

BELL METAL CLUB
CLUB RULES
Membership Approved 01.08.2024

1. General.

- a) The name of the club shall be the “Sun City Bell Metal Club”, hereinafter referred to as the “Club”.
- b) 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.
- c) The Club will be governed by the following in order of precedence:
 - i. RCSC Rules; then
 - ii. Bell Metal Club Rules; then
 - iii. Bell Metal Club Published Policies; then
 - iv. Roberts Rules as a GUIDE.
- d) The Club shall be operated as a nonprofit organization under Section 501(c)(4) of IRS Code and in accordance with applicable Local, State and Federal laws and the RCSC Corporation Bylaws. The Club may NOT operate primarily to promote social welfare if the primary activity is carrying on a business with the general public similar to organizations operated for profit.

2. Identifying Terms.

- a) “Club” - Sun City Bell Metal Club.
- b) “Rules” – These Club Rules approved by the Membership.
- c) “BP12” – RCSC Board Policy Resolution No.-12 Chartered Clubs Requirements.
- d) “Policies” – Published policies approved by the Board in accordance with these Rules.
- e) “Shop” - Area within the Club past the yellow lines (as shown on the attached drawing) at the entrance to the work areas.
- f) “Shop-job” – Work allowed by Club Rules, documented on a Shop-Job Card and performed by Members for payment.
- g) “Board” – The Members elected as the Club Executive Board as provided in the Rules.
- h) “Member” – All individuals that hold a current RCSC Member Card and a current Club Member Card. Otherwise known as a Member-in-good-standing.
- i) “Cardholder” – Any person that holds a valid RCSC Member Card.
- j) “Visitor” - A Cardholder that is not a Member of the Club.
- k) “Summer Hours” – The period May through October inclusive.
- l) “Winter Hours” – The period November through April inclusive.
- m) “On-Duty” – Means a Monitor that is signed-in and badged as a monitor, not working (unless authorized by these Rules or Policy) and complying with the provisions of the Board-Approved Monitor Policy Handbook.
- n) “Guest” - A non-Cardholder with guest privileges established in BP12.

3. Membership.

- a) Membership is only open to all valid Cardholders.
- b) Annual membership dues will be determined in accordance with published Board Policy. Dues are not refundable in whole or in part. Membership is on a

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calendar year basis from January 1 to December 31. Memberships are not prorated.

- c) Life 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. The Board shall publish policy for Life Membership eligibility and selection process consistent with the provisions of BP12.
 - d) New members must show a current RCSC member Card and complete a new member form.
 - e) Members will be issued a membership badge when dues are paid.
 - f) 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.
 - g) All Members agree to abide by all Club Rules and Policies and on-duty Monitor direction. Members agree to video surveillance within the Club for safety and security purposes.
4. Visitors and Guests.
- a) Visitors and guests are welcome in the Shop except at meetings. All visitors and guests must be escorted in the Shop by a Member.
 - b) 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.
5. Meetings.
- a) Regular membership meetings will be held on the second Monday of the month at 9 am, at a RCSC facility. In the event of a conflict with a scheduled RCSC Membership Meeting, the Board shall provide not less than one (01) week notice of a new date and time for the rescheduled Membership Meeting.
 - b) The Club will be closed to all persons for the duration of the Membership meetings. The quorum for Membership meetings shall be as required by BP12. The quorum for each Membership meeting will be based on the number of paid-up dues Members on the day of each meeting. Quorum for Membership meetings can only be achieved by Member in-person attendance. Only Members who physically attend a meeting may vote. Each member has one (01) vote. Members are identified by display of a current Club Membership card. 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 membership meeting may not be held. In the case of an act of God or pandemic situation as provided above that prohibits an in-person meeting, the use of electronic participation is authorized to achieve a quorum and conduct business. The Board shall establish Club Policy for electronic meeting participation and voting.

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- c) After a quorum is present, a simple majority of Members in attendance is required to conduct any business; except to amend or rescind these Rules or removal of a Board member, each of which requires a two-thirds (2/3) majority vote.
 - d) Board meetings will be held on the fourth Monday of the month at 9 am at a RCSC facility. Additionally, a Board meeting will be held the second weekday after January 1st. The quorum for these meetings will be 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.
 - e) Any Club member may attend these meetings, except when the Board is in executive session for disciplinary proceedings or personal matters under consideration. Non-Board Member attendees participate only by consent of the chair. In the case of an act of God or pandemic situation prohibiting in-person meetings, the procedures for electronic participation as provided in Article 5.b) above apply.
 - f) A copy of all meeting minutes and financial reports will be kept in an unlocked file cabinet drawer accessible to all members and a copy of current minutes and financial reports will be posted at the Shop.
6. Club Officers, Executive Board and Other Designations.
- a) The governance and management of the Club shall be vested in the Board.
 - b) Club Officers will be President, Vice-President, Secretary and Treasurer.
 - c) The Board will consist of the four (04) Club Officers 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.
 - d) A Board Member's term of office shall be for one (01) year beginning January 1 of the calendar year for which the election took place, or until resignation, incapacitation, or removal from the Board. 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.
 - e) If a vacancy occurs on the Board, the remaining Board *shall within thirty days* appoint a Member to that position for the remainder of the term.
 - f) 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 special meeting called for that purpose, noticed and a quorum met. Such a meeting may also be held immediately prior to or following a regular Membership meeting if properly noticed according to these Rules.
 - g) Duties of the President are:
 - i) to preside at all Club meetings and functions; and
 - ii) direct all activities of the Club's Board; and
 - iii) communicate with the RCSC club office; and
 - iv) perform all duties customary to the office, imposed by these Rules, or as directed by the Club's Membership; and
 - v) assure that the Club's Rules and Polices are being observed.
 - h) Duties of the Vice - President are:

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- i) to act for the President in the absence of the President; and
 - ii) 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; and
 - iii) to oversee the Club monitoring program; and
 - iv) to execute any additional duties as assigned by the President.
- i) Duties of the Secretary are:
- i) to record minutes of all Club meetings, including the Board meetings and any special meetings; and
 - ii) to assure that all Club records (including the Club Rules and Club Policy binders), with the exception of records maintained by the President and Treasurer, are maintained and retained as required; and
 - iii) distribute as required by these Rules or Policy, meeting agendas, meeting minutes and Club notices; and
 - iv) maintain the Club website.
- j) Duties of the Treasurer are:
- i) to manage all Club financial transactions and accounts; and
 - ii) prepare up-to-date statements of income and expense and treasury balance and present at the monthly Board and Membership meetings; and
 - iii) prepare check payments due Members from consignment and shop-job activities; and
 - iv) assure that all financial records are kept and maintained; and
 - v) file such financial reports and tax returns as may be required; and
 - vi) the Treasurer will 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.
- k) Duties of the Board's Members-at-Large are:
- i) Serve as the liaison between the membership and the Board; and
 - ii) represent the interest of the membership at Board and membership meetings; and
 - iii) to execute any additional duties as assigned by the President.
- l) Committees and Other Designations
- i) Committees may be appointed and dissolved by the President with approval of the Board as the need arises.
 - ii) At a minimum, the following standing committees shall exist:
 - (1) Safety Committee; and
 - (2) Maintenance Committee.
 - iii) *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 will be in accordance with published Club Policy.***
7. Elections.
- a) An election will **normally** be held each year at the December Membership meeting to elect the Board for the following calendar year.
 - b) 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

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- by the RCSC where an in-person December membership meeting may not be held. Each member has one (01) vote.
- c) In the case of an act of God or pandemic situation as provided above that prohibits an in-person December Membership meeting, the use of an electronic vote is authorized to achieve a quorum and hold the election. The Board shall establish Club Policy for an electronic vote.
 - d) ***A quorum must exist for elections to be held. 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.***
 - e) All eligible Members may run for elected positions subject to the following criteria:
 - i) The Member must be eligible as provided by RCSC and these Rules.
 - ii) 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.
 - iii) 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.
 - iv) Any members from the same household cannot declare or serve on the same board.
 - f) The Board, after declarations close and not later than December 4th, will validate eligibility of all Members declaring their intention to run.
 - g) If there is more than one candidate for any one office, a secret ballot shall be used for all elected positions at the December election. In the event there is only one candidate for each position, a hand or voice-vote is authorized.
 - h) The Board shall designate three (03) members, who are not Board members, to tally the vote.
 - i) ***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.***
 - j) ***The current Board will remain in effect until such time as a new Board is elected.***
8. Financial.
- a) All Club funds will be handled by the Treasurer and will be reported in the Club financial reports at the monthly Membership and Board meetings.
 - b) A checking account will be maintained at a local financial institution and the account will have signature authority of the Treasurer, President and the Vice-President only.
 - c) Limits on Club expenditures.
 - i) All purchases over \$1,500.00 require approval of the Membership at a Membership meeting.
 - ii) Purchases over \$500.00 up to and including \$1,500.00 require the approval of the Board at a Board meeting, except as noted in 8.c)iii) below.
 - iii) Designated Purchasing Agent(s) (if appointed) may make purchases up to \$800.00 for the common consumables as provided for in Club Policy.
 - iv) The President may make purchases up to \$500.00.

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- v) The President shall designate Club Credit Card authorization subject to Board approval.
- vi) The Treasurer, or the President in the Treasurer's absence, may sign checks in excess of \$500 upon specific authorization of the Board only.
- d) Audits of the Club's financial records shall be in accordance with BP12.

9. Safety and Security.

- a) The safety and security of the Club is entrusted to the President.
- b) Facility keys shall be in the possession of the President and may be allocated to designated individuals with Board approval.
- c) All Members must conduct themselves in a reasonable and safe manner. Eye protection is required for the operation of all machinery and use of tools. No alcoholic beverages are to be in the Shop.
- d) The Metal Shop must be maintained in a safe condition.
- e) All Members are required to follow the safety policies of the Club; including Board published policies regarding care and treatment of tools and equipment, personal protective equipment, equipment and shop cleanliness and Member personal conduct.
- f) 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 and visitors
- g) Monitors are required to be on duty at all times while the Club is open for work. A minimum of two (2) monitors must be on duty at all times. During summer hours a working monitor is permitted.
- h) Monitor requirements are provided in detail in the Board-approved Club Monitor Policy Handbook. All Members are responsible to self-inform of the provisions in the Monitor Handbook.
- i) Member refusal to comply with a monitor's direction or Club Rules and Policies constitutes grounds for removal from the Club and/or suspension of membership from the Club. Monitors may direct a Member to leave the Club for failure to comply.
- j) Closed circuit cameras exist throughout the shop 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.
- k) 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.
- l) The Board shall determine the Club operating hour policies and holiday closures and ensure close coordination with the Club's monitoring program management.

10. Club Sales, Shop-Jobs **and Restrictions on Member Personal Work.**

- a) 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. All Club sales shall comply with BP-12 **and the Club Craft Sales and**

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Shop-Jobs Policy. All Club activity shall comply with BP-10 addressing deadly weapons on RCSC facilities.

- b) 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.
 - c) 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. Artwork may not be sold off site unless it complies with BP12.
 - d) Revenue from a Craft Sale or a Shop-Job may be split between the performing Member and the Club as provided in published Board 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.
 - e) 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.).
 - f) **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.**
 - g) **Firearms or other deadly weapons (which includes knives over four (04) inches in length) are not permitted at any RCSC Facilities except for those authorized to carry weapons as a member of law enforcement or security services. Anyone with a Concealed Weapons Permit is not permitted to enter or remain at RCSC Facilities with a firearm or other deadly weapon. Any Member who violates this policy shall be subject to immediate suspension.**
 - h) There is no maximum number of items or jobs a Member may sell. There is no maximum of total revenue a Member may receive a year. Any individual Member earning over \$599.99 requires the issuance of an IRS Form 1099 from the Treasurer.
 - i) The Club may sell consumables, supplies and raw materials at reasonable rates to Members, visitors and guests. There is no free metal. A Board-approved price list shall be posted in the Club.
 - j) All revenue and payments to a Member, must go through the Treasurer. Members may not receive direct compensation from a customer.
 - k) 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.
11. Member Storage.
- a) A limited number of lockers and slots are available in the Club for personal property related to the Member's Club projects. Member eligibility to rent storage, storage rates, maximum type and size of storage per Member, and storage fees shall be established in a Board published policy and rates posted in the Club.

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- b) Storage of personal items and projects in the common Club spaces may be allowed on a temporary basis not to exceed five (05) days with permission of the on-duty monitor. Items so stored must be clearly marked with the Member's name, telephone number and date. Approval of the President is required for such storage greater than five (05) days.

12. Club Training Activities.

- a) All classes and formal training for Club members must be approved by the Board.
- b) The Club may offer classes for Club Members for a fee. All class fees are to be paid to the on-duty monitor and processed through the Treasurer.
- c) Class fees and instructor fee-share shall be approved by the Board.
- d) Training requirements for monitors shall be provided in the Board-approved Monitor Policy Handbook.

13. Member Conduct.

- a) Members shall conduct themselves in a civil manner so as not to jeopardize the rights, privileges or safety and security of any other persons in the Club. This includes conduct that is not threatening or intimidating, racist, sexist, derogatory, abusive or otherwise disrespectful; and
- b) 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; and
- c) Visitors and Members are always to feel welcome. Members are reminded that being a Club officer or Monitor is a volunteer position and 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; and
- d) Members shall abide by all Club Rules and published Policies, including all posted instructions, restrictions and policies relative to the safe use of all tools and equipment and maintenance of a safe Club working environment and use of personal protective equipment; and
- e) Members shall promptly clean all tools, equipment and surrounding areas affected by their work; and
- f) Members shall abide by specific instructions from a Monitor relative to personal safety, proper use of equipment and cleanliness of work areas; and
- g) The Head Monitor may also remove a Member from their Monitor position for just cause; and
- h) Members shall request Monitor or Member assistance if unfamiliar or untrained in the use of tools and equipment; and
- i) Members shall not remove tools, equipment or other non-personal items from the Club without specific on-duty monitor approval; and

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- j) Members shall not attempt to make repairs on any Club equipment unless specifically trained or a member of the Club Maintenance Committee, and shall notify a monitor of tool or equipment problems; and
- k) Display a current Club Membership Card in a prominent position (easily seen); and
- l) 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).

14. Club Member Discipline.

- a) Members should comply with RCSC and Club Rules and Policies as provided therein. If a Member fails to comply or conduct themselves in an appropriate manner, it may be reported on a Club Member Conduct Report.
- b) Any Member displaying inappropriate behavior WILL 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. Members asked to leave the Club will not be allowed to return until the next working day or unless informed otherwise by the President.
- c) 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.
- d) The Board Member notified of the report shall promptly inform the President of the existence and location of the report.
- e) 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 or his/her designee shall provide the Board with the complete report, including witness statements. The President or his/her designee may choose to consult with RCSC-COC at any time during this procedure.
- f) Written notice of the report shall be provided to the accused Member by the President or his/her designee in the absence of the President after the Board meets to review the report.
- g) 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.
- h) 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.
- i) The Club Board will interview all parties separately, in the following order:

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- i. The Complainant Member; and
 - ii. Witnesses of the conduct or event; and
 - iii. The accused Member.
 - j) 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.
 - k) The complainant Member and the accused Member have no right to question witnesses.
 - l) The Board reserves the right to re-interview all parties and witnesses to ensure due process and full understanding of the situation.
 - m) If a Board Member is one of the parties involved, they shall recuse themselves from the Executive Session and participate only as the complainant or accused as detailed above.
 - n) 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:
 - i. Report dismissed with no further action; or
 - ii. Written Notice and Warning; or
 - iii. 3-month Suspension from the Club; or
 - iv. 6-month Suspension from the Club; or
 - v. Permanent Removal from the Club.
 - o) Should the Board determine the conduct or event is so severe and without dispute, it may choose to bypass any of the steps listed above.
 - p) The Board shall provide written notice to the accused Member within five (05) calendar days following the determination of the Board.
 - q) The Board will notify the complainant of the disposition of the complaint to the extent:
 - i. Open - Still Under Investigation; or
 - ii. Closed – No Action Taken; or
 - iii. Closed – Disciplinary Action Taken.
 - r) Any Member disciplined by the Board may submit a written request for an appeal to the RCSC Board of Directors which will follow the appeal hearing process outlined in Board Policy 29.
 - s) All Club Member Conduct Reports must be completed and submitted within thirty (30) days of the infraction.
15. Amending or Revising the Club Rules or Club Policies.
- a) To amend the Club Rules requires a two-thirds (2/3) vote of the membership present at a meeting with a quorum specifically noticed to include such purpose. A quorum is required as provided for in these Rules.
 - b) An initial proposed new Rule or amendment to an existing Rule must be presented in writing at a membership meeting. Any proposal first presented at a membership meeting and not otherwise noticed for that change CANNOT be approved at that membership meeting. It must be specifically noticed to include that Rule change.
 - c) All Rule changes require prior publication in the Club and on the Club website with the proposed language not less than fourteen (14) days prior to the meeting at which a vote to approve will be held.
 - d) A majority vote of the Board may establish or amend Club Policies at a Board meeting with a quorum. All Club Policies are required to be published. No “verbal-only”

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Policies are allowed. The Board may not approve a Policy in conflict with the Club Rules or override a majority decision of the membership.

- e) The membership may rescind or amend a Club Policy by a majority vote of the membership present at a meeting with a quorum specifically noticed to include such purpose.
- f) The Secretary will prepare the replacement 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. The Secretary shall post changes or additions to Club Policies in the Club and on the Club website.