

Rules & Regulations of the Aqua Fitness Club

OFFICERS:

Section 1. The elected Officers of this Club shall be: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Assistant Treasurer and Past President.

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

DUTIES OF OFFICERS:

Section 1:

The President shall:

1. Preside at all general and special meetings.
2. Appoint up to two (2) Members-at-Large, if needed. Appoint all committee chairmen, except Nominating and Auditor Chairmen, subject to the Club's Executive Board approval.
3. Make all Club communication requests to RCSC or appoint a representative, identified in writing, as needed.
4. Consult the Chartered Clubs Coordinator first when assistance is needed.
5. 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.
6. The President will submit all pool and meeting requests to the Chartered Clubs Office as soon as January 1 and no later than April 30 of the current year on form BP 12-2.

The 1st Vice President shall:

1. Preside in the absence of the President due to a vacancy for any reason.
2. Unless the current President continues in office for a succeeding term, assumes the position of President when the current President vacates the office; either when the current President's term of office has been completed, per Club's R&Rs, or when the current President permanently leaves office for any reason.
3. Be responsible for Club publicity. Ensure club information on the RCSC website of suncityaz.org is accurate, ensure the Sun City visitors center has Aqua Fitness brochures, and submit monthly club activity updates to The Independent and RCSC interactive monthly calendar.
4. Chair the committee for Member Appreciation events as approved by the board. Funding for these events will be determined by the board.

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5. As leader of the Rules and Regulation Committee, annually ensure the accuracy of the Aqua Fitness Club's 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 Club's Rules and Regulations, as well as the RCSC Board Policy 12, are available to the Membership at General Meetings or upon request.
8. Perform such duties as may be assigned by the President.

The 2nd Vice President 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 Aqua Fitness 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.

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 Aqua Fitness storage room for three years prior to the cur-

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rent 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 Club's financial institution requirements by ensuring that the President, Treasurer and Assistant Treasurer signatures are on file with the Club's financial institution, along with the Meeting Minutes showing the Officers elected to the Club's Executive Board.

The Treasurer shall:

1. Be custodian of the all funds and shall make all disbursement by check or Club credit card, 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 Aqua Fitness 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 not to exceed \$500.00. 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, after January 31, shall 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.

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9. Prepare the annual N990, nonprofit IRS required filing per IRS and AZ Department or Revenue guidelines.

The Assistant Treasurer shall:

1. Succeed the Treasurer in office due to a vacancy for any reason.
2. Perform such duties as may be assigned by the Treasurer.

The Past President shall:

1. Be a member of the Executive Board.
2. Provide guidance to the Executive Board.
3. Perform duties as may be requested from the Executive Board.

The Members-at-Large shall:

1. Be members of the Executive Board with no voting privileges.
2. Perform duties as designated by the President and act as a liaison between the Membership and the Executive Board.
3. Assist the 1st Vice President in keeping the Aqua Fitness Club's Rules and Regulations up to date.
4. If a Board position is vacated, the Members-at-Large will assist the Board in finding a replacement. Interested members can contact the Members-at-Large. The Members-at-Large will coordinate a meeting between prospective Board members and the Board.

The Instructor 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 Aqua Fitness 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.
6. Be willing to serve as Instructor Coordinator, as voted in by the Instructors.
7. Be a current AFC Instructor.

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8. Assist the 1st Vice President in keeping the Aqua Fitness Club's Rules and Regulations up to date.

Section 2

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 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 Aqua Fitness Club Executive Board Meetings.
3. Board members can attend virtually if they are unable to attend in person. Voting members attending virtually are considered part of the quorum and can vote.

CLUB'S EXECUTIVE BOARD AND DUTIES:

Section 1. The Executive Board shall consist of

1. the Club's elected Officers (see **OFFICERS Section 1**) and
- 2.) appointed Members, up to two (2) Members-at-Large and 3) Instructor Representatives. All elected Officers have the right to vote. The Members-at-Large and Instructor Representatives have no voting privileges.

Section 2. 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.

Section 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.

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Section 4. Before the November meeting the Executive Board shall appoint an Auditing Committee to be announced at the November Membership Meeting. The President and Treasurer ask for members to serve as auditors. The Treasurer interviews and selects the auditors. This appointment may change if Acts of God or pandemic situations occur.

Section 5. A quorum for the transaction of business shall consist of five voting members.

Section 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 Club's Executive Board with approval by a majority vote of the members present at either a regularly scheduled meeting or specially called meeting.

1. The 1st Vice President will step into the presidency when the Executive Board feels the Club needs ongoing leadership in the prolonged absence of the President. The position of 1st Vice President will then be filled according to the Club Rules and Regulations.
2. The Assistant Treasurer will step into the Treasurer position when the Executive Board feels that the Club needs ongoing assistance in the prolonged absence of the Treasurer. The position of Assistant Treasurer will then be filled according to the Club Rules and Regulations.

Section 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. Exception: If the President's office is vacated, it shall be filled by the Club's 1st Vice President.

CLUB'S ADMINISTRATIVE SUPPORT:

Administrative and Instructor Support - shall be performed by one individual or multiple individuals depending on skills and availability of Executive board and instructors.

1. Main duties include, but are not limited to:
 - a. Preparing cards, class announcement and class signs for Registration

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- b. Preparing cards for Membership Signup, preparing handouts for Registration
 - 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 (Red Book) material.
5. Provide other assistance as requested by Executive Board and/or Instructors.

MEMBERSHIP / SPECIAL MEETINGS:

Section 1. Three Membership Meetings will be held prior to Registration. These meetings, set by the Executive Board, will be held in January, April and November and the date/location for the registration 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.

Section 2. Quorum for any 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 Membership meeting will be rescheduled to allow for a quorum to be reached.

Section 3. Once a quorum has been established, appropriate business may be conducted and decided by a majority vote of Members present.

Section 4. 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 prior to the meeting at Sundial bulletin board and website.

COMMITTEES:

Section 1. The Club shall have the following committees unless impacted by Acts of God or pandemic situations:

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1. The President will present the slate of officers at the November meeting. If the November meeting is deferred due to Acts of God or pandemic situations, then officers will continue until the next meeting. Nominations will be allowed from the floor at this time. Election of Officers will be by hand vote or ballot if more than one is running for the same office. 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 1st Vice President, Members-at-Large, 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. 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 1st Vice President 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

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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.

Section 2. The President shall be an ex-officio member of all committees except the Auditing Committee.

PURPOSE AND GUIDELINES

The Aqua Fitness Club offers exercises in waist to chest deep water for Sun City residents, with emphasis on flexibility, strengthening muscle tone, and cardio vascular fitness. Membership in the Aqua Fitness Club is required.

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 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 coed and open only to Recreation Centers of Sun City, Inc. Cardholders. No guests are allowed in the pool area during classes due to liability, however, 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 Aqua Fitness 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. Our Aqua Fitness 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 will need to wait until the first day of class to register. The Membership Chairman has a list of all classes with availability after Registration. The Membership Chairperson can be con-

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tacted directly to find out which classes are still showing availability. On 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 still no guarantee that a member will get the class. It is still first come first served.

DISCIPLINE POLICY:

All members are expected to follow the rules and regulations of the RCSC and the Aqua Fitness 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.

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. 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.

The Instructors Will:

1. 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.

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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.

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 remains an Instructor Representative, serving as the Instructor Coordinator.
2. Must have served as an Instructor Representative for a minimum of one (1) year.
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 (Red Book).
5. Working with the Club President or the President's designee, establish pool and meeting dates for the annual BP12-2 submission.

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.

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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.

HANDLING OF FUNDS:

1. The 2nd Vice President (Membership Chairman) 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.
5. Checks issued from the account will require one signature.
6. All payments will be in USD.

THE PRESENT POLICY FOR INSTRUCTOR COMPENSATION IS:

Instructors 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

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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 previous session.

GUEST/VISITOR POLICY:

The Aqua Fitness Club may allow prospective members (visitors), holding current RCSC membership, to participate in free classes at a “Try It Before You Buy It” week near the end of each session after signing a Club waiver. The Aqua Fitness 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.

HELPERS: The Aqua Fitness 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.

MEMBERSHIP DUES & GUEST FEES

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. The 2nd VP/Membership Chairperson will verify the member's age prior to issuing a Lifetime membership card. A Lifetime member will receive free annual membership and one free class per Ses-

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sion. The Treasurer will pay the Instructors as paying for any other class members. The Club will absorb the cost of membership and class session.

4. The Class fees are \$15.00 USD per session. One free session for eligible Lifetime Members.
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.

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.
3. 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 Aquatic Exercises shall be made at the sole discretion of the Aqua Fitness Club Instructor and the Aqua Fitness Club Executive Board. Any member may challenge the decision by providing proof of balance, stability or physical condition, satisfactory to the Instructor or Aqua Fitness Club's 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.