19 CHAPTER XI AMENDING OR REVISING CLUB RULES AND POLICIES
20 CHAPTER XII CLUB DE-CHARTERING AND DISSOLUTION

21
22 WHEREAS Article V, of the Corporate Bylaws empowers the Board of Directors
23 (“Board” or “Directors”) of the Recreation Centers of Sun City, Inc. (“RCSC” or “Corporation”)
24 to adopt Board Policies (“BP” or “Policies”) not in conflict with the Arizona Nonprofit
25 Corporation Act (ANCA), Articles of Incorporation (“Articles”) or the Corporate Bylaws
26 (“Bylaws”).

27
28 WHEREAS to minimize inconsistencies, misunderstandings and misinterpretations
29 inherent in verbal instructions, rules and regulations, the Board of Directors has established Board
30 Policies in written form. Such Policies must be titled, numbered and indexed for easy reference
31 and use.

32
33 WHEREAS the ANCA, Articles and the Bylaws must take precedence over Board Policies
34 and that the following Board Policy on Conflict of Interest must provide instruction, direction and
35 guidelines regarding such and must remain in effect until such time it is amended or removed by
36 the Board.

37
38 NOW, THEREFORE BE IT RESOLVED that all Chartered Clubs must be conducted
39 in compliance with federal, state and local laws, the Corporate Documents and any and all rules
40 and policies of the Corporation. Chartered Clubs must be governed as follows:

41 The Corporation has a group tax exemption for its subordinate Chartered Clubs under section
42 501(c)(4) of the Internal Revenue Code. A club must not be organized for profit and must be

operated exclusively to promote social welfare to be tax-exempt as a social welfare organization. The earnings of a section 501(c)(4) organization may not inure to the benefit of any private shareholder or individual. A Chartered Club must operate primarily to further the common good and general welfare of the people of the community. A club does not operate primarily to promote social welfare if its primary activity is carrying on a business with the general public in a manner similar to organizations operated for profit.

A group of Cardholders interested in a particular hobby, avocation or field of interest may join together for the purpose of pursuing said interest and may request the Board to certify them as a Chartered Club. The Corporate Documents shall take precedence over any and all Chartered Club or individual club rules and policies.

The following definitions shall apply:

A. "Articles": The Articles of Incorporation of the Recreation Centers of Sun City.

B. "Bylaws": The Corporate Bylaws of the Recreation Centers of Sun City.

C. "Cardholder": A member of the Recreation Centers of Sun City who is in good standing and has a valid Member Card.

D. "Club": A Club certified by the RCSC Board as a Chartered Club.

E. "Clubs Office": The Recreation Centers of Sun City Chartered Clubs Office is charged with administration of Chartered Clubs and are the focal point for club information and assistance.

F. "Guest": A non-cardholder invited by a club member to participate in club use/activities and subject to the RCSC Cardholder Guide and Board Policy#12 titled Chartered Clubs.

G. "Privilege Card Holder": An individual who holds a Privilege Card allowing them to join and participate in Chartered Club activities.

H. "RCSC": The Recreation Centers of Sun City, Inc.

I. "RCSC Board": The Recreation Centers of Sun City Board of Directors

J. "RCSC Board Policy": Policies approved and published by the RCSC Board

K. "Rules": Club rules submitted as required by the RCSC Board and approved by the Clubs Office.

L. "Visitor": A Cardholder that is not a member of the club for which use is desired.

CHAPTER I – CHARTERED CLUBS

Section A – Chartered Club Requirements.

1. 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 for clubs with dedicated space is fifty (50) Cardholders; and for clubs without dedicated space, twenty-five (25) Cardholders are required, excluding the Model Railroad Club.

- 82 2. Dedicated space is that assigned to and only used by that club.
- 83 Groups seeking to become Chartered Clubs shall complete the Application for Club Charter
84 ([FORM BP:12-15](#)) and submit it to the Clubs Office.
- 85 3. Each club shall have its own Federal Tax Identification Number. Applications are to be filled
86 out and filed in the Clubs Office only. Each club shall have its own official Chartered Club
87 name. Club name changes must be reported to the Clubs Office and to the proper tax authorities.
- 88 4. RCSC’s Chartered Clubs are under the group tax exemption, and most are exempt as social
89 welfare organizations under Internal Revenue Code (“Code”) Section 501(c)(4). The Code and
90 related policies do not prohibit a Section 501(c)(4) organization from accepting sponsorship
91 funds. However, it is important to remember, that the Code prohibits the net earnings of a social
92 welfare organization from inuring to the private benefit of any members. In general, the private
93 inurement prohibition is usually concerned with payments to insiders, other than as reasonable
94 compensation for services actually rendered. The prohibition against private inurement is
95 intended to ensure that the organization serves the community rather than a private interest.
96 Therefore, any funds received from sponsorships need to be used for the purpose and objectives
97 of the Chartered Club and not for the private benefit of any individual member.
- 98 5. Some Chartered Clubs operate as “social clubs” which are exempt under Code Section
99 501(c)(7). A Section 501(c)(7) social club will maintain its exemption so long as non-member
100 receipts (which could include sponsorship funds) and investment net income do not exceed 35%
101 of gross receipts. Erring on the side of conservatism, the RCSC requires Clubs to limit
102 sponsorship funds to no more than 30% of the gross club receipts in any one year.
- 103 6. The insurance provided by RCSC covers equipment, tools, raw materials for sale to club
104 members, and items for sale if 100% of the sale goes to the club. The insurance provided by
105 RCSC does not cover club members’ clothing, tools, supplies, work in progress or finished
106 goods held for sale by the club on a consignment basis. Also not covered are items unrelated to
107 club activities stored in the club room. The insurance provided by RCSC is subject to a
108 deductible on a per loss basis. It is the sole discretion of the RCSC if the deductible is the
109 responsibility of RCSC or the respective club. Chartered Clubs and their club members are
110 additionally insured under the General Liability policy while acting in the capacity of a club
111 officer, member of the club’s Executive Board or RCSC required on-duty monitors.

112 **Section B – Club Rules and Policies.**

- 113 1. Each Chartered Club shall adopt rules and policies, see [FORM BP:12-10\(a\)](#), not in conflict with
114 the Corporate Documents. Club Rules and Policies incorporate by reference all Recreation
115 Centers Corporate Documents requirements. In the event a conflict should occur, the Articles,
116 Bylaws, and Policies, in that order, shall take precedence over club rules and policies.
- 117 2. Where RCSC and Club governing documents are silent on an issue, club rules should address
118 if a parliamentary guide, such as Roberts Rules of Order, *may* be used as a guide. Nothing in
119 club rules and policies absolves any club Member from their individual responsibility to know
120 RCSC requirements with respect to Chartered Club operations and conduct.
- 121 3. Clubs must use the mandated rules template which can be found at the Clubs Office or on the
122 RCSC website under Clubs. Clubs must consider all provisions of the template and may indicate
123 those provisions as “not applicable” in their rules and policies.

125 4. Club rules must be posted for review prior to club membership vote. Club Rules must be
126 approved by a majority of the club members at a duly notified and called club membership meeting
127 with a quorum present in person. Club Policies must be approved as provided for in Club Rules.

128 **Section C – Clubs Use of RCSC Facilities.**

129 1. Chartered Clubs are assigned temporary (*used only for a period of time by a club*) or dedicated
130 (*used only by that club*) space as designated by RCSC Management. RCSC Management has the
131 authority and responsibility to direct similar clubs to merge or share dedicated space ~~in order to~~
132 provide efficient utilization of RCSC Facilities.

133 2. All clubs must be responsible for the appropriate use of RCSC Facilities. Chartered Clubs are
134 not generally charged any fees for use or setup of RCSC Facilities provided that the use is open
135 to Cardholders and their invited guests only and not the general public. Clubs are responsible for
136 damage to RCSC facilities provided for club use, including damage from affixing posters and
137 signs (e.g. paint removal, holes in walls etc.)” Items unrelated to club activities shall not be stored
138 at RCSC Facilities.

139 3. If a scheduled club event/meeting is cancelled and the Clubs Office is not given at least two
140 (2) business days-notice, the club may be charged for rental and/or setup fees. If a scheduled club
141 event/meeting does not begin or resume its activity within fifteen (15) minutes of its scheduled
142 start time, the RCSC Facility will be opened to all Cardholders and their invited guests, and the
143 club could lose its reservation.

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

148 5. Permanent club signage, where applicable, will be approved by the Director of Operations and
149 installed by RCSC personnel or contractors only. Signs must be attached to the outside of the
150 building or in close proximity to the club room. Additional signs, with approval, may also be placed
151 on a signpost or monument in close proximity to the building entrance. Permanent signs will not
152 be allowed in parking lots, at the curb, or along-side the roadways. Temporary signage, not to
153 exceed seven (7) days, must be requested in writing and approved by the Director of Operations
154 in advance of placement.

155 6. Chartered Clubs may post club approved signs in their assigned space, or in other places
156 designated for such use. Limitations on postings outside of club space are under the control of
157 the Clubs Office. Club approved literature may be distributed anywhere at RCSC Facilities as
158 long as such distribution does not interfere with normal use of the amenities or RCSC Facilities.
159 All signs and literature must carry the name of the club posting or distributing it.

160 **Section D – Club Tools, Equipment, Fixtures and Furniture.**

161 1. All tools, equipment, fixtures and furniture are property of RCSC whether it is original
162 equipment, replacement equipment or additional equipment purchased by or donated to the club.
163 Each year on or before February 1st RCSC must provide each club with an updated inventory
164 reflecting last year’s inventory and ~~any and~~ all submitted club acquisitions and disposals
165 throughout the past year. Each club is responsible for verifying and submitting a completed
166 written inventory of all equipment, furniture, and fixtures to the Clubs Office by May 15 of each
167 year with an accumulative value of one thousand dollars (\$1,000) or more.

172 2. Clubs must be responsible for the appropriate use of equipment and safety gear. Clubs must
173 provide necessary tools, equipment, safety gear, club specific furniture and supplies from its own
174 funds as well as repair and replacement thereof. No individual or club may lend, borrow or remove
175 equipment, furniture, fixtures or supplies that are RCSC property. Temporary removal of
176 equipment for club projects or repair is allowed with Monitor documentation.

177 3. Clubs are required to obtain written approval from the Director of Operations ([FORM BP:12-7](#))
178 prior to ordering or purchasing any new equipment. Clubs leasing any equipment must have
179 prior written approval of the Director of Operations ([FORM BP:12-7](#)). Written requests must
180 include all pertinent information including equipment voltage, wattage, amperage, fuel type,
181 overall size and placement location within the club room.

182 4. When items are purchased, traded, sold or destroyed they must be reported on the club
183 acquisition/disposal form ([FORM BP:12-7](#)) and submitted to the Clubs Office. No equipment
184 belonging to RCSC may be sold or disposed of without prior written approval of the Director of
185 Operations. Re-arrangement requests for furniture or equipment must be directed to the Center's
186 Foreman or the Center Leader.

187 5. Clubs leasing any equipment must have prior written approval of the Clubs Office ([FORM
188 BP:12-7](#)).

189 **Section E – Club Repairs and Changes to Club Spaces.**

190 1. Prior written approval must be obtained from the Clubs Office for club facility changes,
191 alterations, upgrades and improvements which may include floors, ceilings, walls, cabinets,
192 shelving, doors, windows, electrical systems, plumbing systems, air conditioning and heating
193 systems, or any other building or infrastructure related system or component.

194 2. All clubs must submit requests for repairs or alterations to club spaces to the Clubs Office in
195 a manner established by the Clubs Office. The Clubs Office must acknowledge receipt of the
196 repair and alteration request to the club in writing. Electrical, structural or functional repairs or
197 alterations made by club members to RCSC Facilities or property belonging to a third party are
198 strictly prohibited.

199 3. Requests for additional club space or dedicated space must be submitted in writing to the
200 Clubs Office.

201 4. Clubs may provide budget requests to the Clubs Office for club improvements who shall
202 review and approve requests for inclusion in RCSC's operating and capital budget for the
203 upcoming year.

204 5. For repairs in or adjacent to clubrooms, the club must notify the Clubs Office in writing. The
205 Clubs Office must acknowledge receipt of the Clubs request for repairs and must submit the
206 necessary work orders for correction of the problem. A copy of the work order must be provided
207 to the club. If such request is an emergency and is not resolved by the above steps, the club should
208 contact the Clubs Office.

209 **CHAPTER II – AUTHORIZED CLUB USERS**

210 **Section A – Club Membership.**

211 1. Club membership shall be open to all Member or Privilege Cardholders in good standing.
212 Only Cardholders are eligible for club membership. Waiting lists to join a club are not allowed

210 unless approved by the Club Organization Committee (COC). If a Chartered Club has been
211 organized exclusively for men, women, singles or by age group, then exceptions may apply. Clubs
212 may require a minimum of skill for participation as defined in their club rules and policies.

213 2. To ensure that each club member is a Member or Privilege Cardholder in good standing, clubs
214 must submit a current club membership roster directly to the Clubs Office twice a year on or before
215 Mar 1 and Oct 1 and upon request.

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

217 1. Club rules and policies must state if the club has membership dues, the dues amount, and the
218 period for which dues are valid (e.g. a calendar year).

219 2. Honorary or lifetime club membership guidelines must be stated in the club rules and policies
220 and must be awarded only to Cardholders in good standing. Honorary or lifetime club
221 membership will be terminated automatically if a Cardholder is not in good standing.

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

223 1. Club rules and policies must address whether visitors and guests are allowed in the club.
224 Neither club visitors nor club guests shall displace club members. Both club visitors and club
225 guests must be required to meet minimum skill levels as defined in club rules and policies prior to
226 participation in any club. Club rules and policies must stipulate restrictions for all club visitors and
227 guests which must be adhered to without exception.

228 2. Clubs are responsible for the behavior of their visitors and guests and will be held responsible
229 for any damage to RCSC Facilities. Anyone displaying inappropriate behavior may be asked to
230 leave.

231 3. There are no fees payable to RCSC by the club for club visitors.

232 4. The club must pay RCSC or effect RCSC to be paid [Host Punch Card or Guest Pass] the daily
233 guest fee per club guest per day unless the club has an approved reciprocity agreement ([FORMS](#)
234 [BP:12-9\(a\)](#) and [BP:12-9](#)) with an outside club.

235 5. Club guests (*non-Cardholders*) are not defined as those who wish to tour club facilities,
236 accompany a club member but not participate, provide care or assistance for a handicapped club
237 member or provide instruction to club members.

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

239 1. Clubs using independent contractors to provide club related services, e.g. dance callers,
240 instructors, etc. shall define positions and duties in their club rules and policies.

241 2. An Independent Contractor Agreement ([FORM BP:12-5](#)), must be on file with the Clubs Office
242 a minimum of seven (7) days prior to services being rendered. A copy of the agreement must also
243 be maintained by the club for each person rendering services. All monies paid for services must
244 be paid and recorded by check or signed receipt. Clubs that hire independent contractors must
245 comply with federal and state tax policies and laws.

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

251 4. Clubs conducting instructional classes during periods other than normal club operating hours

252 must request RCSC Facilities from the Clubs Office in writing.

253 5. Non-compensated Member Instructors are not guests, visitors or independent contractors.

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

255 1. Club member attendance data must be provided in the format established by the Clubs Office.
256 This information must be submitted to the Clubs Office no later than ten (10) days after the close
257 of the month. All club attendance data should be distributed to the RCSC Board on a quarterly
258 basis by the Clubs Office no later than ten (10) days after the close of each calendar quarter (e.g.
259 April 10, July 10, October 10, January 10).

260 2. Each RCSC Chartered Club with dedicated space must track daily club member and guest
261 attendance and provide such data to the Clubs Office monthly. Chartered clubs with dedicated
262 space and more than one (1) room must track daily club and guest attendance with a sign-in/sign-out
263 log. Clubs without dedicated space that use monitored areas must have Club members and guests
264 check in with the Facility Attendant. RCSC will maintain club usage data separately from non-
265 club usage data. In addition, clubs without dedicated space that use non-monitored space, e.g., a
266 social hall, must turn in club attendance data to the Club Office monthly.

267 3. Attendance by all club guests (*non-Cardholders*) for any club activity/meeting/event/
268 tournament/class must be recorded on guest attendance register. (FORM BP:12-4). If the club has
269 punched a Host Punch Card or been presented with a Guest Pass, that club guest is not recorded
270 on the guest attendance register. All club guests that have not had a Host Punch Card accepted
271 and punched or presented a Guest Pass with picture ID must be recorded on the guest attendance
272 register (FORM BP:12-4).

273 4. Monthly, the compilation of these guest attendance registers (FORMBP:12-4) shall be recorded
274 and submitted no later than ten (10) days after the close of the month to the Clubs Office along
275 with payment to RCSC of club guest fees equal to the daily guest fee per club guest per day.

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277 **CHAPTER III – CLUB EXECUTIVE BOARD, OFFICERS, COMMITTEES AND**
278 **OTHER MEMBER DESIGNATIONS**

279 **Section A – Club Executive Board.**

280 1. The club’s Executive Board shall be responsible for the control and management of the
281 affairs, property and common interests of the club and the administration of the club’s rules and
282 policies.

283 2. The club’s Executive Board shall be elected by a vote of the club membership.

284 3. The club’s Executive Board shall be comprised of the club officers and may include club
285 committee chairpersons and club members-at-large. The club rules and policies shall define the
286 Executive Board members, their duties, their term of office, limits to consecutive terms, extended
287 absences, replacement and removal of members.

288 4. Club members who receive compensation (monetary or otherwise), such as club instructors,
289 shall not hold elected club officer positions while performing these services. Board members
290 shall serve without compensation.

291 5. The club’s Executive Board is encouraged to consult with the member of the Club
292 Organization Committee (COC) assigned to that club regularly and seek their assistance
293 immediately whenever any club issue arises.

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Section B – Club Officers.

1. The club officers shall be at a minimum a President and a Secretary/Treasurer. The Clubs Office must be kept apprised of current club officers ([FORM BP:12-3](#)), including temporary replacements.

2. Clubs shall use Form BP:12-10(a) for guidance on officer duties in their club rules and policies.

Section C – Club Committees and Other Member Designations.

1. Clubs may establish committees and other designations, as defined in club rules and policies; e.g.; Nominating, Club Rules and Policies, Auditing, Quality Control, Head Monitor, Purchasing Agent.

2. Club committee members may be elected or appointed, as defined in the club rules and policies.

3. The authority, responsibilities and resources for committee and individual member designations shall be as determined in the club’s rules and policies or as established by the club’s Executive Board.

CHAPTER IV – CLUB ELECTIONS

1. Clubs must have an election of Executive Board Members each year at a meeting as provided for in your club rules and policies. Club rules and policies must state when an election will normally be held.

2. Each club member has one vote. Only club members can vote or hold office.

3. 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. In the case of an act of God or pandemic situation as provided above that prohibits an in-person meeting for an election, club rules and policies shall establish procedures for voting when an in-person meeting is not possible.

4. If an election is not normally held as provided for in club rules and policies, the continuance of the current board and a follow-on election shall be as determined in the club’s rules and policies or as established by the club’s Executive Board.

5. Club rules and policies should address how nominations are handled for elections and eligibility of members to run for elected positions.

CHAPTER V – MEETINGS

Section A – Club Membership Meetings

1. Club membership meetings shall be held at least once a year on such date(s) as determined in the club’s rules and policies or as established annually by the club’s Executive Board. Club membership meeting dates must be submitted ([FORM BP:12-2](#)) to the Clubs Office by April 30 for the following year.

2. A quorum for Chartered Clubs with club membership up to 100 club members must be 20%, of 101-400 club members must be 21 or 10%, whichever is greater and above 400 club members must be 41 or 5%, whichever is greater.

335 3. Quorums can be reached only in person except in the case of an act of God or pandemic
336 situation. In the case of an act of God or pandemic situation that prohibits an in-person meeting
337 for an election, club rules and policies shall establish procedures for voting when an in-person
338 meeting is not possible. Voting at membership meetings must follow the same provisions for
339 voting for elections.

340 4. If Members depart the meeting and a quorum no longer exists, the meeting shall be concluded,
341 and no further business conducted.

342 5. Clubs assigned designated club space must, if possible, use their assigned space for club
343 events/business meetings. Clubs without such assigned space must make a request for RCSC
344 Facilities, in writing, to the Clubs Office for events/business meetings. Any requests for changes
345 must be made in writing to the Clubs Office as well. Additional club space is assigned on a first
346 come first served basis so clubs should make requests as far in advance as possible.

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

348 1. The club’s Executive Board shall meet at least twice a year on such dates as determined in
349 the club’s rules and policies or as established annually by the club’s Executive Board. The club’s
350 Executive Board meeting dates must be submitted ([FORM BP:12-2](#)) to the Club Office by April 30
351 for the following year.

352 2. The quorum for Executive Board meetings is more than fifty percent (50%) of the Executive
353 Board members to be present.

354 3. Club rules and policies must state if board members are authorized to participate
355 electronically.

356 **Section C – Special Club Meetings**

357 1. Special club membership meetings may be called by any of the club’s Executive Board or by
358 written request of ten percent (10%) of the club membership. Notice of special club meetings, with
359 time, place and purpose, must be posted and mailed, phoned, or e-mailed to all club members at
360 least seven (7) days prior to the meeting. The Clubs Office should be notified immediately of
361 scheduled special club membership meetings.

362 2. Special Board Meetings shall be as determined in the club’s rules and policies or as
363 established by the club’s Executive Board.

364

365 **CHAPTER VI – CLUB RECORDS AND REPORTS**

366 **Section A – Club Records.**

367 1. All Chartered Clubs must record and maintain the minutes of all club meetings and must
368 retain copies of all correspondence. Minutes must be readily available to all club members as
369 provided for in club rules and policies.

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

371 a) Club correspondence and club meeting minutes – three (3) years

372 b) Club financial records and reports – three (3) years prior to current year

373 c) Club deposit records and club receipts – three (3) years

374 d) Club tax returns – seven (7) years

375 e) Major club capital equipment, copy of invoice and warranty – keep for the life of
376 the equipment

- 377 f) Club discipline and conduct reports – five (5) years
- 378 g) Club records of supply items – three (3) years
- 379 h) Club membership roster – current and prior year only
- 380 i) Club inventory – current and prior year only
- 381 j) Charter club approval, club Federal Tax ID number - retain for life of club
- 382 k) Club records for member training of equipment – five (5) years

Section B – Club Reports.

- 384 1. All Chartered Clubs are responsible for the timely filing of all reports and tax forms required
385 by federal, state and local laws for 501(c)(4) organizations. [FORM BP:12-19\(a\)](#) provides more
386 information. Club login credentials for 990 filing must be provided to the Clubs Office.
- 387 2. All Club Conduct Reports must be retained in the club for five (5) years and a copy submitted
388 to the Clubs and Activities office where they will be filed in alphabetical order by name and
389 retained for a minimum of three (3) years.
- 390 3. Chartered Clubs shall issue Internal Revenue Service 1099 forms to individuals who are paid
391 six hundred dollars (\$600) or more during a calendar year. This includes, but is not limited to,
392 sales of crafts, club instructors, card club directors, caller fees and any other such payments
393 required to be reported to the IRS. All 1099 forms shall be filed no later than January 31 of the
394 following year see [FORM BP:12-19\(a\)](#) for more information.
- 395 4. Club member attendance reports data must be submitted to the Clubs Office no later than ten
396 (10) days after the close of the month.
- 397 5. Monthly guest attendance registers ([FORM BP:12-4](#)) must be submitted no later than ten (10)
398 days after the close of the month to the Clubs Office
- 399 6. Annual inventory report of equipment, furniture, and fixtures must be submitted to the Clubs
400 Office by May 15 each year.

CHAPTER VII – CLUB FINANCES

Section A – Club Fiscal Year and Funds Management.

- 404 1. All Club’s fiscal year must be from January 1 through December 31. All Clubs must file with
405 the Clubs Office financial reports ([FORM BP:12-8](#)) for each calendar year on or before January 31
406 of the following year.
- 407 2. All monies collected must be reported on the club’s financial report. The annual dues for each
408 club must be stated in its club rules and policies, along with the payment schedule of how the dues
409 are collected, i.e., annually, semi-annually, or quarterly.
- 410 3. Club rules and policies must provide for funds management to include requirements for a
411 club bank account and/or cash fund and expenditure authorizations and limits.
- 412 4. Any club member, assigned auditor, or RCSC Board of Director, will be given access to all
413 financial records of the club upon written request within ten days of the request.

Section B – Club Audits.

- 415 1. The RCSC Board, Management, Club Organization Committee or any club member may
416 submit a request on [FORM BP:12 SEC 29](#) to the Board Office for an audit of the club’s finances.
417 If the audit request is approved, an audit will be scheduled with the club’s Executive Board. A

418 report of the results of such audit must be submitted to the requestor, the club's Executive Board
419 and made a part of the club records.

420 2. A Club audit/financial review is the examination of the club's financial statements to assure
421 that these statements are free from material errors. If specific financial concerns are detailed in the
422 request, the Auditor must examine club financial records regarding these concerns. If the auditor
423 forms the opinion that the club has not kept proper books of account, they must notify the club's
424 Executive Board.

425 3. If the club's Executive Board does not take the necessary steps to correct the situation within
426 thirty (30) days, the auditor must conclude the audit and submit their final report. If the club's
427 Executive Board does take the necessary steps to correct the situation, the auditor must adjust
428 their final report accordingly. A copy of the final audit report must be filed with the Clubs Office.

429
430 **CHAPTER VIII – CLUB EVENTS, ACTIVITIES, SALES, CONTRIBUTIONS &**
431 **RAFFLES**

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

433 1. Any club president may request to host/sponsor a club event/tournament open to the public
434 through the Clubs Office which will assign appropriate RCSC Facilities, as available. An open
435 club event/tournament is any event to be attended by the general public and not just Cardholders
436 and their invited guests.

437 2. Clubs shall pay RCSC rental fees for RCSC Facilities assigned for open club
438 events/tournaments unless the club's annual donation to RCSC is Twelve Thousand Five
439 Hundred Dollars (\$12,500) or greater per year or the event is sanctioned as a RCSC sponsored
440 event. To request that RCSC sanction an event/tournament, the club must submit the request to
441 the Clubs Office see [FORMS BP:12-11\(a\)](#) and [BP:12-11](#). Club rental fees shall be equal to [Cardholder](#)
442 [Rental Fees](#) except that the rental fees shall be for each day of the event rather than for a four
443 hour period and only for the days that the space is open to the public. Guest attendance registers,
444 [\(FORM BP:12-4\)](#) Host Punch Cards, or Guest Passes are not required if RCSC Facilities are rented
445 by the club.

446 3. If club events/tournaments are open to club members and their invited guests only, the daily
447 guest fee per club guest must be paid to RCSC. The completion of the guest attendance register
448 [\(FORM BP:12-4\)](#) or the acceptance and punching of Host Punch Cards or presentation of a Guest
449 Pass with picture ID is required.

450 4. If a club occupies a rented space for two or more consecutive days and no further setup is
451 required, the rental fees must be reduced by forty percent (40%) for each day after the initial day
452 rented or until such time a change in setup is required.

453 5. Registration must be on a first-come first-served basis for all club events/tournaments, with
454 Cardholders taking precedence over all other registrants. Neither club visitors nor club guests shall
455 displace club members.

456 6. Food and Beverages at Club Events and Tournaments.

457 a. The sale of alcoholic and non-alcoholic beverages and food (raw or cooked) is prohibited
458 without appropriate licensing. If a club/organization sponsoring an event/tournament wishes
459 to accept donations or charge a fee for any food or non-alcoholic beverage, they must contact
460 the Maricopa County Environmental Health Division at least seven (7) days in advance to

461 report the event and determine if a Temporary Food Service Establishment Permit is required.
462 If a club/organization sponsoring an event/tournament wishes to accept donations or charge
463 a fee for any alcoholic beverages, they must secure a Special Events License from the Arizona
464 Department of Liquor.

465 b. A club may provide alcoholic and non-alcoholic beverage and food provided that such
466 are made available to club members and their escorted guests only and without charge.

467 c. For rules and policies regarding the use of recreation center kitchens, catering, potlucks,
468 and bake sales refer to Board Policy No. 25 Titled Food and Beverage.

469
470 **Section B – Club Activities.**

471 1. Clubs conducting any classes or workshops during periods other than normal club operating
472 hours must request RCSC Facilities from the Clubs Office in writing.

473 2. Club Classes and workshops for members shall be as determined in the club’s rules and
474 policies or as established by the club’s Executive Board.

475 3. Open club classes and workshops to cardholders may be requested by any club president
476 through the Clubs Office which will assign appropriate RCSC Facilities as available. Open club
477 classes and workshops will require, at a minimum, the daily guest fee per club guest paid to
478 RCSC. The completion of the guest attendance register ([FORM BP:12-4](#)), the acceptance and
479 punching of Host Punch Cards or presentation of a Guest Pass with picture ID is required for all
480 club classes. Registration shall be on a first come first served basis, with Cardholders taking
481 precedence over all other registrants. Neither club visitors nor club guests shall displace club
482 members.

483
484 **Section C -Club Sales.**

485 1. The use of RCSC Facilities by clubs is intended for the pursuit of hobbies and social welfare
486 and must not be used for the manufacture of CHAPTERs to be sold by individuals for their sole
487 profit. A club may sell items not produced in the club provided that all proceeds from such sales
488 benefit the club only and not any individuals or other organizations.

489 2. A club may sell items outside of RCSC Facilities produced in whole or in part within RCSC
490 Facilities so long as the club benefits from such sales equally or greater than if the items were
491 being sold within RCSC Facilities. Authorization and requirements for club member off-site
492 (outside of RCSC facilities) sales shall be as determined in the club’s rules and policies.

493 3. Each club’s rules and policies must define the number of CHAPTERs an individual club
494 member may sell during any calendar year, the percentage the club will receive from each sale,
495 how complaints are handled regarding sales, and the relationship between using the club facilities,
496 consigning items for sale and volunteering time to perform necessary club duties. Items for which
497 club members receive orders as a direct result of club activities shall be handled as club sales.

498 4. Vendors may be authorized by clubs to sell related materials and supplies within club facilities
499 on a limited basis. Clubs are authorized to sell supplies and raw materials at reasonable rates to
500 club members and visitors.

501 5. Clubs must remit all applicable tax annually.

502
503 **Section D – Club Advertising and Marketing.**

504 1. Club instructors may not advertise services being rendered in RCSC Facilities. If clubs are
505 advertising or marketing club events not open to the general public, they must state that the event
506 is open to Cardholders and their escorted guests only. All club advertising and marketing,
507 including social media postings, must be approved in writing by the Clubs Office prior to
508 publication.

509 2. Donations made by clubs to RCSC, excluding those made in lieu of rental or set up fees, may
510 be used for the promotion and marketing of Chartered Clubs and their events and activities. Clubs
511 may request financial assistance in promoting and marketing a club event or activity by making
512 a request to the Clubs Office ([FORM BP:12-12](#)). Clubs should not expect to receive marketing
513 assistance greater than their annual contribution to RCSC.

514 3. RCSC shall provide for each Chartered Club one page featuring the club within RCSC's
515 website www.suncityaz.org to promote and provide information about the club (FORMS [BP:12-16\(a\)](#)
516 & [BP:12-16](#)). It is the responsibility of the club to ensure that the information on the website is
517 accurate and up to date.

518 4. RCSC must provide for each Chartered Club in RCSC's monthly Sun City Update newsletter,
519 the club listing, notice of any and all club activities or events ([FORM BP:12-18\(a\)](#)) and one feature
520 CHAPTER per year (FORMS [BP:12-17\(a\)](#) & [BP:12-17\(b\)](#)). It is the responsibility of the club to ensure
521 that the club listing is accurate and up to date.

522
523 **Section E – Club Contributions and Raffles.**

524 1. Monetary contributions made by clubs to outside organizations must not exceed the total
525 contribution made to RCSC. Contributions made by clubs to an individual, including but not
526 limited to club members or candidates for the Board, is prohibited.

527 2. If a club donation (\$12,500 or greater per year) is in lieu of rental and setup fees, such
528 donation will not be eligible for club promotion and marketing.

529 3. Any club conducting an amusement gambling intellectual contest or event (raffle) as defined
530 in Arizona Revised Statute §13-3301 must comply with all laws regarding such. Authorization
531 and conduct of club raffles shall be as determined in the club's rules and policies or as established
532 by the club's Executive Board.

533
534 **CHAPTER IX – SAFETY, SECURITY AND CLUB MONITORS**

535 **Section A – Club Safety.**

536 1. All clubs must be operated using reasonable regard for safety and well-being of its
537 members. Members must be trained before they use equipment that is gas, electric, hydraulic,
538 battery, or air powered. All training must be documented and retained by the club.

539 2. Adherence to safety procedures are the responsibility of the club and its Executive Board
540 and monitors in partnership with the RCSC Safety and Compliance Office. Any RCSC safety
541 inspections must require an appointment to be made with the club president prior to inspection.
542 A report of any findings must be sent to the club president.

543 3. Club rules and policies must contain specific provisions for member non-compliance with
544 safety requirements, including possible documentation via a Club Conduct Report.

545 4. Incidents and injuries.

546 a. Any incident reported resulting in an injury or illness must be reported to RCSC using the

547 Medical Report Form. The form must be completed with all known details of the incident.

548 b. If an incident (sickness, loss of consciousness, etc.) or injury (slip, fall, etc.) occurs during

549 club use of RCSC Facilities, first response is to call 911, second response is to notify RCSC

550 personnel, preferably the Center Leader or the Center’s Custodian Foreman, and once the

551 afflicted individual has been safely responded to, an Medical Report Form must be completed

552 and filed by those witnessing the incident.

553 5. Chemicals.

554 a. Chemicals must be stored in an appropriate cabinet and container.

555 b. All clubs must provide Global Harmonization Safety Data Sheets (“SDS”) and

556 appropriate posting of all safety documents for all chemicals contained within club space

557 and/or used by club members, visitors or guests.

558 c. The RCSC Safety and Compliance Office will provide assistance to the clubs managing

559 the SDS requirements, to include but not limited to, assisting with identifying applicable

560 materials, providing the applicable SDS and required signage, and approved storage

561 cabinets. The SDS sheets inform users about personal protective equipment required,

562 possible hazards and possible adverse reactions. SDS sheets can be requested from the

563 supplier and must be kept in a three-ring binder easily accessible to club members and

564 RCSC personnel.

565 d. Adherence to the safety provisions of the Global Harmonization program are the

566 responsibility of the club and their instructors

567 **Section B – Club Security.**

568 1. When RCSC Facilities are assigned to a club, it is the responsibility of the club to monitor the

569 use of those facilities and follow all rules and policies regarding such.

570 2. Facility access, including authorized club key holders, shall be as determined in the club’s

571 rules and policies or as established by the club’s Executive Board.

572 3. Individuals authorized Club access shall not allow unauthorized use or entry into Club

573 facilities. Loss of Club entry access keys shall be reported to the Club’s Office promptly.

574 4. Photography and Video.

575 a. RCSC initiated photography and video may be taken at any time at the recreational and

576 social facilities owned and operated by RCSC. Club member attendance at RCSC facilities

577 will constitute the member’s irrevocable consent to be photographed, videotaped and

578 recorded, and irrevocable consent to the use of member likeness by RCSC and others acting

579 on its behalf, for the purpose of advertising and promotion in any media, throughout the world

580 in perpetuity, including but not limited to television, and the world wide web, and member

581 waiver of any compensation or permission for such use.

582 b. Individual clubs may have closed circuit cameras installed to monitor safety and security.

583 Video may be reviewed by RCSC as needed.

584 c. Club rules and policies must include provisions for monitoring and review of such

585 cameras should they exist (including entry into club spaces as voluntary consent to be

586 monitored and recorded).

587 d. Clubs shall post signage indicating the existence of cameras for safety and security
588 recording. No club cameras and recordings are authorized to be viewed outside club spaces
589 and /or remotely. Club Rules and Policies can further restrict photos and videos.

590
591 **Section C – Club Monitors.**

592 1. Monitors exist to ensure the safety of all people in the Club, the safety of Club equipment
593 and property and the safety of the Club facility and immediate surrounding areas. The Monitors
594 on duty at any given time oversee the Club, Members, guests, visitors and Independent
595 Contractors.

596 2. Monitors are required to always be on duty while the Club is open for work. All clubs using
597 tools and equipment that could cause injury to the user must provide two (2) club monitors
598 during all club operating hours when such tools and equipment are or may be in use. All club use
599 of RCSC facilities (assigned or otherwise) requires no less than two (2) members on site, with at
600 least one person assigned as a monitor while the other member may be another monitor as
601 required above.

602 3. Duties of club monitors must be stated in the club’s rules and policies including procedures
603 for any injuries to persons during their shift.

604 4. Club rules and policies must contain specific directions that use of RCSC facilities by one (1)
605 person is not allowed. Club rules and policies may provide limited provisions for one member
606 opening, closing and conducting club activities when applicable.

607 5. Monitors must be easily identified by a monitor badge or other means as provided for in club
608 rules and policies and must be trained and documented in the use of tools and equipment within
609 the club.

610 6. Monitors must ensure the use of safety equipment to include that provided by the
611 manufacturer. Monitors must report any club member’s non-compliance in accordance with the
612 provisions of the club’s rules and policies.

613
614 **CHAPTER X – CLUB MEMBER CONDUCT AND DISCIPLINE**

615 **Section A – Club Member Conduct.**

616 1. Club members must comply with RCSC and club rules and policies and conduct
617 themselves in a manner so as not to infringe on the rights and privileges of other club
618 members. A Member's inappropriate conduct may include arguments, physical
619 confrontation, blatantly creating turmoil, disruption, dissent or any behavior that places
620 another person in reasonable apprehension of imminent physical injury or places the club
621 or RCSC facilities in jeopardy.

622 2. Members shall abide by all Club Rules, Policies and Procedures including all posted
623 instructions and restrictions relative to the safe use of all tools and equipment and
624 maintenance of a safe Club working environment and use of personal protective
625 equipment.

626 3. Members shall cease working in the Club and exit if they become ill. Additionally,
627 Members shall not be in the Club under the influence of alcohol, illegal drugs, drugs with
628 warning labels that prohibit the operation of machinery or vehicles or knowingly sick
629 (e.g. cold, flu, virus).

630 4. If a club member fails to comply or conduct themselves in an appropriate manner, it
631 may be reported on a Club Member Conduct Report ([FORM BP:12-14](#)) which must
632 follow the process as outlined in the club's rules and policies or as determined by the
633 club's Executive Board if no club rules and policies have been established for such.

634 5. All Club Member Conduct Reports ([FORM BP:12-14](#)) must be submitted within thirty (30)
635 days of the infraction/incident.

636 **Section B – Club Member Discipline.**

638 1. Club member discipline shall be as determined in the club's rules and policies or as
639 established by the club's Executive Board.

640 2. Any club member disciplined by the club's Executive Board may submit a written request for
641 an appeal to the RCSC Clubs Office within ten (10) days of disciplinary actions, which will
642 follow the appeal hearing process in the Bylaws. Club rules and policies must contain a provision
643 requiring that members be advised of their right to appeal.

644 3. If a Club Board Member is the accused party in a Conduct Report, the Clubs Executive Board
645 must not address the issue, the report must be forwarded to the RCSC Club's Office for action.
646 If an RCSC Board Member is the accused party, further actions by the Club Board are not
647 applicable and the COC shall ensure due process including any right to appeal.

648 4. If a Club Board Member is the complainant, they shall recuse themselves from the club's
649 procedures and participate only as the complainant.

650 5. If, within a twenty-four (24) month period, a Member is accused of submitting three (03) or
651 more false or malicious conduct reports on other members, that information must be submitted to
652 the COC to address the matter. If the COC finds the information credible, the matter will be
653 forwarded to the RCSC for review.

654 **CHAPTER XI - AMENDING OR REVISING CLUB RULES AND POLICIES**

655 1. All Club Rules, Policies and Procedures must be published. No "verbal-only" Rules, Policies
656 or Procedures are authorized.

657 2. Changes to Club Rules, Policies and Procedures are ultimately at the approval of membership
658 as determined by the club's rules and policies or as established by the club's Executive Board.

659 3. Club Rules, Policies and Procedures shall be readily available to club members as determined
660 in the club's rules and policies or as established by the club's Executive Board.

661 4. The club officers are responsible to submit their club's rules and policies to the Clubs Office
662 whenever additions, amendments or deletions are made along with the club meeting minutes
663 approving such.

664 **CHAPTER XII – CLUB DE-CHARTERING AND DISSOLUTION OF CLUBS**

665 1. Club members may vote at a duly notified and held club membership meeting to de-charter
666 the club at any time for any reason. Any club not in compliance with federal, state and local laws
667 may be subject to being de-chartered. Any club not adhering to the Corporate Documents may be
668 subject to being de-chartered. A club that does not meet Chartered Club requirements may be
669 subject to being de-chartered. Any club that has been unable to provide club officers or club
670 monitors may be subject to being de-chartered. Any club may be subject to being combined with
671 another like club and/or relocated, any club refusing to do so may be subject to being de-chartered.

672 2. If a club is at the risk of being de-chartered, a notice will be sent to the club in writing by the
673

674 Clubs Office, with a copy sent to the RCSC Board and the Club Organization Committee (COC),
675 stating the nature of the problem(s) and providing for assistance in rectifying the situation, if
676 possible. A club shall be given ninety (90) days to rectify all matters excluding club membership,
677 which shall have one year to rectify. Upon failure to rectify its issue the club shall be de-chartered
678 by the RCSC Board.

679 3. When a club is de-chartered, prior to dissolution and after all debts are satisfied, all equipment
680 and supplies may be sold to other clubs, club members or outside sources with approval of the
681 club's Executive Board, RCSC Board and the Director of Operations. If the club cannot or does
682 not wish to sell the equipment or supplies, it may donate them to similar Chartered Clubs with the
683 Director of Operations approval. The club may sponsor a final closing event for its club members
684 with the approval of the Director of Operations. After such, all assets will revert to the Recreation
685 Centers of Sun City, Inc.

686

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

689 Adopted and signed this 1st day of December, 2025 at a duly called Board meeting by a majority
690 (5) of the Recreation Centers of Sun City, Inc. Board of clubs.

691 ATTEST:

692

693 _____
Tom Foster, President

Preston Kise, Secretary

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705

~~RECREATION CENTERS OF SUN CITY, INC.~~

706

~~BOARD POLICY RESOLUTION No. 12 ("BP12")~~

707

~~CHARTERED CLUBS~~

708

709 — WHEREAS Article V, Section 6.3 of the [Corporate Bylaws](#) empowers the Board of
710 Directors ("Board" or "Directors") of the Recreation Centers of Sun City, Inc. ("RCSC" or
711 "Corporation") to adopt policies not in conflict with the [Restated Articles of Incorporation](#)
712 ("Articles") or the [Corporate Bylaws](#) ("Bylaws").

713 — WHEREAS the Articles and Bylaws must take precedence over Board Policies and the
714 definitions in the Bylaws must apply. The following Board Policy must provide instruction,
Board Policy No. 12

715 direction and guidelines regarding Chartered Clubs and must remain in effect until such time it is
716 amended or removed.

717 NOW, THEREFORE BE IT RESOLVED that all Chartered Clubs must be conducted in
718 compliance with federal, state and local laws, the Corporate Documents and any and all rules and
719 policies of the Corporation. Chartered Clubs must be governed as follows:

720 The Corporation has a group tax exemption for its subordinate Chartered Clubs under section
721 501(c)(4) of the Internal Revenue Code. A club must not be organized for profit and must be
722 operated exclusively to promote social welfare to be tax exempt as a social welfare organization.
723 The earnings of a section 501(c)(4) organization may not inure to the benefit of any private
724 shareholder or individual. A Chartered Club must operate primarily to further the common good
725 and general welfare of the people of the community. A club does not operate primarily to
726 promote social welfare if its primary activity is carrying on a business with the general public in
727 a manner similar to organizations operated for profit.

728 A group of Cardholders interested in a particular hobby, avocation or field of interest may join
729 together for the purpose of pursuing said interest and may request the Board to certify them as a
730 Chartered Club. The Corporate Documents shall take precedence over any and all Chartered
731 Club or individual club rules and policies.

732

733 The following definitions shall apply:

734 A. Articles: The Articles of Incorporation of the Recreation Centers of Sun City.

735 B. Bylaws: The Corporate Bylaws of the Recreation Centers of Sun City.

736 C. Cardholder: A member of the Recreation Centers of Sun City who is in good standing and
737 has a valid Member Card.

738 D. Clubs Office: The Recreation Centers of Sun City Chartered Clubs Office is charged with
739 administration of Chartered Clubs and are the focal point for club information and
740 assistance.

741 E. Guest: A non-cardholder invited by a club member to participate in club use/activities and
742 subject to the RCSC Cardholder Guide and Board Policy#12 titled Chartered Clubs.

743 F. Privilege Card Holder: An individual who holds a Privilege Card allowing them to join
744 and participate in Chartered Club activities.

745

746 G. RCSC: The Recreation Centers of Sun City, Inc.

747 H. RCSC Board: The Recreation Centers of Sun City Board of Directors

748 I. RCSC Board Policy: Policies approved and published by the RCSC Board

749 J. Rules: Club rules submitted as required by the RCSC Board and approved by the Clubs
750 Office.

751 K. Visitor: A Cardholder that is not a member of the club for which use is desired.

752 **1. CHARTERED CLUB REQUIREMENTS**

753 A club, to maintain its charter, must have sufficient club membership and active participation to
754 use effectively the RCSC Facilities set aside for it. The minimum club membership requirement
755 for clubs with dedicated space is fifty (50) Cardholders; and for clubs without dedicated space,

756 twenty-five (25) Cardholders are required, excluding the Model Railroad Club.
757 Dedicated space is that assigned to and only used by that club.
758 Groups seeking to become Chartered Clubs should complete the Application for Club Charter
759 ([FORM BP:12-15](#)) and submit it to the Clubs Office.
760 Each club shall have its own Federal Tax Identification Number. Applications are to be filled
761 out and filed in the Clubs Office only. Each club shall have its own official Chartered Club
762 name. Club name changes must be reported to the Clubs Office and to the proper tax authorities.

763 **2. CLUB MEMBERSHIP**

764 Chartered Club membership shall be open to all Member or Privilege Cardholders in good
765 standing. Waiting lists to join a club are not allowed unless approved by the Club Organization
766 Committee (COC). If a Chartered Club has been organized exclusively for men, women, singles
767 or by age group, then exceptions may apply. Clubs may require a minimum of skill for
768 participation as defined in their club rules and policies. Each club member has one vote. Only
769 club members can vote or hold office.

770 To ensure that each club member is a Member or Privilege Cardholder in good standing, clubs
771 must submit a current club membership roster directly to the Clubs Office twice a year on or
772 before Mar 1 and Oct 1 and upon request.

773 Honorary or lifetime club membership guidelines must be stated in the club rules and policies
774 and must be awarded only to Cardholders in good standing. Honorary or lifetime club
775 membership will be terminated automatically if a Cardholder is not in good standing.

776 **3. CLUB COMMITTEES**

777 Clubs may establish committees, as defined in club rules and policies; e.g.; Nominating, Club
778 Rules and Policies, Auditing, Quality Control. Club committee members may be elected or
779 appointed, as defined in the club rules and policies.

780 **4. ELECTIONS**

781 Clubs must have an election of officers each year as provided for in your club rules and policies.

782 **5. EXECUTIVE BOARD**

783 The club's Executive Board shall be elected by a vote of the general club membership. The
784 club's Executive Board shall be comprised of the officers and may include club committee
785 chairpersons and club members at large. Club members who receive compensation (monetary or
786 otherwise), such as club instructors, shall not hold elected club officer positions while
787 performing these services.

788 The club's Executive Board shall be responsible for the control and management of the affairs,
789 property and common interests of the club and the administration of the club's rules and policies.
790 The club's Executive Board is encouraged to consult with the member of the Club Organization
791 Committee (COC) assigned to that club regularly and seek their assistance immediately
792 whenever any club issue arises.

793 **6. EXECUTIVE BOARD MEETINGS**

794 The club's Executive Board shall meet at least twice a year on such dates as determined in the
795 club's rules and policies or as established annually by the club's Executive Board. The club's
796 Executive Board meeting dates must be submitted ([FORM BP:12-2](#)) to the Club Office by April

797 30 for the following year.

798 **7. CLUB OFFICERS**

799 The club officers shall be at a minimum a President and a Secretary/Treasurer. Election process
800 of club officers, general term of office, term limitation and officer's duties must be specified in
801 the club's rules and policies. club officers shall serve without compensation. Club rules and
802 policies must define what occurs if an elected club officer and/or club Executive Board member
803 becomes unable or unwilling to fulfill his/her duties or is absent for an extended period of time.
804 The Clubs Office must be kept apprised of current club officers ([FORM BP:12-3](#)), including
805 temporary replacements.

806 **8. CLUB MEMBER & GUEST ATTENDANCE**

807 Each RCSC Chartered Club with dedicated space must track daily club member and guest attendance and
808 provide such data to the Clubs Office on a monthly basis. Clubs without dedicated space that use
809 monitored areas must have Club members and guests check in with the Facility Attendant. RCSC will
810 maintain club usage data separately from non-club usage data. In addition, clubs without dedicated space
811 that use non-monitored space, e.g., a social hall, must turn in club attendance data to the Club Office
812 monthly.

813 Club member attendance data must be provided in the format established by the Clubs Office. This
814 information must be submitted to the Clubs Office no later than ten (10) days after the close of the
815 month. All club attendance data should be distributed to the RCSC Board on a quarterly basis by the
816 Clubs Office no later than ten (10) days after the close of each calendar quarter (e.g. April 10, July 10,
817 October 10, January 10).

818 Attendance by all club guests (*non-Cardholders*) for any club activity/meeting/event/ tournament/class
819 must be recorded on guest attendance register. ([FORM BP:12-4](#)). If the club has punched a Host Punch
820 Card or been presented with a Guest Pass, that club guest is not recorded on the guest attendance register.
821 Monthly, the compilation of these guest attendance registers ([FORM BP:12-4](#)) shall be recorded and
822 submitted no later than ten (10) days after the close of the month to the Clubs Office along with payment
823 to RCSC of club guest fees equal to the daily guest fee per club guest per day.

824 Club guests (*non-Cardholders*) are not defined as those who wish to tour club facilities, accompany a
825 club member but not participate, provide care or assistance for a handicapped club member or provide

826 ~~instruction to club members.~~

827

828

829

830 **9. CLUB RECORDS & REPORTS**

831 ~~All Chartered Clubs must record and maintain the minutes of all club meetings and must retain~~
832 ~~copies of all correspondence. Minutes must be readily available to all club members as provided~~
833 ~~for in club rules and policies.~~

834 ~~All Chartered Clubs are responsible for the timely filing of all reports and tax forms required by~~
835 ~~federal, state and local laws for 501(c)(4) organizations see [FORM BP:12-19\(a\)](#) for more~~
836 ~~information. Club login credentials for 990 filing must be provided to the Clubs Office.~~

837 ~~All Club Conduct Reports must be retained in the club for five (5) years and a copy submitted to~~
838 ~~the Clubs and Activities office where they will be filed in alphabetical order by name and~~
839 ~~retained for a minimum of three (3) years.~~

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

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

846 ~~a) Club correspondence and club meeting minutes — three (3) years~~

847 ~~b) Club financial records and reports — three (3) years prior to current year~~

848 ~~c) Club deposit records and club receipts — three (3) years~~

849 ~~d) Club tax returns — seven (7) years~~

850 ~~e) Major club capital equipment, copy of invoice and warranty — keep for the life of the~~
851 ~~equipment~~

852 ~~f) Club discipline and conduct reports — five (5) years~~

853 ~~g) Club records of supply items — three (3) years~~

854 ~~h) Club membership roster — current and prior year only~~

855 ~~i) Club inventory — current and prior year only~~

856 ~~j) Charter club approval, club Federal Tax ID number — retain for life of club~~

857 ~~k) Club records for member training of equipment — five (5) years~~

858 **10. CLUB MONITORS**

859 ~~All clubs using tools and equipment that could cause injury to the user must provide two (2) club~~

860 ~~monitors during all club operating hours when such tools and equipment are or may be in use. All club~~

861 ~~use of RCSC facilities (assigned or otherwise) requires no less than two (2) persons on site, with at least~~

862 one person assigned as a monitor while the other must be a member (and may be another monitor except
863 as required above). Club rules and policies must contain specific directions that use of RCSC facilities by
864 one (1) person is not allowed and provisions for opening, closing, and conducting club activities when
865 applicable. . Monitors must be easily identified by a monitor badge or other means as provided for in
866 club rules and policies and must be trained and documented in the use of tools and equipment within the
867 club. Monitors must ensure the use of safety equipment to include that provided by the manufacturer.
868 Monitors must report any club member's non-compliance in accordance with the provisions of the clubs
869 rules and policies.
870 Club rules and policies must contain specific provisions for member non-compliance with safety
871 requirements, including possible documentation via a Club Conduct Report. Duties of club monitors must
872 be stated in the club's rules and any injuries to a club member during their shift.
873 When RCSC Facilities are assigned to a club, it is the responsibility of the club to monitor the use of
874 those facilities and follow all rules and policies regarding such.

875 11. CLUB MEMBERSHIP MEETINGS

876 Club membership meetings shall be held at least once a year on such date(s) as determined in the
877 club's rules and policies or as established annually by the club's Executive Board. Club
878 membership meeting dates must be submitted ([FORM BP:12-2](#)) to the Clubs Office by April 30
879 for the following year.
880 A quorum for Chartered Clubs with club membership up to 100 club members must be 20%, of
881 101-400 club members must be 21 or 10%, whichever is greater and above 400 club members
882 must be 41 or 5%, whichever is greater. Quorums can be reached only in person except in the
883 case of an act of God or pandemic situation where an electronic vote can be taken to reach a
884 quorum. Clubs assigned designated club space must, if possible, use their assigned space for club
885 events/business meetings. Clubs without such assigned space must make a request for RCSC
886 Facilities, in writing, to the Clubs Office for events/business meetings. Any requests for changes
887 must be made in writing to the Clubs Office as well. Additional club space is assigned on a first
888 come first served basis so clubs should make requests as far in advance as possible.
889 Special club membership meetings may be called by any of the club's Executive Board or by
890 written request of ten percent (10%) of the club membership. Notice of special club meetings,
891 with time, place and purpose, must be posted and mailed, phoned, or e-mailed to all club
892 members at least seven (7) days prior to the meeting. The Clubs Office should be notified
893 immediately of scheduled special club membership meetings.

894 12. CLUB EVENTS/TOURNAMENTS

895 Any club president may request to host/sponsor a club event/tournament open to the public
896 through the Clubs Office which will assign appropriate RCSC Facilities, as available. An open
897 club event/tournament is any event to be attended by the general public and not just Cardholders
898 and their invited guests.

899 Clubs shall pay RCSC rental fees for RCSC Facilities assigned for open club events/tournaments
900 unless the club's annual donation to RCSC is Twelve Thousand Five Hundred Dollars (\$12,500)
901 or greater per year or the event is sanctioned as a RCSC sponsored event. To request that RCSC
902 sanction an event/tournament, the club must submit the request to the Clubs Office see [FORMS](#)
903 [BP:12-11\(a\)](#) and [BP:12-11](#). Club rental fees shall be equal to [Cardholder Rental Fees](#) except that
904 the rental fees shall be for each day of the event rather than for a four hour period and only for
905 the days that the space is open to the public. Guest attendance registers, [\(FORM BP:12-4\)](#) Host
906 Punch Cards, or Guest Passes are not required if RCSC Facilities are rented by the club.

907 If club events/tournaments are open to club members and their invited guests only, the daily
908 guest fee per club guest must be paid to RCSC. The completion of the guest attendance register
909 [\(FORM BP:12-4\)](#) or the acceptance and punching of Host Punch Cards or presentation of a Guest
910 Pass with picture ID is required.

911 If a club occupies a rented space for two or more consecutive days and no further setup is
912 required, the rental fees must be reduced by forty percent (40%) for each day after the initial day
913 rented or until such time a change in setup is required.

914 If a club donation (\$12,500 or greater per year) is in lieu of rental and setup fees, such donation
915 will not be eligible for club promotion and marketing.

916 Registration must be on a first come first served basis for all club events/tournaments, with
917 Cardholders taking precedence over all other registrants. Neither club visitors nor club guests
918 shall displace club members.

919 **13. FOOD & BEVERAGE AT CLUB EVENTS/TOURNAMENTS**

920 The sale of alcoholic and non-alcoholic beverages and food (raw or cooked) is prohibited
921 without appropriate licensing. If a club/organization sponsoring an event/tournament wishes to
922 accept donations or charge a fee for any food or non-alcoholic beverage, they must contact the
923 Maricopa County Environmental Health Division at least seven (7) days in advance to report the
924 event and determine if a Temporary Food Service Establishment Permit is required. If a
925 club/organization sponsoring an event/tournament wishes to accept donations or charge a fee for
926 any alcoholic beverages, they must secure a Special Events License from the Arizona
927 Department of Liquor.

928 A club may provide alcoholic and non-alcoholic beverage and food provided that such are made
929 available to club members and their escorted guests only and without charge.

930 For rules and policies regarding the use of recreation center kitchens, catering, potlucks, and
931 bake sales refer to Board Policy No. 25 Titled Food and Beverage.

932 **14. OPEN CLUB CLASSES**

933 Any club president may request to provide open club classes to cardholders through the Clubs
934 Office which will assign appropriate RCSC Facilities as available. Club instructional classes will
935 require, at a minimum, the daily guest fee per club guest paid to RCSC. The completion of the
936 guest attendance register [\(FORM BP:12-4\)](#), the acceptance and punching of Host Punch Cards or
937 presentation of a Guest Pass with picture ID is required for all club classes.

938 Registration shall be on a first come first served basis, with Cardholders taking precedence over
939 all other registrants. Neither club visitors nor club guests shall displace club members.

940 **15. INDEPENDENT CONTRACTORS**

941 Clubs using independent contractors to provide club related services; i.e. dance callers,
942 instructors, etc. shall define positions and duties in their club rules and policies. An Independent
943 Contractor Agreement ([FORM BP:12-5](#)), must be on file with the Clubs Office a minimum of
944 seven (7) days prior to services being rendered. A copy of the agreement must also be
945 maintained by the club for each person rendering services. All monies paid for services must be
946 paid and recorded by check or signed receipt. Clubs that hire independent contractors must
947 comply with federal and state tax policies and laws.

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

953 Clubs conducting instructional classes during periods other than normal club operating hours
954 must request RCSC Facilities from the Clubs Office in writing.

955 **16. CLUB VISITORS & GUESTS**

956 There are no fees payable to RCSC by the club for club visitors. The club must pay RCSC or
957 effect RCSC to be paid [Host Punch Card or Guest Pass] the daily guest fee per club guest per
958 day unless the club has an approved reciprocity agreement ([FORMS BP:12-9\(a\)](#) and [BP:12-9](#)) with
959 an outside club. Clubs are responsible for the behavior of their guests and will be held
960 responsible for any damage to RCSC Facilities. Anyone displaying inappropriate behavior may
961 be asked to leave.

962 Neither club visitors nor club guests shall displace club members. Only Cardholders are eligible
963 for club membership. Both club visitors and club guests must be required to meet minimum skill
964 levels as defined in club rules and policies prior to participation in any club. Club rules and
965 policies must stipulate restrictions for all club visitors and guests which must be adhered to
966 without exception.

967 All club guests that have not had a Host Punch Card accepted and punched or presented a Guest
968 Pass with picture ID must be recorded on the guest attendance register ([FORM BP:12-4](#)), refer to
969 Section 7 – Club Guest Attendance of this policy for more information.

970 **17. INJURIES & INCIDENTS**

971 If an incident (sickness, loss of consciousness, etc.) or injury (slip, fall, etc.) occurs during club use of
972 RCSC Facilities, first response is to call 911, second response is to notify RCSC personnel, preferably the
973 Center Leader or the Center's Custodian Foreman, and once the afflicted individual has been safely
974 responded to, an [Incident Report Form](#) must be completed and filed by those witnessing the incident.

975 **18. CLUB MEMBER CONDUCT AND DISCIPLINE**

976 Club members must comply with RCSC and club rules and policies and conduct themselves in a
977 manner so as not to infringe on the rights and privileges of other club members. If a club member
978 fails to comply or conduct themselves in an appropriate manner, it may be reported on a Club
979 Member Conduct Report ([FORM BP:12-14](#)) which must follow the process as outlined in the club's
980 rules and policies or as determined by the club's Executive Board if no club rules and policies have
981 been established for such. All Club Member Conduct Reports ([FORM BP:12-14](#)) must be completed
982 and submitted within thirty (30) days of the infraction/incident.

983 Any club member disciplined by the club's Executive Board may submit a written request for an
984 appeal to the RCSC Clubs Office within ten (10) days of disciplinary actions, which will follow
985 the appeal hearing process in the Bylaws. Club rules and policies must contain a provision
986 requiring that members be advised of their right to appeal.

987 If a Club Board Member is the accused party in a Conduct Report, the Clubs Executive Board
988 must not address the issue. The report must be forwarded to the RCSC Club's Office for action.
989 If a Board Member is the accused party, further actions by the Club Board are not applicable and
990 the COC shall ensure due process including any right to appeal.

991 19. CLUB RULES & POLICIES

992 Each Chartered Club shall adopt rules and policies, see [FORM BP:12-10\(a\)](#), not in conflict with the
993 Corporate Documents. In the event a conflict should occur, the Articles, Bylaws and Policies, in
994 that order, shall take precedence over club rules and policies. Clubs must use the mandated rules
995 template which can be found at the Clubs Office or on the RCSC website under Clubs. Clubs must
996 consider all provisions of the template and may indicate those provisions as "not applicable" in
997 their rules and policies and must be approved by a majority of the club members at a duly notified
998 and called club membership meeting with a quorum present in person. The club officers are
999 responsible to submit their club's rules and policies to the Clubs Office whenever additions,
1000 amendments or deletions are made along with the club membership meeting minutes approving
1001 such.

1002 20. USE OF RCSC FACILITIES

1003 Chartered Clubs are assigned temporary (*used only for a period of time by a club*) or dedicated (*used*
1004 *only by that club*) space as designated by RCSC Management. RCSC Management has the
1005 authority and responsibility to direct similar clubs to merge or share dedicated space in order to
1006 provide efficient utilization of RCSC Facilities.

1007 All clubs must be responsible for the appropriate use of RCSC Facilities. Chartered Clubs are not
1008 generally charged any fees for use or setup of RCSC Facilities provided that the use is open to
1009 Cardholders and their invited guests only and not the general public. Clubs are responsible for
1010 damage to RCSC facilities provided for club use, including damage from affixing posters and
1011 signs (e.g. paint removal, holes in walls etc.)" Items unrelated to club activities shall not be
1012 stored at RCSC Facilities.

1013 If a scheduled club event/meeting is cancelled and the Clubs Office is not given at least two (2)
1014 business days notice, the club may be charged for rental and/or setup fees. If a scheduled club
1015 event/meeting does not begin or resume its activity within fifteen (15) minutes of its scheduled
1016 start time, the RCSC Facility will be opened to all Cardholders and their invited guests and the
1017 club could lose its reservation.

1018 Club activities or meetings can be preempted by RCSC. Whenever possible, adequate
1019 notification will be given to the club. RCSC will provide for relocation of the club activity

1020 whenever possible. Clubs may be required to cancel, relocate or consolidate activities with other
1021 like clubs for all or part of the summer as an energy savings effort.

1022 **21. CLUB SIGNAGE**

1023 Permanent club signage, where applicable, will be approved by the Director of Operations and
1024 installed by RCSC personnel or contractors only. Signs must be attached to the outside of the
1025 building or in close proximity to the club room. Additional signs, with approval, may also be
1026 placed on a signpost or monument in close proximity to the building entrance. Permanent signs
1027 will not be allowed in parking lots, at the curb, or along side the roadways. Temporary signage,
1028 not to exceed seven (7) days, must be requested in writing and approved by the Director of
1029 Operations in advance of placement.

1030 Chartered Clubs may post club approved signs in their assigned space, or in other places
1031 designated for such use. Limitations on postings outside of club space are under the control of
1032 the Clubs Office. Club approved literature may be distributed anywhere at RCSC Facilities as
1033 long as such distribution does not interfere with normal use of the amenities or RCSC Facilities.
1034 All signs and literature must carry the name of the club posting or distributing it.

1035 **22. EQUIPMENT, FURNITURE & FIXTURES**

1036 All tools, equipment, fixtures and furniture are property of RCSC whether it is original
1037 equipment, replacement equipment or additional equipment purchased by or donated to the club.
1038 Each year on or before February 1 RCSC must provide each club with an updated inventory
1039 reflecting last year's inventory and any and all submitted club acquisitions and disposals
1040 throughout the past year. Each club is responsible for verifying and submitting a completed
1041 written inventory of all equipment, furniture, and fixtures to the Clubs Office by May 15 of each
1042 year with an accumulative value of one thousand dollars (\$1,000) or more.

1043 Clubs must be responsible for the appropriate use of equipment and safety gear. Clubs must
1044 provide necessary tools, equipment, safety gear, club specific furniture and supplies from its own
1045 funds as well as repair and replacement thereof. No individual or club may lend, borrow or
1046 remove equipment, furniture, fixtures or supplies that are RCSC property. Temporary removal of
1047 equipment for club projects or repair is allowed.

1048 Clubs are required to obtain written approval from the Director of Operations ([FORM BP:12-7](#)) prior
1049 to ordering or purchasing any new equipment. Clubs leasing any equipment must have prior
1050 written approval of the Director of Operations ([FORM BP:12-7](#)). Written requests must include all
1051 pertinent information including equipment voltage, wattage, amperage, fuel type, overall size and
1052 placement location within the club room.

1053 When items are purchased, traded, sold or destroyed they must be reported on the club
1054 acquisition/disposal form ([FORM BP:12-7](#)) and submitted to the Clubs Office.

1055 No equipment belonging to RCSC may be sold or disposed of without prior written approval of
1056 the Director of Operations. Re-arrangement requests for furniture or equipment must be directed
1057 to the Center's Foreman or the Center Leader.

1058 **23. REPAIRS**

1059 The club must submit requests for repairs or alterations to club spaces to the Clubs Office in a
1060 manner established by the Clubs Office. The Clubs Office must acknowledge receipt of the repair
1061 and alteration request to the club in writing. Electrical, structural or functional repairs or alterations

1062 made by club members to RCSC Facilities or property belonging to a third party are strictly
1063 prohibited.

1064 For repairs in or adjacent to clubrooms, the club must notify the Clubs Office in writing. The Clubs
1065 Office must acknowledge receipt of the Clubs request for repairs and must submit the necessary
1066 work orders for correction of the problem. A copy of the work order must be provided to the club.
1067 If such request is an emergency and is not resolved by the above steps, the club should contact the
1068 Clubs Office.

1069 **24. IMPROVEMENTS and CHANGES**

1070 Prior written approval must be obtained from the Clubs Office for club facility changes,
1071 alterations, upgrades and improvements which may include floors, ceilings, walls, cabinets,
1072 shelving, doors, windows, electrical systems, plumbing systems, air conditioning and heating
1073 systems, or any other building or infrastructure related system or component. Clubs leasing any
1074 equipment must have prior written approval of the Clubs Office ([FORM BP:12-7](#)).

1075 Requests for additional club space or dedicated space should be submitted in writing to the Clubs
1076 Office.

1077 Clubs may provide budget requests to the Clubs Office for club improvements who shall review
1078 and approve requests for inclusion in RCSC's operating and capital budget for the upcoming
1079 year.

1080 **25. CHEMICALS**

1081 All clubs must provide Global Harmonization Safety Data Sheets ("SDS") and appropriate
1082 posting of all safety documents for all chemicals contained within club space and/or used by club
1083 members, visitors or guests. The RCSC Safety and Compliance Office will provide assistance to
1084 the clubs managing the SDS requirements, to include but not limited to, assisting with
1085 identifying applicable materials, providing the applicable SDS and required signage, and
1086 approved storage cabinets. The SDS sheets inform users about personal protective equipment
1087 required, possible hazards and possible adverse reactions. SDS sheets can be requested from the
1088 supplier and must be kept in a three-ring binder easily accessible to club members and RCSC
1089 personnel. Adherence to the safety provisions of the Global Harmonization program are the
1090 responsibility of the club and their instructors.

1091

1092

1093 **26. SAFETY**

1094 All clubs must be operated using reasonable regard for safety and well-being of its members.
1095 Members must be trained before they use equipment that is gas, electric, hydraulic, battery, or air
1096 powered. All training must be documented and retained by the club. Chemicals must be stored
1097 in an appropriate cabinet and container. Any incident reported resulting in an injury or illness
1098 must be reported to RCSC using the Incident Report Form. The form must be completed with
1099 all known details of the incident.

1100 Adherence to safety procedures are the responsibility of the club and its Executive Board and
1101 monitors in partnership with the RCSC Safety and Compliance Office. Any RCSC safety
1102 inspections must require an appointment to be made with the club president prior to inspection.
1103 A report of any findings must be sent to the club president.

1104 **27. INSURANCE**

1105 The insurance provided by RCSC covers equipment, tools, raw materials for sale to club members,
1106 and articles/items for sale if 100% of the sale goes to the club. The insurance provided by RCSC
1107 does not cover club members' clothing, tools, supplies, work in progress or finished goods held
1108 for sale by the club on a consignment basis. Also not covered are items unrelated to club activities
1109 stored in the club room. The insurance provided by RCSC is subject to a deductible on a per loss
1110 basis. It is the sole discretion of the Board if the deductible is the responsibility of RCSC or the
1111 respective club. Chartered Clubs and their club members are additionally insured under the
1112 General Liability policy while acting in the capacity of a club officer, member of the club's
1113 Executive Board or RCSC required on-duty monitors.

1114 **28. CLUB ADVERTISING & MARKETING**

1115 Club instructors may not advertise services being rendered in RCSC Facilities. If clubs are
1116 advertising or marketing club events not open to the general public, they must state that the
1117 event is open to Cardholders and their escorted guests only. All club advertising and marketing,
1118 including social media postings, must be approved in writing by the Clubs Office prior to
1119 publication.

1120 Donations made by clubs to RCSC, excluding those made in lieu of rental or set up fees, may be
1121 used for the promotion and marketing of Chartered Clubs and their events and activities. Clubs
1122 may request financial assistance in promoting and marketing a club event or activity by making a
1123 request to the Clubs Office ([FORM BP:12-12](#)). Clubs should not expect to receive marketing
1124 assistance greater than their annual contribution to RCSC.

1125 RCSC shall provide for each Chartered Club one page featuring the club within RCSC's website
1126 www.suncityaz.org to promote and provide information about the club (FORMS [BP:12-16\(a\)](#) &
1127 [BP:12-16](#)). It is the responsibility of the club to ensure that the information on the website is
1128 accurate and up to date.

1129 RCSC must provide for each Chartered Club in RCSC's monthly Sun City Update newsletter,
1130 the club listing, notice of any and all club activities or events ([FORM BP:12-18\(a\)](#)) and one feature
1131 article per year (FORMS [BP:12-17\(a\)](#) & [BP:12-17\(b\)](#)). It is the responsibility of the club to ensure
1132 that the club listing is accurate and up to date.

1136 **29. CLUB CONTRIBUTIONS AND SALES**

1137 Monetary contributions made by clubs to outside organizations must not exceed the total
1138 contribution made to RCSC. Contributions made by clubs to an individual, including but not
1139 limited to club members or candidates for the Board, is prohibited.

1140 The use of RCSC Facilities by clubs is intended for the pursuit of hobbies and social welfare and
1141 must not be used for the manufacture of articles to be sold by individuals for their sole profit. A
1142 club may sell items not produced in the club provided that all proceeds from such sales benefit
1143 the club only and not any individuals or other organizations. A club may sell items outside of
1144 RCSC Facilities produced in whole or in part within RCSC Facilities so long as the club benefits
1145 from such sales equally or greater than if the items were being sold within RCSC Facilities.

1146 Each club's rules and policies must define the number of articles an individual club member

1147 may sell during any calendar year, the percentage the club will receive from each sale, how
1148 complaints are handled regarding sales, and the relationship between using the club facilities,
1149 consigning items for sale and volunteering time to perform necessary club duties. Items for
1150 which club members receive orders as a direct result of club activities shall be handled as club
1151 sales.

1152 Vendors may be authorized by clubs to sell related materials and supplies within club facilities
1153 on a limited basis. Clubs are authorized to sell supplies and raw materials at reasonable rates to
1154 club members and visitors. Clubs must remit all applicable tax annually.

1155 30. RAFFLES

1156 Any club conducting an amusement gambling intellectual contest or event as defined in Arizona
1157 Revised Statute §13-3301 must comply with all laws regarding such.

1158 31. CLUB FINANCES

1159 All Chartered Club's fiscal year must be from January 1 through December 31. All Chartered
1160 Clubs must file with the Clubs Office financial reports ([FORM BP:12-8](#)) for each calendar year on
1161 or before January 31 of the following year.

1162 All monies collected must be reported on the club's financial report. The annual dues for each
1163 club must be stated in its club rules and policies, along with the payment schedule of how the
1164 dues are collected; i.e., annually, semi-annually, or quarterly.

1165 Any club member, assigned auditor, or RCSC Board of Director, will be given access to all
1166 financial records of the club upon written request within ten days of the request.

1167 The RCSC Board, Management, Club Organization Committee or any club member may submit
1168 a request on [FORM BP:12-SEC 29](#) to the Board Office for an audit of the club's finances. If the
1169 audit request is approved, an audit will be scheduled with the club's Executive Board. A report
1170 of the results of such audit must be submitted to the requestor, the club's Executive Board and
1171 made a part of the club records.

1172 A Chartered Club audit/financial review is the examination of the club's financial statements to
1173 assure that these statements are free from material errors. If specific financial concerns are
1174 detailed in the request, the Auditor must examine club financial records regarding these
1175 concerns. If the auditor forms the opinion that the club has not kept proper books of account,
1176 they must notify the club's Executive Board. If the club's Executive Board does not take the
1177 necessary steps to correct the situation within thirty (30) days, the auditor must conclude the
1178 audit and submit their final report. If the club's Executive Board does take the necessary steps to
1179 correct the situation, the auditor must adjust their final report accordingly. A copy of the final
1180 audit report must be filed with the Clubs Office.

1181 32. DE-CHARTERING OF CLUBS

1182 Club members may vote at a duly notified and held club membership meeting to de-charter the
1183 club at any time for any reason. Any club not in compliance with federal, state and local laws may
1184 be subject to being de-chartered. Any club not adhering to the Corporate Documents may be
1185 subject to being de-chartered. A club that does not meet Chartered Club requirements may be
1186 subject to being de-chartered. Any club that has been unable to provide club officers or club
1187 monitors may be subject to being de-chartered. Any club may be subject to being combined with
1188 another like club and/or relocated, any club refusing to do so may be subject to being de-chartered.

1189 If a club is at the risk of being de-chartered, a notice will be sent to the club in writing by the Clubs
1190 Office, with a copy sent to the RCSC Board and the Club Organization Committee (COC), stating
1191 the nature of the problem(s) and providing for assistance in rectifying the situation, if possible. A
1192 club shall be given ninety (90) days to rectify all matters excluding club membership, which shall
1193 have one year to rectify. Upon failure to rectify its issue the club shall be de-chartered by the RCSC
1194 Board.

1195 When a club is de-chartered, equipment and supplies may be sold to other clubs, club members or
1196 outside sources with approval of the club's Executive Board, RCSC Board and the Director of
1197 Operations. If the club cannot or does not wish to sell the equipment or supplies, it may donate
1198 them to similar Chartered Clubs with the Director of Operations approval. The club may sponsor
1199 a final closing event for its club members, after such, all assets will revert to the Recreation Centers
1200 of Sun City, Inc.

1201 33. SPONSORSHIP

1202 RCSC's Chartered Clubs are under the group tax exemption, and most are exempt as social welfare
1203 organizations under Internal Revenue Code ("Code") Section 501(c)(4). The Code and related
1204 policies do not prohibit a Section 501(c)(4) organization from accepting sponsorship funds.
1205 However, it is important to remember, that the Code prohibits the net earnings of a social welfare
1206 organization from inuring to the private benefit of any members. In general, the private inurement
1207 prohibition is usually concerned with payments to insiders, other than as reasonable compensation
1208 for services actually rendered. The prohibition against private inurement is intended to ensure that
1209 the organization serves the community rather than a private interest. Therefore, any funds received
1210 from sponsorships need to be used for the purpose and objectives of the Chartered Club and not
1211 for the private benefit of any individual member.

1212 Some Chartered Clubs operate as "social clubs" which are exempt under Code Section
1213 501(c)(7). A Section 501(c)(7) social club will maintain its exemption so long as non-member
1214 receipts (which could include sponsorship funds) and investment net income do not exceed 35%
1215 of gross receipts. Erring on the side of conservatism, the RCSC requires Clubs to limit
1216 sponsorship funds to no more than 30% of the gross club receipts in any one year.

1217 34. PHOTOGRAPHY & VIDEO

1218 Photography and video may be taken at any time at the recreational and social facilities owned
1219 and operated by RCSC. Your attendance at RCSC facilities will constitute your irrevocable
1220 consent to be photographed, videotaped and recorded, your irrevocable consent to the use of your
1221 likeness by RCSC and others acting on its behalf, for the purpose of advertising and promotion
1222 in any media, throughout the world in perpetuity, including but not limited to television, and the
1223 world-wide web, and your waiver of any compensation or permission for such use. Club Rules
1224 and Policies can further restrict photos and videos.

1225
1226 Individual clubs may have closed circuit cameras installed to monitor safety and security. Club
1227 rules and policies must include provisions for monitoring and review of such cameras should
1228 they exist (including entry into club spaces as voluntary consent to be monitored and recorded).
1229 Clubs shall post signage indicating the existence of cameras for safety and security recording. No
1230 club cameras and recordings are authorized to be viewed outside club spaces and /or remotely.

1231 ~~BE IT FURTHER RESOLVED that a copy of this resolution must be posted on the RCSC~~
1232 ~~website for Members and must be made available to Members upon request at no cost.~~
1233 ~~Adopted and signed this 21st day of November, 2024 at a duly called Board meeting by a~~
1234 ~~majority (5) of the Recreation Centers of Sun City, Inc. Board of clubs.~~

1235 ~~ATTEST:~~

1236

1237

1238 ~~Tom Foster, President~~ _____ ~~Connie Jo Richtmyre, Secretary~~
1239

1240