

LGBT CLUB OF SUN CITY
RULES AND REGULATIONS

October 1, 2020 - All previous R & R's are null and void

1. GENERAL - CHARTERED CLUB

A. The LGBT Club of Sun City (the "Club") is a chartered club of RCSC organized as a 501(c) (4) organization and shall be conducted in compliance with federal, state and local laws, and the RCSC Board Policy Resolution 12. In the event of a conflict, the RCSC document shall prevail. Donations made to the Club are not tax-deductible.

B. The purpose of the Club

To provide a safe and welcoming community for LGBT residents of Sun City and their allies through social events, educational experiences and community service opportunities. To create a bridge that will empower our members toward the fulfillment of their life dreams.

C. Hours of Operation

- 1) The Club may have, as determined by the Board, monthly business meetings on the second Thursday of each month from 6:00 – 8:30 pm, September through May.
- 2) The Club may have social and game nights at our RCSC assigned location on the fourth Wednesday of each month from 6:00 – 8:30 pm, October through May.
- 3) Exceptions will be announced or posted through electronic means.
- 4) Other events may be planned throughout the year.

2. CLUB MEMBERSHIP

A. Club membership shall be open to all RCSC cardholders in good standing. Form BP:12-1, regarding valid membership, shall be submitted twice a year or as requested by RCSC. The club is not exclusive to the LGBT community.

B. Membership dues are \$15.00 and are paid for the calendar year (January 1 to December 31). Dues must be paid by January 31st to maintain membership status. Persons requesting new membership after September 1st will pay \$20.00 which will cover dues through the end of the current year and include dues for the following year. After 3 business days, dues become non-refundable. Notwithstanding the foregoing, due the current pandemic situation, membership dues for the 2021 calendar year only are waived for those members who paid their membership dues for the 2020 calendar year.

C. The Club awards Honorary membership to those aged 80 or older who are RCSC cardholders. Honorary members may participate in all club activities. Payment is due to any activity that requires a fee.

D. Responsibilities of Members

Complimentary paper name tags will be provided to members and should be worn while in the club, at meetings and other Club events.

3. CLUB COMMITTEES

A. Over time, the Club may find it necessary to create Committees to aid in the performance of Club functions. A list of Committees will be available electronically for club members.

B. These Committees will be formed from the general membership and a board liaison will be appointed by the Board.

C. Each committee liaison shall act in an Executive Board advisory capacity to the Executive Board.

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- D. Each Liaison shall review their committee's functions and procedures and work with the Board, or a designated person, to make changes to the Club Policies & Procedures Manual with final Board approval.
- E. Committees may be added or removed by the Board as necessary for the proper function of the Club.

4. EXECUTIVE BOARD

- A. The Club's Executive Board shall be elected annually by a vote of the general Club membership, per Section 6-D of this document. The outgoing Board members have until January 1st to go over the transfer of files, records, duties, etc. with the incoming Board. Newly elected Board members shall be installed during the January meeting and immediately assume duties.
- B. The Club's Executive Board shall be comprised of elected officers.
- C. The immediate Past President shall serve the Executive Board in an advisory capacity only.
- D. The Club's Executive Board shall be responsible for the control and management of the affairs and common interests of the Club, including the Club Policies & Procedures Manual, and the administration of the Club's Rules & Regulations. In the case of an "act of God" or pandemic situation, the Executive Board will have the authority to continue with their duties, including temporarily suspending some rules as the Board may determine to be necessary or advisable, until such time as the club is able to return to normal functions and general meetings.
- E. The Executive Board shall consult with their Club Organization Committee member (COC), representative regularly and seek their assistance immediately whenever any club issue arises.
- F. The Board must keep RCSC's club office apprised of current Club officers (FORM BP12-3) including temporary replacements.

5. EXECUTIVE BOARD MEETINGS

- A. The Executive Board shall meet as needed before each general membership meeting and on established meeting dates by the Club's Executive Board. Executive Board annually established meeting dates shall be submitted (FORM BP:12-2) to RCSC's club office by April 30 for the following year.
- B. Officers shall make every effort to attend scheduled meetings. Should an officer miss three (3) consecutive unexcused meetings, without notifying the President of the expected absence, they shall be removed from the Executive Board. However, a summer hiatus does not apply to this rule. During the summer hiatus when board members may not be physically present, committee members will be available to handle any issues that may arise. Additionally, board officers should within reason be accessible by phone or email.

6. CLUB OFFICERS

- A. The elected officers shall be, at a minimum, a President and a Secretary/Treasurer. Additional officers may include a Vice President, Secretary, Treasurer, and an agreed upon number of Member at Large positions. These officers shall serve without compensation. The general term of office shall be for one calendar year, Jan. through Dec.
- B. Duties/Responsibilities of Club Officers:
 - 1) The President shall:
 - a) Preside at all Club meetings; direct all activities of the Executive Board, and assure that the Club Rules & Regulations and the Club Policies & Procedures Manual are updated and officially recorded per BP Resolution 12.
 - b) Appoint a Parliamentarian for advice on conducting meetings, if deemed necessary.
 - c) Update RCSC office:

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- 1) Before Acquiring/Disposing of Equipment, tools, furniture (FORM BP:12-7)
- 2) Electing New Officers or Temporary Replacements (FORM BP:12-3).
- 2) The Vice President shall:
 - a) Preside in the absence of the President and shall perform the duties of the President during his/her absence.
 - b) To execute any additional duties as needed to assist the President and other officers.
- 3) The Secretary shall:
 - a) Record and retain minutes on file for all meetings of the Club, the Executive Board, or special activities.
 - b) Submit minutes for publication and / or posting prior to the next general meeting.
 - c) Retain copies of all correspondence.
 - d) Retain all records according to the timeline in BP:12-8.
- 4) The Treasurer shall:
 - a) Be the controller of the Club's financial accounts.
 - b) Assure that all monies are deposited and recorded accurately and that the Club's financial records are properly kept per BP:12.
 - c) Present a report at each Executive Board meeting and each General Membership Meeting.
 - d) Provide all financial reports to the Club Board monthly and when requested.
 - e) Assure that all financial reports are filed with RCSC's club office and that federal, state and local tax reports are completed and filed on time (FORM BP-19a).
 - f) Signatures of the Treasurer and the President shall be on file at the bank in which Club funds are deposited.
 - g) Payments shall be made only against authorized vouchers or other evidence of expenditure which have been approved by a member of the Board in accordance with Section 15D.
 - h) Cash withdrawals will require a Board approved Cash Withdrawal Form.
 - e) Keep petty cash on hand for minor miscellaneous expenses of the Club. The purpose of a Petty Cash Fund is to allow for the reimbursement or purchase of minor, small-dollar (less than \$25). The intent is to simplify the reimbursement of Club members for small expenses that generally do not exceed \$25.00, such as postage, office supplies, etc.
- 5) The Member-at-Large shall:
 - a) The Member at Large shall undertake such duties recommended by the Board of Directors.
 - b) The Member at Large shall serve as the communication liaison between the members and Executive Board.

C. Vacancies

- 1) Vacancies in an elective office occurring after an election shall be filled temporarily by appointment by the President with the approval of the Board. If the President vacates, then the Vice-President becomes the President and a new Vice-President should be elected.

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- 2) A special election, following the procedure outlined in section 6-D (Election of Officers), to fill the vacant position will be held at the next regularly scheduled general membership meeting.

D. Election of Officers

- 1) Club Officers shall be elected by a majority vote of the members at the Annual November Membership Meeting. A quorum of voting members must be present for this vote. A quorum with a Club membership up to 100 members consists of 20% of the membership; of 101-400 members shall be 21 or 10%, whichever is greater. In the case of an "act of God" or pandemic situation, an electronic or mail vote by a quorum can take place for club officers.
- 2) Any member in good standing may run for any elected office. Members running for the positions of President and Treasurer must reside in Sun City and be available for at least 9 months of the year. Each Club member in good standing has one vote and may vote only in person.
- 3) The Board will establish a Nominating Committee two (2) months before the annual meeting in November.
 - a) The committee shall bring to their committee meetings a name or names of Club members they believe to be a qualified person for each of the Club officer positions. If a member of the Nominating Committee wishes to run for an elected office, he/she must resign from the Committee before doing so. Those persons interested in running should notify the committee by September 15th of that year. In September, the nominating committee shall verify each candidate's eligibility. If the candidates' consent, then each candidate will send a written statement to the Nominating Committee Chairperson stating their acceptance of the nomination and will complete a written statement outlining their qualifications.
 - b) The list of Nominees and their qualifications will be sent to the membership by the October meeting by way of an email. (Exception made for filling Board vacancies).
 - c) The election shall be held at the November meeting. The Nominating Committee will announce the Nominees for each office. The President, at this meeting, shall also call for nominations from the floor for each office. If a nomination is made from the floor and accepted, then the nominee will have three (3) minutes to state their qualifications for the office. Nominations from the floor can be made only with the consent of the candidate.
 - d) When more than one candidate is nominated for an office, secret ballots shall be used.

7. CLUB GUEST & VISITOR

- A. Club Guests: A non-Sun City resident living either in an adjacent community or beyond; or a Sun City Resident who is not an RCSC cardholder. Guests may accompany active members only and must present a Host Punch Card as the guest fee. The Club member is responsible for the conduct of his/her club guests and cannot leave the Club room without their guests.
- B. Club Visitor: An RCSC cardholder in good standing who is not a member of the Club. A visitor may come to the Club two times per year under the sponsorship of a Club member. After two times, the visitor would be expected to join the Club.

8. CLUB RECORDS & REPORTS

- A. The club shall maintain and retain records for the period designated in BP: 12-8 and BP: 12-19(a).

9. CLUB MEMBERSHIP MEETINGS

- A. Club general membership meetings shall be held on the second Thursday of each month (except May, June, July, and August). Other exceptions will be announced or posted through electronic means. Meetings

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will be conducted according to Robert's Rules of Order. FORM BP: 12-2, regarding Membership meeting dates, shall be submitted per RCSC requirements.

- B. A quorum is needed for any vote at the membership meetings. Quorums can be reached only in person by members in good standing.
- C. Special Club membership meetings may be called by any of the Club's Executive Board or by written request of ten percent (10%) of the Club membership following BP:12-10.

10. OPEN CLUB EVENTS

- A. The Holiday Party and Dance is the Club's annual sanctioned Open Club Event. Other Club events within Sun City will adhere to venue rules.

11. INJURIES & INCIDENTS

- A. Refer to BP:12-16 and follow appropriate procedures.

12. CLUB MEMBER DISCIPLINE

- A. Club members shall civilly conduct themselves so as not to jeopardize the rights and privileges of other Club members. (See RCSC BP:10)
- B. A Club member's inappropriate conduct may include arguments, physical confrontation or any behavior that places another person in reasonable apprehension of imminent physical injury or places the Club or RCSC facilities in jeopardy. The member may be asked to leave the club room immediately and a written report will be given to the Club's Executive Board.
- C. If a member exhibits inappropriate conduct or refuses to follow RCSC rules or the Club Rules & Regulations, or the Club Policies & Procedures, then disciplinary procedures are as follows: First offense will incur an oral and/or written warning from a club Board member. The offending member may be asked to leave the club room. A second offense will incur a written notice to appear before the Club's Executive Board, and the Board may decide to suspend the member from the club for a specific period, or permanently if the member refuses to follow the Club's Rules or RCSC Rules. All members should read and understand the Club Rules and Regulations, RCSC BP:10 and BP:12-17 regarding disciplinary actions.
- D. All disciplinary actions that are written upon a member will be in effect and kept for the length of the Club Charter.

13. CLUB RULES & REGULATIONS

- A. Amendments, additions or deletions to these Club Rules & Regulations shall be submitted in writing to the Executive Board. The Executive Board shall review suggestions for any change(s). Change(s) to the Rules & Regulations recommended by the Board shall be emailed to all members with current emails on file with the Club and within seven (7) days of the next General Membership meeting. At that meeting, the President will announce the change(s), give the Board's recommendation/explanation, and call for discussion and a vote on the change(s).
- B. If a member brings up a motion to make a change to the Rules & Regulations at a general meeting, the member will be advised to put their suggestion in writing as outlined in 13: A.
- C. Any changes to the Rules & Regulations shall require a majority of the voting members present at a duly notified and called membership meeting with a quorum present.
- D. Any approved change(s) to the Rules & Regulations shall be presented by the President or Secretary to RCSC's Club office for approval and recording per BP:12-18.

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14. USE OF THE FACILITIES, CLUB SIGNAGE, REPAIRS, IMPROVEMENTS AND CHANGES, CHEMICALS, INSURANCE, CLUB ADVERTISING AND MARKETING, OR DE-CHARTERING OF CLUBS

- A. Members should refer to the BP:12 for further information regarding these areas. Some sections may require certain Forms from RCSC that must be filled out and submitted to the RCSC.

15. CLUB FINANCES

- A. The Club's fiscal year shall be from January 1 through December 31 and is on a cash basis.
- B. Refer to RCSC BP:12-28 for information on collecting, recording and reporting financial information to the RCSC.
- C. Other than Club supply purchases, expenditures over \$250.00 must be voted on and approved by the Club Membership.
- D. Members may not make purchases for the Club without the prior approval of the Executive Board. When approved purchases are made, the member will provide an invoice, with approved Reimbursement Request (Refer to Section 6.B.4g)), to the treasurer for reimbursement. No club funds, either by cash or debit card, may be given to any member for future purchases.
- E. All cash donations to the Club shall be placed in the General Funds of the Club unless otherwise specified by the donor.
- F. The Club shall send in sales (privilege) tax per the forms required by the Arizona Department of Revenue. Tax is due on sales and services, as required.
- G. Financial records shall be audited through a request to RCSC as determined by the Board and reported to the membership at a General Membership meeting.

Date of Membership Approval _____ Minutes of ~~Membership~~ Board Meeting Attached

President's Signature _____

Recorded RCSC _____