

Aqua Fitness Club March 24, 2026
CLUB RULES and REGULATIONS

Aqua Fitness Club
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ARTICLE I – CHARTERED CLUBS

Section A – Name of the Club.

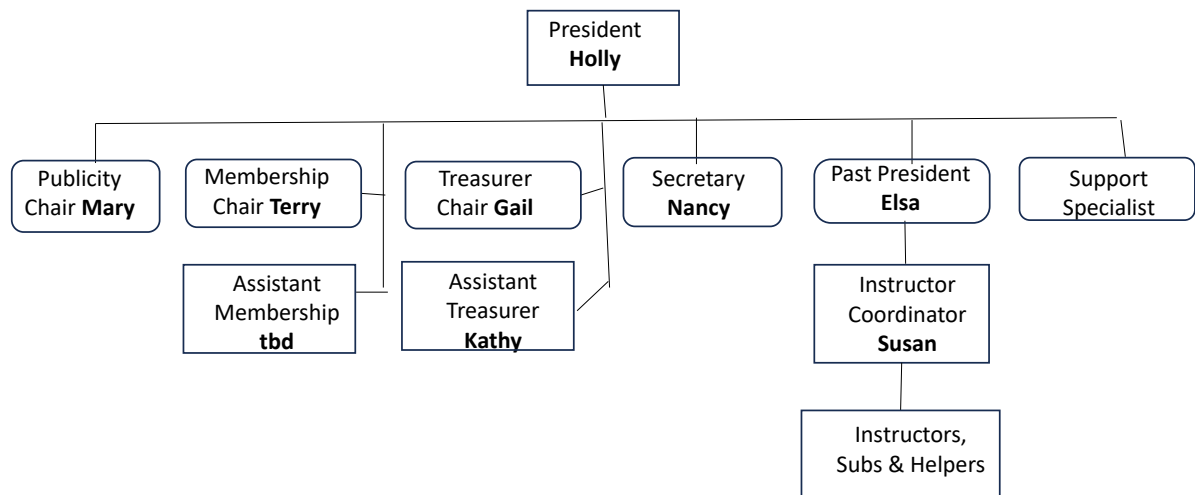
The name of the Club is Aqua Fitness Club.

Section B – Purpose of the Club.

The Club offers exercises in waist to chest deep water for Sun City RCSC cardholders, with emphasis on flexibility, strengthening muscle tone, and cardiovascular fitness. Membership in the Club is required.

Section C – Club Governing Order of Priority.

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Aqua Fitness Club Proposed Organization
March 25, 2026



Section D – Club Facilities and Equipment.

The Club uses a storage room to store records and equipment. This room is kept locked. If access is required, the monitor will lock/unlock the room.

Section E – Definitions.

“**Club**” shall mean the Aqua Fitness Club.

“**Board**” shall mean the “Members” elected as provided in the Policies/Procedures and Rules and Regulations of the Club to manage the Club in accordance with the Policies/Procedures and Rules and Regulations of the Club.

“**RCSC**” shall refer to the Recreation Centers of Sun City, Inc. applicable Articles of Incorporation, Policies/Procedures and Rules and Regulations and Club Rules, and its RCSC Board Policies for Chartered Clubs (BP No.12). Conflicts between provisions in Club Policies Procedures and Rules and Regulations and the governing documents of the RCSC shall be resolved in favor of applicable RCSC documents.

“**R & Rs / Rules & Regulations**” designates the Club's Rules and Regulations.

“**Approval by the Board**” shall mean approval by a majority vote of Board Members in attendance at a scheduled Board Meeting attended by a quorum.

“**Approval of the Membership**” shall mean approval by a majority vote of Members in

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attendance at a scheduled General Membership Meeting attended by a quorum or at a Special General Membership Meeting attended by a quorum.

"Card Holder" means any person who holds a valid Member Card or Privilege Card issued by the RCSC.

"Member" means a Card Holder who meets all requirements for Club Membership in the provisions of the Policies/Procedures and Rules and Regulations of the Club.

"Lifetime Membership" shall mean a Club Member who has reached the age of 90. This member has shown ID proving age and has received a Lifetime Membership card.

"General Membership Meeting" shall mean a scheduled meeting of Members for the purpose of registering for classes. No business will be discussed.

"Business Meeting" shall mean a scheduled meeting of members attended by a quorum where club business is discussed. Club members may also register for classes at this meeting.

"Special General Meeting" shall mean a meeting of Members as provided in RCSC Board Policies for Chartered Clubs (BP No. 12), Section 10, and attended by a quorum.

"Executive Board Meeting" shall mean a scheduled meeting of the elected Board members, Instructor Coordinator and Instructor Representatives.

"Registration" shall mean signing up for a class and paying \$15 for the session. Registration takes place at a Business Meeting or General Membership Meeting. A member may register at a class if there is room in the class.

"Class" refers to one fifty minute segment of a session. There are two classes per week.

"Session" is an 8-week block of time for classes. There are sixteen classes per session, five sessions per year.

"Instructor Coordinator" 1. Shall be elected by the Instructors from the existing group of Instructors and approved by the Board and remains an Instructor Representative who is serving as the Instructor Coordinator. 2. Will have served as an Instructor Representative for a minimum of one (1) year, unless the Instructors elect an Instructor that is not a Representative. 3. Shall be elected for a one (1) year term but eligible to serve additional years pending a satisfactory annual review by the Instructors. 4. In collaboration with the Club President, shall provide compensation Standards, Rules and Regulations and Standards and Duties of Instructors to new Instructors and Substitute Instructors. This also includes review of the Club's Instructor Manual. 5. Working with the Club President or the President's designee, establish pool and meeting dates for the annual BP12-2 submission.

"Instructor Representative" is elected by the instructors to represent them at the Club Board meetings along with the Instructor coordinator.

"Instructor" is a Club cardholder who has been trained to teach classes and is an independent contractor.

"Instructor Substitute" is a Club cardholder who has been trained to teach classes and is an independent contractor. The substitute teaches for the instructor when the instructor cannot be at class.

"Member in Good Standing" is an RCSC member who is current with their membership dues.

"Membership" is an RCSC member who has paid the Club dues. Membership in the Club is required to attend classes.

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“Guest” is someone who is not a club member, does not have a valid RCSC card and does not reside in Sun City. The Club does not allow guests to attend classes.

“Visitor” is someone who is not a club member but has a valid RCSC card and resides in Sun City. The Club allows visitors to attend classes during the Try It Before You Buy It week.

“Helper” is a club member who helps the instructor.

“Financial Institutions” refers to the bank where the Club does business.

“Seniority List” shall mean the priority of assigning instructors and subs when a class needs a new instructor.

“Quorum” shall mean the minimum number of Club Board members required when Board issues require a vote. It shall also mean the minimum number of Club members required to vote for Business Membership issues.

ARTICLE II – AUTHORIZED CLUB USERS

Section A – Club Membership Requirements.

RCSC members in good standing may join the Club.

Section B – Membership Dues and Honorary/Lifetime Memberships.

1. The Club annual dues are \$5.00 USD. Membership renewal will occur in January. 2. New members signing up on or after November 1 will receive a Club membership card that will be current through the coming year. 3. At the age of 90 years or older, a member will be allowed to apply for a free Lifetime membership card. Membership will verify the member’s age prior to issuing a Lifetime membership card. A Lifetime member will receive free annual membership. The Treasurer will pay the Instructors as they would be paid for any other class members. The Club will absorb the cost of membership. 4. The Class fees are \$15.00 USD per session. One free class for eligible Lifetime Members is allowed per session. 5. The Executive Board will periodically review and set the fees for dues as well as the class fees. 6. There are no guest fees since guests are not allowed. 7. There are no prorates, transfers or refunds of class fees or membership dues after registration. However, the Executive Board has the power to change this policy when deemed necessary or in the event of an Act of God or pandemic situation.

Section C – Club Guests and Visitors.

The Club may allow prospective members (visitors), holding current RCSC membership, to participate in free classes at the “Try It Before You Buy It” week near the end of each session after signing a Club waiver. The Club does not allow guests, who are not RCSC members, to participate in class activity. The Club has no reciprocal agreement with any outside community.

Section D – Club User Reporting Requirements.

The President will be responsible to see that all reports and records required by RCSC are properly prepared and delivered in a timely fashion.

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

Section A – Club Executive Board

1. The elected Officers of this Club shall be: President, Publicity Chair, Membership Chair, Membership Assistant, Secretary, Treasurer Chair, Treasurer Assistant, Support Specialist and

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Past President.

2. The officers shall perform the duties as specified in the Club's Rules and Regulations.

The Executive Board shall consist of the Club's elected Officers, one Instructor Coordinator and two Instructor Representatives. All elected Officers have the right to vote. The Instructor Coordinator and Instructor Representatives have no voting privileges.

The Executive Board shall be responsible for the general supervision of the affairs of the Club between its Executive Board meetings; fix the hour and place of meetings; make recommendations to the membership and shall carry out all the duties as specified in the Club's Rules and Regulations.

3. The Executive Board shall meet a minimum of four (4) times a year. If Acts of God or pandemic situations prevent the scheduled meetings, they will be rescheduled when possible. The Chartered Clubs Office will be notified of these dates by April 30th each year for the following year.

4. At the November Business meeting the Executive Board shall request volunteers to serve as Auditors at the January meeting. The Treasurer interviews and selects the auditors. This appointment may change if Acts of God or pandemic situations occur.

5. A quorum for the transaction of business shall consist of five Board members with voting privileges.

6. Any Officer absent for more than three (3) Executive Board meetings or Registrations within a calendar year without due reason, may be replaced by the Executive Board. A quorum must be present for approval by a majority vote of the members present at either a regularly scheduled meeting or specially called meeting. The Past President will temporarily step into the presidency when the Executive Board feels the Club needs ongoing leadership in the prolonged absence of the President.

7. In the event of a vacancy of an elected Club officer, the Executive Board shall appoint a replacement from the Club membership to serve out the balance of the term, if there is no assistant to step into the position.

Section B – Club Officers.

The President shall: 1. Preside at all general and special meetings. 2. Make all Club communication requests to RCSC or appoint a representative, identified in writing, as needed. 3. Consult the Chartered Clubs Coordinator first when assistance is needed. 4. Supervise the timely filing of reports as required by the Club, the RCSC and other entities, and see that all programs and forms used by the Club are updated annually. 5. The President will submit all pool and meeting requests to the Chartered Clubs Office as soon as March 1 and no later than April 30 of the current year on form BP 12-2. 6. Ensure the slate of Board positions are covered.

Publicity Chair shall: 1. Be responsible for Club publicity. Ensure club information on the RCSC website at suncityaz.org is accurate, ensure the Sun City visitors center has Club brochures, and submit monthly club activity updates to The Independent and RCSC interactive monthly calendar. 2. Chair the committee for special Club events as approved by the board. Funding for these events will be determined by the board. 3. Perform such duties as may be assigned by the President.

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Membership Chair and Membership Assistant shall: 1. Be responsible for Club Memberships and collect the Club Membership dues. Renewals will take place in January. Renewals will also occur at each Registration for those who need a current club card. Provide the Instructors with blank membership cards for the interim Club joiners. 2. Verify a member's age that applies for Lifetime Membership (Any member 90 years of age or older). 3. Maintain a complete and accurate Membership Roster and submit a copy to the Chartered Clubs Office before March 1 and October 1 each year. 4. Verify Membership five times a year by receiving a class list for each session from the Instructors and reconciling the list with the Treasurer's figures. 5. Check list to ensure all Club members have current RCSC membership after the submitted required Club membership roster has been validated by the Chartered Clubs Office of the Recreation Centers of Sun City, Inc. 6. Submit collected dues to the club Treasurer in a timely manner. 7. Serve as the contact to communicate any open classes after a Session Registration has closed. 8. The Membership Chair shall work side-by-side with the Membership Assistant to ensure seamless coverage of all duties.

The Secretary shall: 1. Record minutes of all meetings and distribute copies in a format readable by all to the Executive Board in a timely manner. 2. Read and retain routine correspondence and other administrative records in the Club storage room for three years prior to the current year. Update as necessary and maintain a list of all material required to be retained. 3. Maintain a file for permanent records to be retained for the life of the Club. 4. Annually, or as necessary, meet the Clubs financial institution requirements by ensuring that the President, Treasurer and Assistant Treasurer signatures are on file with the Clubs financial institution, along with the Meeting Minutes showing the Officers elected to the Clubs Executive Board. 5. As leader of the Rules and Regulation Committee, annually ensure the accuracy of the Clubs Rules and Regulations. 6. Submit the Club's Rules and Regulations to the RCSC Clubs Office whenever additions, amendments or deletions are made along with the Membership Meeting minutes approving the action. 7. Ensure that the Clubs Rules and Regulations, as well as the RCSC Board Policy 12, are available to the Membership at General Meetings or upon request.

The Treasurer and Assistant Treasurer shall: 1. Be custodian of all funds and shall make all disbursement by check, when applicable. Deposit all funds (cash and checks) to the credit of the Club in such depositories as designated by the Club's Executive Board. 2. Pay the Instructors after receipt of the Instructors Reports as defined under The Present Policy for Instructor Compensation. 3. Maintain Financial Records for a period of three years prior to the current year. These records are stored in the Club storage room. The Treasurer will review Financial Records annually to determine which should be kept or destroyed in accordance with the BP12. 4. Pay all bills. Any amount over \$500.00 must be approved by the Club's Executive Board. 5. Prepare the Annual Financial Report and submit it to the Chartered Clubs Office within thirty (30) days after the close of the fiscal year (December 31). At the first membership meeting of the year, present to the membership the Annual Treasurer's Report and the results of the audit of the prior year's Financial report. 6. Shall receive membership dues for the new members who join between registration dates. 7. Ensure that an annual Budget is created for the Club by the date required by the RCSC Clubs office. 8. Annually prepare Instructor 1099s and required 1099 filing to the IRS per IRS and AZ Department of Revenue guidelines. Provide the Instructors

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their 1099s by January 31st. 9. Prepare the annual N990, nonprofit IRS required filing per IRS and AZ Department of Revenue guidelines. 10. The Treasurer will work side-by-side with the Assistant Treasurer to ensure seamless coverage of all duties.

The Support Specialist shall: 1. Collect class registration and attendance numbers. Provide data to the Board, Instructors and the Clubs office. 2. Produce list of Board and Instructor meeting dates. 3. Produce list of Session start/end dates, TIBYBI dates. 4. Perform duties as requested by the President.

The Past President shall: 1. Be a member of the Executive Board. 2. Provide guidance to the Executive Board, the Instructor Coordinator and the Instructor Representatives. 3. Perform duties as may be requested from the Executive Board. 3. Represent the Board at Instructor meetings.

The Instructor Coordinator and Representatives shall: 1. Be members of the Executive Board with no voting privileges. 2. Act as a liaison between the Instructors and the Executive Board by informing the Instructors of Executive Board decisions and informing the Executive Board of the concerns and plans of the Instructors. 3. Oversee all changes to the Club exercise program and coordinate all Instructors' Club duties. 4. Oversee the training of all Instructors and Helpers. 5. Be elected annually by the Instructors and approved by the Executive Board. 6. Be a current Club Instructor. 7. Assist the Secretary in keeping the Club's Rules and Regulations up to date.

CLUB'S ADMINISTRATIVE SUPPORT:

Administrative and Instructor Support - shall be performed by one individual or multiple individuals depending on skills and availability of the Executive Board and Instructors. 1. Main duties include, but are not limited to: a) Preparing cards, class announcement and class signs for Registration b) Preparing cards for Membership Signup, preparing handouts for Registration and c) Maintaining and distributing contact information for Executive Board members, Instructors and Substitute Instructors 3. Assist Executive Board and Instructors in preparation of annual BP12-2s to request pool time for the upcoming year. 4. Assist Instructors in maintenance of Instructor Manual material. 5. Provide other assistance as requested by Executive Board.

COMMITTEES:**Section A – General**

The Club shall have the following committees unless impacted by Acts of God or pandemic situations: 1. The President shall serve as the chair of the Nominating Committee, scheduling prospective Board member interviews with the Clubs Board. The President will present the slate of officers at the November Business meeting as elected by a quorum of the Club Board voting members. If the November Business meeting is deferred due to Acts of God or pandemic situations, then officers will continue until the next meeting. Installation of officers will take affect at the next business meeting. 2. The Auditing Committee shall audit the financial records and present to the Club President the results of the prior year's financial records prior to January 31. 3. The Rules and Regulations committee will be made up of the Secretary, two volunteer Board members, Instructor Representatives and the Instructor Coordinator. A Club officer may serve in an advisory capacity. Each year the Rules and Regulations Committee will

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report, in writing, to the Club's Executive Board, by October 15, any proposed changes or no changes to the Rules and Regulations for the Club. The procedure for implementing changes to the Club's R&R is: a). Any proposed change to the R&R can be brought to an Executive Board Member or to an Instructor. The proposed change is then forwarded to the R&R Committee Leader. b). The R&R Committee will review and examine the proposed changes for applicability and impact on the Club and its R&R. A discussion with the requestor of the change may be appropriate for further understanding.

c). If the R&R Committee approves said change request, a proposed modification to the current R&R will be done and presented to the Executive Board for review, discussion and potential approval. d). If an Executive Board quorum approves the modifications, the Club's R&R are updated for the approved change and will be submitted for approval to the Club's members at a Membership Meeting (Jan, Apr or Nov). If approved, the change takes effect immediately. If not approved, the Club's R&R will remain as they were, prior to the requested change. The Secretary shall be responsible for submitting the membership approved Club R&R to the Chartered Clubs Office whenever additions, amendments or deletions are made together with the Membership Meeting Minutes approving the changes. Once approved, the President must sign the updated R&R. RCSC Clubs Office will designate, with date stamp, that the Clubs R&R have been officially recorded. In the event of an Act of God or pandemic situation, the timeline for the committees may be rescheduled.

The President shall be an ex-officio member of all committees except the Auditing Committee.

Section B – Standing Committees

The Club has no standing committees.

Section C – Club Committees

The President may, subject to approval by the Board, assign duties and responsibilities to all Board Members, taking care to base such assignments on an evaluation of their knowledge and experience.

Section D - Other Member Designations**Club Monitors/HELPERS:**

The Club has Helpers, who are trained in the class exercises to assist the Instructors with class attendance and then assist those in the water demonstrating the exercises. Helpers Will: 1. Assist in the water facing the class using opposite arms and legs, demonstrating the exercises. 2. Take attendance for the Instructor 3. Assist the Instructor at Registration. 4. Notify the Instructor as soon as possible if he/she cannot attend the class. 5. Help set up and put away the equipment used during class, as directed by the instructor. 6. Be at the class 30 minutes before the class is scheduled to start.

Independent Contractors and Instructors:

INSTRUCTORS: To qualify to be an Instructor, individuals should: 1. Have been a helper in Free Standing, Poolside, and Aqua Stretch exercise classes. 2. Have worked with at least two different Instructors during the training period. 3. Have conducted an ongoing class under the supervision of the regular Instructor for one week each of Poolside, Free Standing, and Aqua Stretches. 4. Classes will be conducted as agreed to. 5. Comply with current Standards and Rules for Instructors. 6. Be able to speak loudly enough so that the whole class can hear. 7.

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Demonstrating the exercises on deck should be left to the discretion of the Instructor. 8. Agree to instruct classes using audio equipment and exercises approved by all Instructors. 9. Be a current member of the Club, holding a valid RCSC Membership card.

Duties:

Determine the scheduling (time and location), and the number of classes offered. In the event of Acts of God or pandemic situations, or temporary pool closings schedules will follow instructions. 2. Determine the Instructor assignment of classes using the Seniority List. 3. Determine the class size allowed: minimum and/or maximum will be determined by the size of the pool. 4. Ensure that their Helpers are trained in the class exercises and their duties in assisting the Instructor. 5. The Instructors are responsible for establishing classes, requesting pool dates and times, selecting instruction meeting dates/locations and selecting registration dates for the coming year. They will work with the Club President or his/her designee in order to include all planned meetings for the coming year. These pool and meeting requests will be entered on form BP 12-2 by the Club President's designee and will be submitted to the RCSC Chartered Club Office.

The Instructor Coordinator: 1. Shall be elected by the Instructors from the existing group of Instructor Representatives and approved by the Executive Board. The Instructor Coordinator remains an Instructor Representative, serving as the Instructor Coordinator. 2. Will have served as an Instructor Representative for a minimum of one (1) year, unless the Instructors elect an Instructor that is not a Representative. 3. Shall be elected for a one (1) year term but eligible to serve additional years pending a satisfactory annual review by the Instructors. 4. In collaboration with the Club President, shall provide compensation Standards, Rules and Regulations and Standards and Duties of Instructors to new Instructors and Substitute Instructors. This also includes review of the Club's Instructor Manual. 5. Working with the Club President or the President's designee, establish pool and meeting dates for the annual BP12-2 submission.

ARTICLE IV – CLUB ELECTIONS.**Section A – General**

Restrictions, Terms of Office and Type of Ballot: 1. All officers will be elected for a one (1) year term or until the Officer's successor is elected by a vote by the general membership during a Membership Meeting and shall serve without compensation. Their term of office is from January 1 through December 31. In the case of an Act of God or pandemic situation, elected Officer's will continue serving past December 31 of the current year until a Business Membership Meeting can be held. 2. Members who are paid for services, such as Instructors etc., shall not hold elected offices while performing these services nor be entitled to vote at Club Executive Board meetings. 3. Board members can attend an Executive Board meeting virtually if they are unable to attend in person. Voting members attending virtually are considered part of the quorum and can vote.

Section B – Nominations

Club members interested in running for a Board position should submit a brief history of their experience as it pertains to the position. This can be submitted to an Instructor, Instructor

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Substitute or Executive Board member two weeks prior to the next Executive Board meeting. A candidate interview with the Board will be scheduled and candidates will be voted on by an Executive Board quorum.

ARTICLE V – CLUB MEETINGS

Section A – General Membership Meetings. 1. Five Membership Meetings will be held prior to Registration. The business meetings, set by the Executive Board, will be held in January, April and November. The two non-business meetings are for registration only in June and August. The date/location for these meetings will be established by the Instructors by April 30 for the coming year. In the event of an Act of God or pandemic situation, these meetings may be rescheduled. 2. Quorum for any Business Membership meeting shall be 41 or 5%, whichever is greater. Quorums can be reached only in person except in the case of an Act of God or pandemic situation. The Business Membership meeting will be rescheduled to allow for a quorum to be reached. 3. Once a quorum has been established, appropriate business may be conducted and decided by a majority vote of Members present.

Section B – Club Executive Board Meetings.

The Executive Board shall meet a minimum of four (4) times a year. If Acts of God or pandemic situations prevent the scheduled meetings, they will be rescheduled when possible. The Chartered Clubs Office will be notified of these dates by April 30th each year for the following year. Club Board Meetings - A quorum of five voting Board Members must be present when the issues being discussed need to be approved by a vote.

Section C – Special Club Meetings.

A special Club membership meeting may be called by any of the Club's Executive Board or by written request of ten percent (10%) of the Club membership. Notice of special Club meetings, with time, place and purpose, must be posted at least seven (7) days to the meeting on aquafitnesssuncity.com website. Instructors shall also announce the meeting at their classes.

ARTICLE VI – CLUB RECORDS AND REPORTS**Section A – Club Records.**

Club records are kept in accordance with those specified in RCSC BP No. 12 Chartered Clubs document. Records are stored in the Club storage room.

Section B – Reports.

Club reports are kept in accordance with those specified in RCSC BP No. 12 Chartered Clubs document. Reports are stored in the Club storage room.

ARTICLE VII – CLUB FINANCES**Section A – Club Fiscal Year and Funds Management.**

Maintain Financial Records for a period of three years prior to the current year. These records are stored in the Club storage room. The Treasurer will review Financial Records annually to determine which should be kept or destroyed in accordance with the BP12. 4. Pay all bills. Any amount over \$500.00 must be approved by the Club's Executive Board. 5. Prepare the Annual

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Financial Report and submit it to the Chartered Clubs Office within thirty (30) days after the close of the fiscal year (December 31). At the first membership meeting of the year, present to the membership the Annual Treasurer's Report and the results of the audit of the prior year's Financial report. 6. Shall receive membership dues for the new members who join between registration dates. 7. Ensure that an annual Budget is created for the Club by the date required by the RCSC Clubs office. 8. Annually prepare Instructor 1099s and required 1099 filing to the IRS per IRS and AZ Department of Revenue guidelines. Provide instructors with their 1099 by January 31. 9. Prepare the annual N990, nonprofit IRS required filing per IRS and AZ Department of Revenue guidelines.

Section B – Limits of Club Expenditures.

Any amount over \$500.00 must be approved by the Club's Executive Board.

HANDLING OF FUNDS: 1. Membership collects the Club's membership dues at registration, verifies Lifetime member's eligibility and forwards them to the Treasurer. When the Instructors collect membership dues, they will forward the money to the Treasurer. 2. The Instructors collect the class fees and forward the money to the Treasurer. 3. The Treasurer deposits the Club dues and class fees into the Club's designated checking account. 4. The Club retains all of the Club dues and 10% of the class fees. The Instructors are paid 90% of the class fees, including 90% of the Lifetime members classes. 5. Checks issued from the account will require one signature on file at the bank. 6. All payments will be in USD.

THE PRESENT POLICY FOR INSTRUCTOR COMPENSATION IS: Instructors who have classes will receive 90% of all class fees collected, including Lifetime Members (paid by the Club), divided by the number of classes held. The distribution will be as follows: 1. The Instructors have seven (7) days following registration to submit their class fees and registration paperwork to the Treasurer. The first payment to the Instructors will be made within two (2) weeks after the money is received by the Treasurer. 2. 90% of all class fees that come in after the first two (2) weeks of each session will be equally divided and paid out with the first payment of the next session, according to the number of classes the Instructor had in the previous session.

Section C – Audit of the Club Financial Records

The volunteer auditors shall audit the financial records and present to the Club President the results of the prior year's financial records prior to January 31.

Section D – Raffles and Fundraising Activities

A 50/50 raffle may be held at a Club event. Half of the money goes to the club and the other half goes to the member whose raffle ticket number was chosen.

Section E – Club Equipment, Furniture and Fixtures

Club equipment, furniture and fixtures are those specified on the yearly inventory report.

ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES, CONTRIBUTIONS AND RAFFLES**Section A – Club Events and Tournaments.**

The club may have a member event as approved by the Executive Board.

Section B – Club Activities.

CLASSES: A class meets for 50 minutes two times a week. Three different types of classes are offered: Freestanding, Poolside and Aqua Stretches. Each session runs for eight weeks with a

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minimum two-week break between sessions. During the Winter Session there will be an additional break that will be between Christmas and New Years. Class size is limited by pool space. There are no make-up classes or wait lists. All classes are co-ed and open only to RCSC Cardholders. No guests are allowed in the pool area where classes are being held due to liability, however, guests may use Sundial additional facilities where classes are not being held as per RCSC guidelines. Visitors may also observe but are only allowed to participate as defined in the Club's Guest/Visitor Policy. Class schedules may be impacted by Acts of God or pandemic situations.

REGISTRATION: 1. A current RCSC Membership Card and a current Club Card must be shown in order to enter for Registration and to register for a class. 2. General Registration is held before each Session. The Club registration is done by lottery. This process allows everyone (who attends registration) an equal opportunity to register for a class 3. If a member misses Registration they may register on or after the first day of class for the current session. Membership has a list of all classes with availability after Registration. Membership can be contacted directly to find out which classes are still showing availability. On or after the first day of class, a member wanting to register should show up at least 30 minutes prior to the start of class. There is no guarantee that a member will get the class. It is first come, first served.

Section C – Club Sales.

Not Applicable

Section D – Club Advertising and Marketing.

Not Applicable

Section E – Club Contributions and Raffles.

The club may make contributions based on a quorum vote by the Executive Board. If required by RCSC, cash contributions are given to RCSC for the same amount. A member event may include a 50/50 raffle. Half of the raffle will go to the member whose ticket is drawn and the other half goes to the club.

ARTICLE IX – CLUB SAFETY, SECURITY AND CLUB MONITORS.**Section A – Club Safety.**

SAFETY: 1. Water shoes are optional, but recommended, in the pool. Water shoes cannot be worn outside of the pool and locker room areas. 2. All members shall wear a name tag while in the pool and during registration for safety purposes. The name tag allows for easy identification of members in case of emergency. Any equipment used in the Club's classes will follow RCSC rules and guidelines. 4. Members must have reasonable stability and balance while standing in the waist to chest deep water. The Club has the right to refuse participation to anyone with poor stability or any condition which might result in injury to themselves or other class participants. 5. Decision regarding stability and balance of any member, or other physical conditions, affecting their ability to perform pool exercises shall be made at the sole discretion of the Club Instructor and the Executive Board. Any member may challenge the decision by providing proof of balance, stability or physical condition, satisfactory to the Instructor the Executive Board. Proof could include letters from physicians. 6. Any questions regarding use of equipment, medical condition, or otherwise shall be referred to RCSC management.

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Section B – Club Security

Club inventory is kept locked in the Club's storage room.

Section C – Monitors

See Helpers, Article III

ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.

Section A – Club Member Conduct and Discipline.

All members are expected to follow the rules and regulations of the RCSC and the Club. In the unlikely event a member violates any rule or interferes or jeopardizes the rights and privileges of other Club members, and discipline is necessary, the Club's Executive Board will review the violation and determine the appropriate discipline following RCSC BP-12 guidelines.

Section B – Club Instructor Discipline.

In the event an Instructor's actions are not up to standards set by the Club, investigation, observation and evaluation of those actions by all Instructor Representatives will take place. If the Instructor's non-standard actions are acknowledged by the Instructor Representatives, this procedure will be followed, with dismissal of the Instructor if the actions continue: 1. A verbal warning is given to the Instructor by all Instructor Representatives at a face to face meeting. 2. If the unacceptable actions persist, a written warning will be prepared by the Instructor Representatives and presented to the Instructor. 3. If the Instructor's actions are not corrected, the Instructor Representatives will meet with the Club President to explain the situation and the need to dismiss the Instructor. 4. Then the Instructor Representatives will meet with the Instructor to dismiss the individual as an Instructor of the Club. The Instructor may continue as a member of the Club 5. The dismissed Instructor's class(es) will then be assigned per the Club's Instructor Seniority List.

Section B – Board Member Discipline.

In the event a Board members actions are not up to standards set by the Club, investigation, observation and evaluation of those actions by all Board members will take place. If the Board members non-standard actions are acknowledged by the Board, this procedure will be followed, with dismissal of the Board Member if the actions continue: 1. A verbal warning is given at a face to face meeting. 2. If the unacceptable actions persist, a written warning will be prepared by the Board and presented to the Board member. 3. If the actions are not corrected, the Board will meet to review the need to dismiss the Board member. 4. The Board will meet with the Board member to dismiss the individual as a Board member of the Club. The Board member may continue as a member of the Club.

ARTICLE XI. AMENDING OR REVISING CLUB RULES AND POLICIES

The Rules and Regulations committee will be made up of the Secretary, two Board member volunteers, Instructor Representatives and the Instructor Coordinator. A Club officer may serve in an advisory capacity. Each year the Rules and Regulations Committee will report, in writing, to the Club's Executive Board, by October 15, any proposed changes or no changes to the Rules and Regulations for the Club. The procedure for implementing changes to the Club's R&R is: a.

CLUB RULES and REGULATIONS

Any proposed change to the R&R can be brought to an Executive Board Officer, an Executive Board Member or to an Instructor. The proposed change is then forwarded to the R&R Committee Leader. b. The R&R Committee will review and examine the proposed changes for applicability and impact on the Club and its R&R. A discussion with the requestor of the change may be appropriate for further understanding. c. If the R&R Committee approves said change request, a proposed modification to the current R&R will be done and presented to the Executive Board for review, discussion and potential approval. d. If approved by the Executive Board by a vote, the Club's R&R are updated for the approved change and will be submitted for approval to the Club's members at a Membership Meeting (Jan, Apr or Nov). If approved, the change takes effect immediately. If not approved, the Club's R&R will remain as they were, prior to the requested change. The Secretary will be responsible for submitting the membership approved Club R&R to the Chartered Clubs Office whenever additions, amendments or deletions are made together with the Membership Meeting Minutes approving the changes. Once approved, the President must sign the updated R&R. RCSC Clubs Office will designate, with date stamp, that the Clubs R&R have been officially recorded. In the event of an Act of God or pandemic situation, the timeline for the committees may be rescheduled.

ARTICLE XII – CLUB DE-CHARTERING AND DISSOLUTION.

- Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the RCSC.

DATE APPROVED BY THE CLUB MEMBERSHIP: 4-11-2026

CLUB FORWARDING OFFICIAL: Holly Susterich, President

RCSC APPROVAL: _____