

SUN CITY BELL METAL CLUB
CLUB RULES

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ARTICLE I – GENERAL.

Section A – Name of the Club.

The name of the Club is the SUN CITY BELL METAL CLUB, hereinafter referred to as the “Club”.

Section B – Purpose of the Club.

The purpose of the Club is to promote community interest in working with metals; development of an expanded knowledge base for all Members in the fabrication of metals through a cooperative exchange of ideas and expertise; an optimum level of safety through competent instruction and proper use and care of Club equipment; and further the common good through a spirit of good fellowship among the Club’s Members and guests.

Section C – Club Governing Doctrine.

Club Rules and Policies incorporate by reference all Recreation Centers of Sun City (RCSC) requirements (e.g. Bylaws and Board Policies) and are accordingly not restated herein. Where RCSC and Club governing documents are silent on an issue, Roberts Rules of Order may be used as a guide. Nothing in these Rules absolves any Member from their individual responsibility to know RCSC requirements with respect to Chartered Club operations and conduct.

Section D – Club Facilities and Equipment.

Club facilities and equipment are the property of the RCSC and may not be altered or removed without RCSC permission.

Section E – Definitions. Terms used in these Rules will have the same definitions as similar terms used in RCSC Board Policy 12 (BP-12). Additional definitions are:

1. “Rules” – These Club Rules properly approved by the Membership, submitted to and approved by RCSC.
2. “BP-12” – RCSC Board Policy Resolution No.-12 Chartered Clubs Requirements.
3. “Policies” – Board published doctrine that provides more specific standards to support the Rules.
4. “Shop” – The area within the Club past the yellow lines at the entrance to the work areas.

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5. "Shop-Job" – Work allowed by the Rules, documented on a Shop-Job Card and performed by Members for payment.
6. "Board" – The Members elected as the Club Executive Board in accordance with these Rules.
7. "Member" – All individuals that hold a current RCSC Member Card and a current Club Member Card.
8. "Member-in-Good-Standing" – Members that are not under disciplinary action (e.g. temporary suspension).
9. "Summer Hours" – The period May through October inclusive.
10. "Winter Hours" – The period November through April inclusive.
11. "Monitor" – A member trained, logged in and on-duty in accordance with BP-12 and these Club Rules.
12. "Procedures" – A set of instructions to perform a specific task (e.g. the Plasma Committee is authorized to establish procedures for operating the CNC Table).
13. "Instructors" – As used in these Rules are Non-compensated Members providing training to Members as approved by the Board. Instructors are not guests, visitors or independent contractors.

ARTICLE II – AUTHORIZED CLUB USERS

Section A – Club Membership Requirements.

1. Individuals must have the skills to understand and comply with safety requirements in the operation of machinery and tools common to the practice of metal work to become a member.
2. The Board may refuse membership to any individual with a condition which may result in injury to the individual or other Members, damage to the equipment or facilities, or otherwise create an unsafe situation.
3. Members are required to monitor as required under the Mandatory Monitory Policy including at least one (01) four-hour shift in the same calendar month of Shop use unless the Board approves an exception.
4. All Members agree to abide by all RCSC and Club Rules and Policies and on-duty Monitor direction. Members agree to video surveillance within the Club for safety and security purposes.

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

1. The Club Board shall set or confirm the annual membership dues at the November Membership Meeting each year for the following calendar year.
2. Annual memberships may be renewed starting December 01 for the following calendar year. Membership is on a calendar year basis from January 01 to December 31. Membership dues are not prorated or refundable in whole or in part.
3. New members must show a current RCSC member Card and complete a new member form. New Members must complete a New Member Orientation Program prior to Club use.
4. Members renewing will be issued a membership badge when dues are paid. New Members will be issued a membership badge upon completion of the New Member Orientation Program.

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5. Lifetime memberships are honorary and therefore they pay no dues. Life memberships are awarded for longevity (a minimum of 3 full years) and significant contribution to the Club. Life members will be selected by the Board-
6. A maximum of three (03) Life Memberships may be awarded annually. Life Members are required to pay annual storage fees (for lockers and slots) and shall confirm for each calendar year their membership data (including updating their renewal date in the database).
7. Minimum qualification for Life Membership includes:
 - a. Three (03) consecutive years of active Club membership.
 - b. Significant contribution to the Club. Examples include holding Club Officer positions, active participation on Club Committees, active involvement training members and extensive volunteerism for Club events.
8. The Board will assess member eligibility and qualifications and has the option to select none, one (01), two (02) or three (03) Members.
9. Life Members that have been suspended from the Club may have their Life Memberships rescinded by a majority vote of the Board.

Section C – Guests and Visitors.

1. Visitors (A Cardholder that is not a member of the Club) and Guests (A non-Cardholder with guest privileges under BP-12) are welcome in the Shop except at meetings. All visitors and guests must be escorted in the Shop by a Member.
2. All members, visitors and guests are required to wear enclosed shoes and eye protection to enter the shop. Visitors or Guests may not handle or operate any tools or material in the Shop or assist members in metal working.

Section D – Independent Contractors and Instructors.

1. All Club use of Independent Contractors must be approved by the Board. Members that are compensated for services are Independent Contractors and must complete [FORM BP:12-5](#).
2. Independent Contractors shall be made aware of Club Safety Rules, Policies and Procedures.
3. Instructors, as defined above, must be from the membership, are non-compensated and approved by the Board.

Section E – Club User Reporting Requirements. The Club monthly attendance report will be completed as directed by the President.

ARTICLE III – CLUB EXECUTIVE BOARD AND OFFICERS

Section A – Club Executive Board

1. The governance and management of the Club shall be vested in the Board.
2. The Club's Board shall be elected by a vote of the membership eligible to vote. Only a Member-In-Good-Standing may be considered for election to the Board.
3. The Board will consist of the four (04) Club Officers: the President, Vice-President, Secretary and Treasurer and three (03) Members-at-Large. The Past-President is an advisor to the Board for one (01) year and does not have a vote on the Board.
4. A Board Member's term of office shall begin on the day of the Board Transition Meeting and be for the remainder of the calendar year for which the election took place, or until a new Board is elected, resignation, incapacitation, or removal from the Board.

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5. Board Members terms may not exceed three (03) consecutive years. An officer who has served three (03) consecutive years in any office is not eligible to run for any Board position for one (01) year unless a successor Officer is not forthcoming, then the Officer may serve for an additional term
6. Board members must recuse themselves from Board decisions if there is a conflict of interest.
7. If a vacancy occurs on the Board, the remaining Board shall within thirty (30) days appoint a Member to that position for the remainder of the term.
8. Board Members that miss three (03) meetings in a row are subject to automatic removal by majority vote of the remaining Board.
- ~~9.~~ Board Members may be removed from office for the balance of their terms by a two-thirds (2/3) vote of the Members at a meeting noticed for that purpose.

Section B – Club Officer and Board Member Duties.

1. Club Officers are to assist incoming new Club Officers with transition issues, location of records, completion of required reports and continuity of Club operations.
2. Duties of the President are:
 - a. Perform all duties customary to the office, imposed by these Rules, or as directed by the Club's Membership.
 - b. Preside at all Club meetings and functions.
 - c. Direct the activities of the Club's Board.
 - d. The primary Club Representative to the RCSC. The President may delegate specific routine, recurring communications with the RCSC to individual Members (e.g. monthly attendance report).
 - e. Ensure that proper procedures are followed for Club improvements or repairs, including acquisition or disposal of equipment, tools, furniture and fixtures.
 - f. Facilitate Member compliance with Club's Rules, Policies and Procedures.
 - g. Subject to approval of the Board, assign duties and responsibilities to Board or Club Members.
3. Duties of the Vice - President are:
 1. Act for the President in the absence of the President.
 2. In the event of the President's resignation, extended incapacitation, or removal from office, succeed to the office of President for the remainder of the current term.
 3. Oversee the Club Monitor Program.
 4. Execute additional duties as assigned by the President.
4. Duties of the Secretary are:
 - a. Record minutes of all Club meetings.
 - b. Maintain all Club records (including the Club Rules and Club Policy binders), except for records maintained by the President, Vice President and Treasurer as required.
 - c. Complete, submit and retain Club attendance records and membership roster.
 - d. Provide the Club Website Manager with timely, current information (e.g. Club Rules and Policy changes, Approved Meeting Minutes and Agendas, event notices, etc.) for the Club website.

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- e. Distribute as required by Club Rules, Policies and Procedures the Club meeting agendas, meeting minutes and notices.
 - f. Manage Club correspondence as directed by the President.
 - g. Maintain the Club bulletin boards and Rules, Policies and Procedures in master binders and on the Monitor computer.
 - h. The Secretary will prepare Rules or Policy change documents, with the signature of the President and date of approval and insert in the master Rules or Policy binders and submit to the RCSC as required. If not accepted, the minutes shall so reflect, and no further action be taken.
5. Duties of the Treasurer are:
- a. Manage all Club financial transactions and accounts.
 - b. The custodian of all Club funds collected and disbursed.
 - c. Prepare up-to-date statements of income and expense and treasury balance and present at the monthly Board and Membership meetings.
 - d. Prepare check payments due Members and Independent Contractors from authorized activities and reimbursements.
 - e. Complete all financial reports and records, including tax filings, and maintain as required.
 - f. Recommend to the Board for approval a person that may execute the duties of the Treasurer when the Treasurer is temporarily unavailable or as the Treasurer delegates.
 - g. Provide an auditor with necessary records to complete an audit.
6. Duties of the Board's Members-at-Large are:
- a. Serve as the liaison between the membership and the Board.
 - b. Represent the interest of the membership at Board and Membership meetings.
 - c. Execute additional duties as assigned by the President.

Section C – Club Committees and Other Member Designations.

- 1. Committees may be appointed and dissolved by the President with approval of the Board.
- 2. Committees may recommend Policies and Procedures for their specific area of responsibility and submit to the Board for approval.
- 3. The following standing committees shall exist:
 - a. Safety Committee.
 - b. Maintenance Committee.
 - c. Rules, Policies & Procedures Committee.
 - d. New Member Orientation Committee.
 - e. Training Committee.
- 4. Temporary committees may be appointed to accomplish specific tasks (e.g. evaluate a new equipment purchase) or other specific, short-term needs. The Board will provide Temporary Committees with direction as to purpose, authority, resources and responsibilities with the addition of projected timelines and deliverables. After such committees have completed their work, they shall be automatically terminated.

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5. Member appointment to committees and other specific positions, including but not limited to Head Monitor, Purchasing Agent, Shop-Job Administrator, Website Manager, Locker Manager and IT Manager shall be in accordance with Board Policy.

ARTICLE IV – CLUB ELECTIONS.

Section A – General.

1. An election will normally be held each year at the December Membership Meeting to elect the Board for the following calendar year. A quorum must exist for an election or any business to be conducted. Each member has one (01) vote.
2. 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.
3. In the case of an act of God or pandemic situation as provided above that prohibits an in-person meeting for an election, the use of an electronic vote is authorized to achieve a quorum and hold an election. The Board shall establish Club Policy and Procedures for voting when an in-person meeting is not possible.
4. If there is more than one candidate for any one office, a secret ballot shall be used for all elected positions at the election. In the event there is only one candidate for each position, a hand or voice-vote is authorized.
5. The Board shall designate three (03) members, who are not Board members, to tally the vote.
6. The highest vote-getter for each Board Officer position is elected. For the Member-at-Large positions, the highest three (03) vote-getters are elected. In the event of a tie for any position, a separate run-off ballot between the two-tied candidates will be held immediately.
7. If a new Board is not elected at the December Membership Meeting, the current Board will establish a new date and procedures for the election of the incoming Board. The current Board will remain in place until such time as a new Board is elected.

Section B – Nominations.

1. All Members-In-Good-Standing may run for elected positions subject to the following criteria:
 - a. The Member must be eligible as provided by RCSC and these Rules.
 - b. A minimum of two (02) consecutive years as Member.
 - c. Any members from the same household cannot declare or serve on the same board.
2. A sign-up sheet for declaration of intent to run for a Board position shall be posted in the Club not later than November 01.
3. The Member must declare their intentions to run and the Board position desired not later than December 1. Declarations after December 1 will not be on the ballot.
4. The Board, after declarations close and not later than December 4th, will validate eligibility of all Members declaring their intention to run.

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ARTICLE V – CLUB MEETINGS – All Club Meeting Agendas (Membership and Board) must be noticed to the Membership.

Section A – Club Membership Meetings.

1. Regular membership meetings are *normally* held on the second Monday each month at 9AM at a RCSC facility. In the event of a conflict with a scheduled RCSC Membership Meeting, the Board may provide notice of a new date and time for the rescheduled Membership Meeting with a minimum of one (01) week notice to the Membership. The Board may suspend Membership Meetings during the Summer Hours if a quorum is not expected.
2. The Club will be closed to all persons for the duration of the Membership meetings. The quorum for each Membership meetings will be based on the number of paid-up dues Members on the day of the meeting. All members must sign in on the form provided at each meeting.
3. Member voting rights and process are the same as those provided for in these Rules under Article IV - Elections.
4. After a quorum is present, a simple majority of Members in attendance is required to conduct business and approve motions; except to amend or rescind these Rules or removal of a Board member, each of which requires a Super-Majority (two-thirds) vote.
5. Only Members-In-Good-Standing may attend Club meetings.
6. If Members depart the meeting and a quorum no longer exists, the meeting shall be concluded, and no further business conducted. Informational meetings may be conducted to follow-on Membership Meetings where a quorum was not achieved.

Section B –Club Executive Board Meetings.

1. Board meetings will normally be held the fourth Monday of each month at 9AM at a RCSC facility. Additionally, a joint Board meeting of the outgoing and incoming Boards will normally be held the second weekday after January 1st as the Transition Meeting to the newly elected Board. The quorum for Board Meetings is four (04) Board members. Only Board Members may vote at Board meetings, with the exception that the President may only vote in a tiebreaker situation. Board Members may participate in Board Meetings electronically, no non-Board Member electronic (e.g. telephonic, Facetime, Zoom) outside participation is allowed unless specifically authorized by the Board for that meeting (e.g. to provide the Board with a committee status report, witness, etc.).
2. Any Club member may attend Board meetings, except when the Board is in executive session. Non-Board Member attendees participate only by consent of the chair.
3. In the case of an act of God or pandemic situation prohibiting in-person meetings, the procedures for participation are the same as those provided for in these Rules under Article IV - Elections.
4. The Board may reschedule a Board Meeting if it determines there is a material conflict. A rescheduled Board Meeting may not be postponed for greater than ten (10) days.

Section C – Special Club Meetings – As required by BP-12.

ARTICLE VI – CLUB RECORDS AND REPORTS

Section A – Club Records.

1. Club records shall be maintained as provided for in Board Member duties and Board Policy.

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2. Club Meeting Minutes shall be available on the Club website and posted in the Club.
3. The monthly Club Financial Reports shall be posted in the Club.

Section B – Club Reports.

Completion of Club reports shall be as provided in the Executive Board duties or as established by Club Policy.

ARTICLE VII – CLUB FINANCES

Section A – Club Fiscal Year and Funds Management.

1. The Club fiscal year is January 01 to December 31.
2. A checking account will be maintained at a local financial institution and the account will have signature authority of the Treasurer and President.
3. The Board may appoint a Purchasing Agent to execute procurements within the limits authorized below.
4. A Bookkeeper may be authorized by the Board to maintain financial records and perform financial duties as directed by the Treasurer. If a Bookkeeper is authorized by the Board, the Treasurer shall be the primary point of contact and liaison.
5. The President shall designate Club Credit Card authorization subject to Board approval. Credit Card use is for authorized Club purchases only. All credit card purchases must be turned into the Club Treasurer promptly. Members holding authorized Club credit cards are personally liable for non-authorized purchases.
6. The President, only in the Treasurer's absence, may sign checks in excess of \$500 upon specific prior authorization of the Board.
7. All Club funds (revenues and expenses) must be processed through the Club's accounting system. *This includes funds from off-site sales.* Members are not authorized to receive direct compensation.
8. Limitations on Purchases.
 - a. All purchases over \$1,500 require approval of the Membership at a Membership meeting.
 - b. Purchases over \$500 up to and including \$1500 require the approval of the Board at a Board meeting, except as noted below.
 - c. The designated Purchasing Agent(s) may make purchases up to \$800 for the purchase of common Club consumables.
 - d. The President may make purchases up to \$500.
 - e. A Petty Cash Fund is not authorized.
 - f. The Treasurer and/or Bookkeeper may pay bills and make authorized reimbursements however shall not make purchases.

Section B – Audits of the Club's Financial Records.

The Treasurer will assist the Auditor to examine the Club's financial records but shall not perform any part of the audit.

ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES AND CONTRIBUTIONS

Section A – Club Events and Tournaments. Not Applicable.

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Section B – Club Activities (including Training).

1. **All Club activity shall comply with BP-10 addressing deadly weapons on RCSC facilities.**
2. The Club may offer classes and workshops subject to Board approval. All class fees are to be paid to the on-duty monitor and processed through the Treasurer.
- ~~1.~~ The Board will approve the cost of classes and workshops to Members, including the instructor fee-share.
2. All class fees are to be processed through the Club accounting system.
3. Specifics of Club classes and workshops will be documented in Board Meeting Minutes and/or Club Policy.
4. Club training required by BP-12 for equipment use shall be at no cost to members. This training is limited to basic safety training associated with equipment use.

Section C – Club Sales and Limitations on Member Work.

- ~~1.~~ The use of RCSC facilities is intended for the pursuit of hobbies and social welfare of its Members and not to be used for the manufacture of articles to be sold by individuals for their sole profit.
2. The Club is not a production shop; however, Members may perform minor repair and fabrication jobs for the public. All use of Club facilities to perform Shop Jobs must be documented on a Shop-Job (Work-Order) card.
3. Members that jeopardize the non-profit 501(c)(4) status of the Club through improper or unauthorized Off-Site Sales are subject to Club disciplinary action.
- ~~4.~~ All Off-Site Sales require Board approval. Benefits to the Club from Off-Site Sales must be equal or greater than if the items were being sold within RCSC facilities.
5. All customer complaints will be handled by the person performing the work. If the conflict is not resolved, it will be reviewed, and a final decision will be made by the President.
6. Shop-Jobs are prohibited for repairs and fabricating of structural components, including but not limited to, chairs; tables, wheelchairs, walkers, cabinets and vehicles (automobiles, aircraft, motorcycles, bicycles, golf carts, trailers, etc.). Electrical or functional repairs to property belonging to non-Members or performed as a Shop-Job is prohibited.
7. No work, personal or Shop-Job, is allowed on deadly weapons or parts thereof. Deadly weapons and components include, but are not limited to guns, knives (of any length), blackjacks, swords, machetes, axes, hatchets, cleavers, spears, arrows, gun barrels, silencers, magazines, cannons, shell casings, reloads, ammunition, or any weapons or components of weapons capable of inflicting injury or causing death.
8. Revenue from a Craft Sale or Shop-Job may be split between the performing Member and the Club as provided in Club Policy. The Member may elect a smaller percentage or choose to donate the entire sale to the Club. Members receiving orders as a direct result of Club activities shall be handled as Club sales.
9. All revenue and payments to a member, must go through the Treasurer. This includes revenues from Off-Site sales. Members may not receive direct compensation from a customer.
10. There is no maximum number of items or jobs a Member may sell on an annual basis. There is no maximum of total revenue a Member may receive a year.

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Section D – Club Advertising and Marketing.

The Club may sell craft items to the general public in the Club craft display area and at RCSC sanctioned events where Club sales are authorized. The craft display area is not to be used for personal sales or advertising.

Section E – Club Contributions and Raffles.

The Club may hold raffles at the Sun City Thanksgiving Holiday Festival and Club social functions (e.g. Christmas party, Fall and Spring socials).

ARTICLE IX – SAFETY, SECURITY AND CLUB MONITORS

Section A – Club Safety.

1. The safety and security of the Club is the responsibility of all members. The Club must be maintained in a safe and secure manner. All Members must conduct themselves in a reasonable and safe manner. The Club assumes no liability for a Member's failure to follow the basic safety practices, including use of PPE Personal Protective Equipment (PPE) and other safety norms expected in a metal-working facility. Knowledge and use of PPE is an individual Member responsibility
2. All Members are required to follow the Board published policies and posted placards regarding safety, care and treatment of tools and equipment, member, guest and visitor personal protective equipment, equipment and shop cleanliness and Member personal conduct.
3. Alcoholic beverages are not allowed are in the Club.
4. Members must always, when first entering the Club, enter via the front door, sign-in and wear their Membership Badge. Members are required to sign-out and depart via the front door when exiting the Club.
5. The Board shall determine the Club operating hours and holiday closures in Club Policy and ensure close coordination with the Club's monitoring program.
6. Storage of personal items and hazardous materials shall be in accordance with Club Policy.
7. The Club Safety Committee must manage the Global Harmonization Safety Data Sheets (SDS) and coordinate Member awareness and compliance with the Club Training Committee.
8. Members must be trained before they use equipment that is gas, electric, hydraulic battery, or air powered. Training for Members, including classes must be approved by the Board.
9. Members shall request Monitor or Member assistance if unfamiliar or untrained in the use of tools and equipment.
10. Members shall not attempt to make repairs on any Club equipment unless trained or a member of the Club Maintenance Committee and shall notify a monitor of tool or equipment problems.
11. Members shall promptly clean all tools, equipment and surrounding areas affected by their work.
12. Members are responsible to notify a Monitor if an incident (as defined in the RCSC Incident Reporting Matrix) or injury occurs. Procedures are provided at the Monitor Station to respond to incidents and injuries. Once a situation is stabilized, an [Incident Report Form](#) must be completed and filed by those witnessing the incident.

Section B – Club Security.

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1. Facility access shall be at the discretion of the Board and may be authorized to designated individuals with Board approval. Individuals authorized Club access shall not allow unauthorized use or entry into Club facilities. Loss of Club entry access keys shall be reported to the President promptly.
2. Removal of tools, equipment or other non-personal items from the Club is not authorized.
3. Closed circuit cameras exist throughout the Club to facilitate monitoring for member safety and Club security. Monitoring of Club cameras other than from the Club monitor station is not permitted. Member voluntary entry into the Club constitutes consent to be monitored via cameras as noted above.

Section C – Club Monitors.

1. Monitors exist to ensure the safety of all people in the Club, the safety of Club equipment and property and the safety of the Club facility and immediate surrounding areas. The Monitors on duty at any given time are in charge of the Club, Members, guests, visitors and Independent Contractors.
2. A minimum of two (02) monitors must always be on duty while the Club is open for work and tools and equipment that could cause injury are or may be in use. During summer hours a working monitor is permitted.
3. A single Monitor may open the Club and remain for no longer than twenty (20) minutes by themselves. If a second Monitor is not on duty within twenty (20) minutes of the Club opening, the Club shall be closed. No work may be done unless two (02) monitors are on duty.
4. Monitor requirements are provided in detail in the separate Club Monitor Handbook. All Members are responsible to self-inform of the provisions in the Monitor Handbook.
5. Member refusal to comply with a monitor's direction or Club Rules, Policies & Procedures may constitute grounds for removal from the Club and subsequent disciplinary action. Monitors may direct a Member to leave the Club for failure to comply.

ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.

Section A – Club Member Conduct.

1. A Member's inappropriate conduct may include arguments, physical confrontation, blatantly creating turmoil, disruption, dissent or any behavior that places another person in reasonable apprehension of imminent physical injury or places the club or RCSC facilities in jeopardy. Political bias and opinions that may be offensive should be kept to oneself in the Club.
2. Visitors and Members are always to feel welcome. Members are reminded that being a Club Officer or Monitor can be challenging, especially as required to enforce the Rules and Policies while considering different personalities, cultures and beliefs. Members should always be considerate of that fact and offer as much teamwork and cooperation as possible.
3. Members shall abide by all Club Rules, Policies and Procedures including all posted instructions and restrictions relative to the safe use of all tools and equipment and maintenance of a safe Club working environment and use of personal protective equipment.

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

Section B – Club Member Discipline.

1. Any Member displaying inappropriate behavior may be asked to leave the club immediately to de-escalate the situation, for the protection of other Members and/or themselves and to stabilize the Club environment and restore tranquility in the Club.

2. Members asked to leave the Club will not be allowed to return until informed by the President.

3. If a Member is initiating a Club Member Conduct Report, that report should be given to a Board Member or if a Board Member is not available, then to the on-duty Monitor. The written report shall be in a sealed envelope which the Monitor shall place under lock and notify any Board Member at the earliest opportunity. The on-duty Monitor shall consider the written report confidential and discuss it with no one.

4. The Board Member notified of the report shall promptly inform the President of the existence and location of the report.

5. If a Member is initiating a Club Member Conduct Report, that report should be given to the President or the on-duty Monitor. If not handed to the President directly, the written report shall be in a sealed envelope which the Monitor shall place under lock and notify the President at the earliest opportunity. The Monitor shall consider the written report confidential and discuss it with no one.

6. The Board shall review the report within five (05) days of the date of the report and prior to providing the report information to the accused Club Member. All reports are to be considered confidential and will not be discussed outside of the Board. The President shall provide the Board with the complete report, including witness statements. The President or Board may choose to consult with the COC at any time during this procedure.

7. If a Club Board Member is the accused party in a conduct report, the Club Board may not address the issue, and the report shall be forwarded to the COC for action and the COC shall ensure due process including rights to appeal.

8. Written notice of the report shall be provided to the accused Member by the President after the Board has met to review the report and has directed such action.

9. The Board shall convene in Executive Session at the earliest opportunity to interview the reporting Member and any witnesses. The Executive Session shall take place within fourteen (14) calendar days from the written notice to the accused Member. Written notice shall be given to the accused club Member, the complainant, and all witnesses of the date and time of the Executive Session for the purpose of interviewing all parties involved. The complainant, the witnesses, and the accused Member will be sequestered from each other during the interviews.

10. It is the responsibility of all parties involved to attend the Executive Session at the date and time set by the Board. Failure to attend will forfeit a Member's right to be heard.

11. The Club Board will interview all parties separately, in the following order: (1) The Complainant Member, (2) the Witnesses of the conduct or event, and (3) The accused Member.

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12. The accused Member has the right to present his/her description of the conduct or event and to present witnesses to the conduct or event if not previously interviewed by the Board.
13. The complainant Member and the accused Member have no right to question witnesses.
14. The Board reserves the right to re-interview all parties and witnesses to ensure due process and full understanding of the situation.
15. If a Board Member is the complainant, they shall recuse themselves from the Executive Session and participate only as the complainant as detailed above.
16. The Board shall continue in Executive Session to discuss and make a final determination as to resolution of the report. Board actions include, but are not limited to, the following:
 - a. Report dismissed with no further action.
 - b. Written Notice and Warning.
 - c. 3-month Suspension from the Club.
 - d. 6-month Suspension from the Club.
 - e. Permanent Removal from the Club.
17. Should the Board determine the conduct, or event is so severe and without dispute, it may choose to bypass paragraph 7 above and contact the Club COC directly.
18. The Board shall provide written notice to the accused Member within five (05) calendar days following the determination of the Board. All notifications shall require written confirmation of receipt (or delivery if the Member refuses to sign) by the Member.
19. The Board will notify the complainant of the disposition of the complaint and their rights to appeal to the extent:
 - a. Open - Still Under Investigation; or
 - b. Closed – No Action Taken; or
 - c. Closed – Disciplinary Action Taken.
- ~~20.~~ Any Member disciplined by the Club may submit a written request for appeal to the RCSC. Appeals must be in writing to the RCSC Board within ten (10) days of notification of the Club disciplinary decision. If a Member informs the Board they intend to appeal, the Club disciplinary actions may be held in abeyance until the results of the appeal from the RCSC are received, at which time if the appeal is denied, the Member's unserved disciplinary decisions may be reinstituted.
21. All Club Member Conduct Reports must be completed by the Board and submitted within thirty (30) days of the infraction to the COC.

ARTICLE XI - AMENDING OR REVISING CLUB RULES, POLICIES AND PROCEDURES.

Section A – General.

1. All Club Rules, Policies and Procedures must be published. No "verbal-only" Rules, Policies or Procedures are authorized.
2. The Club Rules, Policies and Procedures Committee shall annually review the Club Rules, Policies and Procedures and present their review at the February Board Meeting.
3. Changes to Club Rules, Policies and Procedures are ultimately at the approval of membership.

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4. Current Club Rules, Policies and Procedures shall be posted in the Club and on the website. Approved changes shall be emailed to Members in addition to the posting requirements, hardcopy mailings will not be done.

Section B – Amending Club Rules.

1. To amend the Club Rules requires a two-thirds (2/3) vote of the membership present at a meeting noticed to include such purpose.
2. A proposed new Rule or amendment to an existing Rule must be presented in writing at a membership meeting. Any proposal not on the agenda CANNOT be approved at that membership meeting. The meeting agenda must include an agenda item notifying members of the item for a proposed rule change.
3. All proposed Rule changes require prior publication in the Club and on the Club website with the proposed language.

Section C – Amending Club Policies and Procedures.

1. A majority vote of the Board may establish or amend Club Policies and Procedures at a Board Meeting. The Board may not approve a Policy or Procedure in conflict with the Club Rules or override a majority decision of the membership.
2. All Board established or amended Policies and Procedures shall be reviewed with the Membership at the next available Membership Meeting. The membership may rescind or amend a Club Policy or Procedure by a majority vote at a Membership Meeting.

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: _____

CLUB FORWARDING OFFICIAL: _____

RCSC APPROVAL: _____