

# **RULES AND REGULATIONS**

Of the SUN CITY RV CLUB, L.L.C.

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 2

### **CLUB MEMBERSHIP**

A. MINIMUM SKILL LEVEL FOR PARTICIPANTS

No minimum skill levels are required.

B. LIFETIME & HONORARY MEMBERSHIP

Lifetime and Honorary Memberships are awarded to past presidents and others, as voted by the membership of this club, and are valid as long as they reside in Sun City and hold a current RCSC membership card.

Date of Board of Directors Approval: March 15, 2023

Date of Membership Approval: March 28, 2023

Club's Committee Chairperson: Nick Cooper

President's Signature: \_\_\_\_\_

# **RULES AND REGULATIONS**

Of the SUN CITY RV CLUB, L.L.C.

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 3

### **CLUB COMMITTEES**

- A. THE CLUB'S COMMITTEES ARE ASSIGNED BY THE PRESIDENT AND APPROVED BY THE BOARD OF DIRECTORS.
  
- B. CHAIRPERSONS ARE APPOINTED ON AN ANNUAL BASIS BY THE PRESIDENT. THE CHAIRPERSON IS RESPONSIBLE FOR APPOINTING THE COMMITTEE MEMBERS.

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Of the SUN CITY RV CLUB, L.L.C.

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 5

### **EXECUTIVE BOARD MEETINGS**

A. The Executive Board must meet at least twice a year and those meetings are established in these Rules and Regulations

- A. 1<sup>st</sup> Executive Board Meeting  
Fourth Tuesday in January
- B. 2<sup>nd</sup> Executive Board Meeting  
Fourth Tuesday in October

NOTE:

Establishing a date in the Rules and Regulations negates the requirement for filing

BP: 12-2 by April 30 of each year.

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# **RULES AND REGULATIONS**

Of the SUN CITY RV CLUB, L.L.C.

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### **CLUB OFFICERS**

- A. ELECTION PROCESS OF CLUB OFFICERS AND THEIR DUTIES
- B. PROCEDURES FOR ELECTION, RE-ELECTION, TERM LIMITS AND ELECTION PROCEDURES OF CLUB OFFICERS.
- C. DEFINE PROCEDURES WHEN AN ELECTED BOARD MEMBER BECOMES UNABLE OR UNWILLING TO FULFILL HIS/HER DUTIES.
- D. DEFINE, IF NECESSARY, TEMPORARY OFFICER REPLACEMENTS DURING EXTENDED PERIODS OF ABSENCE.
- E. NOMINATION PROCEDURES.

Notice to the membership at large shall be posted/announced by the October general meeting/potluck to invite interested members to become nominees. All nominations for an Officer position shall be handled through the nominating committee. Nominations shall be accepted from the floor at the November general membership/potluck meeting.

Any member may become a nominee for election by notifying the Nominating Committee.

No current member of the Board shall serve on the Nominating Committee

To be eligible to be a candidate for election, or appointment to the Board, a member must be current on his/her membership dues and be available to attend Board meetings a minimum of six (6) months per year.

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RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### **CLUB OFFICERS** (continued)

#### **BOARD OF DIRECTORS:**

The Executive Board consists of the President, President-elect, Treasurer and Secretary, all of whom are Officers. There are three additional positions described as Caravan Director, Communications Director, and Membership Director. The Executive Board is elected by the membership. The Directors are appointed by the Board.

#### **DUTIES OF CLUB OFFICERS; EXECUTIVE BOARD**

- President: Presides over all Board of Directors Meetings and is an ex-officio member of all committees.
- President-elect: Leads effort to recruit committee chairs.  
Presides at events if the President is not available.  
Attends BOD meetings as a full Director.
- Treasurer: Responsible for all financial accounting & reporting in accordance with RCSC guidelines.
- Secretary: Records minutes of all Board of Directors Meetings, General Membership Meetings and Caravan Meetings in the absence of Caravan Secretary.  
Maintains records and reporting according to RCSC guidelines.

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RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### CLUB OFFICERS (continued)

#### LIMITATIONS ON OFFICERS TERM OF OFFICE:

The normal term for Secretary and Treasurer is a period not to exceed two 2 years. For the President and President-Elect, the term is one year each. No Club officer can be elected for a period more than one term (1 or 2 years depending on the position) with these exceptions:

1. Any person appointed to the board for a period of less than 6 months may serve for an additional 2 years, if nominated-and elected-for a full term.
2. If a club officer resigns or is otherwise indisposed, these rules will apply:
  - a. Treasurer – President may appoint a replacement for a period not to exceed 6 months at which time a person must be nominated and elected by the members to complete the term
  - b. Secretary – the same as the Treasurer in 2a. above
  - c. President serves 1 (1 year) term, President-Elect serves 1 (1 year) one term. After the 1 year he/she moves up to President.

(1) President: In the event the President position is vacated for any reason, the President will be replaced by the President-Elect.

(2) In the event of an Executive Board Member's term remaining to be served is less than 6 months, the current officers may assume the person's duties whose position has been vacated or the board may appoint a past president to serve in a pro tem position.

(3) The Secretary and Treasurer may serve 2 consecutive (2) year terms, subject to being nominated and elected at the annual meeting. Should the Secretary or Treasurer desire to serve an additional two (2) year term they must be out of office a period of two (2) years, at which time they would be eligible to be nominated and elected to serve.

(5) Should a President or President-Elect desire to serve an additional term, they must have been out of office a period of two years, at which time they would be eligible to be nominated for the President-Elect position and if elected, serve the two (2) year rotation.

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President's Signature: \_\_\_\_\_

# RULES AND REGULATIONS

Of the SUN CITY RV CLUB, L.L.C.

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### **CLUB OFFICERS** (continued)

#### TYPES OF BALLOTS:

Paper Ballot – Elections shall be held using paper ballots if an elected position is contested by two or more nominees. If not, the nominee may be confirmed by a voice or hand vote.

#### SWEARING IN CEREMONY AT JANUARY POTLUCK/GENERAL MEMEMBERSHIP MEETING:

All Officers elected during the December membership meeting shall be sworn in at the beginning of the January Potluck/General Membership meeting by the current President or his/her designee. The President will ask all newly elected officers to raise their right hand and recite the following:

*I, (state your name) do solemnly swear that I will support and execute my duties in accordance with the Rules & Regulations of the Recreation Centers of Sun City and the Sun City RV Club, L.L.C. That I take this obligation freely and that I will faithfully discharge the duties of the office upon which I am about to enter.*

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# **RULES AND REGULATIONS**

Of the SUN CITY RV CLUB, L.L.C.

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 7

### **CLUB MONITORS**

Our Club does not use tools and/or equipment that could cause injury to users. Therefore, no Club monitors are required.

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President's Signature: \_\_\_\_\_

# **RULES AND REGULATIONS**

Of the SUN CITY RV CLUB, L.L.C.

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 10

### **CLUB MEMBERSHIP MEETINGS**

Club membership meetings are usually held at the Sundial Recreation Center, during the months of October through April of each year.

Unless otherwise stated or changed by the RCSC, the schedule is as follows:

- **Membership/Potluck Meetings are held the 4<sup>th</sup> Tuesday of the Month.**
- **Caravan/Rally Meetings are held the 4<sup>th</sup> Friday of the Month.**

Exceptions: If there is a conflict, RCSC may reschedule our meeting to another date or place.

Membership meeting dates will be submitted on FORM BP: 12-2 to RCSC's Club office by April 30 for the following year.

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Of the SUN CITY RV CLUB, L.L.C.

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## SECTION 14

### **INDEPENDENT CONTRACTORS**

The Club has not used or does not intend to use independent contractors for any services. In the event that the club does utilize independent contractors, RCSC Board Policy BP 12 will be adhered to.

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## SECTION 15

### **CLUB VISITORS AND GUESTS**

#### GUEST RESTRICTIONS:

A “guest” (non-RCSC cardholder) fulfilling all of the BP12 guest requirements may attend One Caravan/Rally per calendar year in their own personal RV. All RCSC guidelines must be met and followed. This does not limit a Sun City RV Club member’s right to bring guests who reside within the member’s RV.

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Of the SUN CITY RV CLUB, L.L.C.

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 27

### **CLUB CONTRIBUTIONS & SALES**

#### CLUB SALES:

The Club does not manufacture or sell articles, which are sold by individuals for their sole profit. This section does not apply.

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President's Signature: \_\_\_\_\_

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## **SECTION 28**

### **CLUB FINANCES**

1. PAYMENT SCHEDULE FOR ANNUAL OR BI-ANNUAL DUES:  
Renewal dues collections start November 1<sup>st</sup> of each year and must be completed by January 31<sup>st</sup> of the following year. Depending on when new members are accepted, the dues amount varies. After June 30<sup>th</sup> the dues for new members only (never been a prior member) are prorated for the duration of the year.
2. HOW ARE DUES COLLECTED:  
Dues are collected annually in a number of ways. A dues table is set up by the Membership Chairperson and dues are collected from members during the November, December and January Meetings. Dues are also mailed to the Club's Membership Chairperson. In addition to the dues, all members including lifetime and honorary members, must complete the Club's Membership form.
3. Annual President's Lunch:  
The incoming President shall arrange for an annual lunch as a means of recognizing the Board members, committee chairs and the outgoing President. Spouses or significant others may be invited to attend the lunch at the club's expense.
4. Annual VIC (Very Important Contributor) and Appreciation awards  
The Awards committee shall meet periodically throughout the year and prepare a list of members to receive a VIC or appreciation Award. Presentation of the Awards will be at the Annual membership meeting in December, or as approved by the Board.

The Treasurer shall at the February general membership/potluck meeting, present an annual financial report to the membership.

The Board of Directors may spend up to \$1,000 annually out of the general fund account on items not included in the budget without approval from the membership. The Board shall follow all pertinent RCSC policies with any expenditures.

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## **SECTION 29**

### **CLUB MEMBER CONDUCT & DISCIPLINARY POLICY**

Club members shall conduct themselves in a civil manner so as to not jeopardize the rights and privileges of other club members, whether in an RCSC facility or any club activity. Inappropriate conduct may include arguments, verbal harassment, physical altercations or any other behavior that places another person in reasonable apprehension of physical injury, makes the club member uncomfortable or places the club or RCSC facilities in jeopardy. Any club member displaying such inappropriate behavior may be asked to leave immediately.

To report an incident and/or member conduct offense, there shall be a written, signed complaint submitted by the observers detailing the infraction and the offender(s) involved . This complaint shall be submitted to the President of the Executive Board. Should the incident or offense involve a member of the Board of Directors, the matter shall be handled according to RCSC Board Policy 12.

Upon receipt of a signed complaint, the Executive Board will request a meeting with the offender(s) to detail the infraction.

If and when a meeting between the Executive Board and the offender(s) takes place, and the actions to be taken to resolve the infraction are agreed upon, the matter shall be entered into the Executive Board minutes and the matter shall be deemed closed.

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