

RCSC Board Policy Resolution No. 12

("BP 12")

Chartered Clubs

WHEREAS Article IV, Section 7 of the Corporate Bylaws empowers the Board of Directors to adopt Policies not in conflict with the Restated Articles of Incorporation ("Articles") or the Corporate Bylaws ("Bylaws").

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors ("Board" or "Directors") of the Recreation Centers of Sun City, Inc. ("RCSC" or "Corporation") in an effort to maintain and carry out its fiduciary responsibility to its Members, adopts the following Board Policy ("BP" or "Policies") on January 28, 2010.

NOW, THEREFORE, BE IT RESOLVED that to minimize inconsistencies, misunderstandings and misinterpretations inherent in verbal instructions, rules and regulations, the Board of Directors has established Board Policies in written form. Such Policies shall be titled, numbered and indexed for easy reference and use.

NOW, THEREFORE, BE IT RESOLVED that the Restated Articles of Incorporation and the Corporate Bylaws shall take precedence over Board Policies and that the following Board Policy and corresponding Board Policy No. 12A regarding Chartered Clubs shall provide instruction, direction and guidelines regarding such and shall remain in effect until such time it is amended or removed.

The purpose of Chartered Clubs is to join together and establish social, cultural, recreational enterprises for the benefit of RCSC Cardholders in good standing.

All Chartered Clubs will operate as non-profit organizations under the RCSC group exemption letter with the Internal Revenue Service and therefore hold the same 501(C)4 status.

All Chartered Clubs will be conducted in compliance with the RCSC Restated Articles of Incorporation, Corporate Bylaws and Board Policies.

All Chartered Clubs will file with the Club & Activities Office financial reports for a calendar year on or before January 31 of the following year. These reports will include a balance sheet and a report of financial activity during a calendar year. The Club & Activities Office may prescribe the form or forms to be used for this purpose. In addition, any Club filing a report with any federal, state, or local governmental agency will file a copy of such report with the Club & Activities Office concurrently with the filing of the report to the agency.

Open events should not jeopardize a club's tax exempt status provided participation by outsiders is not substantial. However, if a club's primary activity is to conduct events which are open to the public, it may be carrying on business in a manner similar to a for-profit organization and, therefore, may not be exempt under Section 501(C)4. Thus, the Board of Directors must approve all open events.

Bingo is analyzed in the same manner for corporate and tax purposes as any other open event. However, revenue from Bingo is generally not considered unrelated business taxable income IRS 513(F).

All Chartered Clubs are responsible for the timely filing of all other reports required by the RCSC.

RCSC Board Policy Resolution No. 12A ("BP 12A")

Chartered Clubs Rules & Regulations

INTRODUCTION

This Board Policy No. 12A shall provide for the smooth functioning of the Recreation Centers of Sun City, Inc. ("RCSC") chartered clubs. BP12A has been prepared by the Club Organization Committee ("COC") and approved by the Board of Directors ("Board").

CLUB ORGANIZATION COMMITTEE

The Club Organization Committee ("COC") is a standing committee of the RCSC, with a Chair and Co-Chair. Serving on the committee are the Club Coordinators, Clubs & Activities Supervisor and Board liaison(s).

CLUB COORDINATORS RESPONSIBILITIES

- I. Meet once a month as determined by the committee.
- II. Act as a liaison between the clubs, RCSC Board of Directors and Management.
- III. Ensure that the provisions of Board Policy No. 12A are understood and followed.
- IV. Ensure that the provisions of the RCSC Restated Articles of Incorporation, Corporate Bylaws, and Board Policies are followed by the COC and chartered clubs.

Chartered Clubs Board Policy No. 12A will be current and available online at www.sunaz.com or at the Clubs & Activities Office.

GENERAL

SECTION 1

Board Policy No. 12A was implemented to ensure that all RCSC chartered clubs operate in a consistent manner and are in compliance with RCSC Restated Articles of Incorporation, Corporate Bylaws and Board Policies. RCSC is a 501(C)4 tax-exempt corporation and operates directly under the supervision of the Board of Directors. As chartered clubs of RCSC, all clubs share the 501(C)4 exemption, but each club has its own Federal Tax ID number.

All club officers are responsible for a working knowledge of Board Policy No. 12A and the club's rules and regulations.

Any club not adhering to the RCSC Restated Articles of Incorporation, Corporate Bylaws, and Board Policies is subject to being de-chartered.

SECTION 2

All clubs shall be responsible for the appropriate use of any facilities and equipment assigned to it by RCSC.

SECTION 3

All clubs shall provide necessary tools, equipment, safety equipment, club specific furniture, and supplies from its own funds as well as replacement thereof.

SECTION 4

Any club President may request to host an event through the Clubs & Activities Office to promote club activities.

SECTION 5

All issues relating to clubs shall be submitted to the Club Organization Committee for consideration with recommendations to the Board of Directors and Management.

BP 12A Table of Contents

Article I - Club Membership

Article II - Club's Executive Board

Article III - Club Officers

Club Record Retention Schedule

Article IV - Club Committees, Elections & Monitors

Club Safety Operating Rules

Article V - Club Meetings

Club Quorum, Activities & Programs

Charges for Club Activities

Maintenance of Space Assigned

Article VI - Club Classes & Instruction

Article VII - Club Guest Policy

Article VIII - Club Discipline Policy

Article IX - Club Rules and Regulations

Article X - Club Charters

Article XI - Club Inventories

Article XII - Insurance, Safety, Incident & Member Conduct Reports

Article XIII - Club Advertising

Article XIV - Club Finances & Reports

Article XV - Umbrella Clubs, Sub-Clubs & Divisions

Article XVI - De-Chartering a Club

Article XVII - Club Amendment or Repeal

Article XVIII - Arts & Crafts Clubs, Club Sales, Club Hobby Supplies

Article XIX - Special & Unique Clubs

Chartered Club Reporting Forms

Article I - Club Membership

SECTION 1

The membership of all clubs shall be open to all persons in good standing holding a current RCSC card.

EXCEPTIONS:

- A. Clubs may organize exclusively for men, women or singles.
- B. Clubs may require a minimum level of skill that may limit participation as defined in the club's rules and regulations, but may not limit membership.
- C. Clubs may not provide care-givers.

SECTION 2

Honorary or Lifetime club memberships of any chartered club must be so stated in its club's rules and regulations and must be awarded only to those club members holding a valid RCSC card. When the RCSC card is not current, this Honorary or Lifetime club membership will be terminated.

SECTION 3

Privileges of club members shall be to hold office, to vote on each matter submitted for a vote of the club members, and to participate in all club activities subject to the skill or performance requirements as specified in the club's rules and regulations.

SECTION 4

- A. Annual dues of one dollar (\$1) or more per club member, as determined by the club's Executive Board and approved by the club membership, must be charged and payable January 1 each year.
- B. Dues collected, whether for current or subsequent years, should be deposited immediately. All dues collected should be reported on the club's financial report as dues income. Any club with a treasury over \$300 must establish a bank account.
- C. Persons wishing to join the club after the second quarter may pay pro-rated dues as specified in the club's rules and regulations.

SECTION 5

The club's fiscal year shall be from January 1 through December 31 which corresponds with RCSC's fiscal year.

SECTION 6

- A. The club shall issue club membership cards/name tags only to a current RCSC cardholder. Any other information on the card is entirely a club

- requirement. All club members must wear a nametag when in the clubroom.
- B. The club shall ensure that each club member holds a current RCSC card when issuing a new or renewal club membership. If payment is made by mail, a copy of the RCSC cardholder's card must accompany the payment.
 - C. The club must periodically verify club member's RCSC card and expiration date. Anyone without a current valid RCSC card will not continue as a member of any chartered club.

Article II - Club's Executive Board

SECTION 1

The club's Executive Board shall be composed of the elected officers of the club and may include club committee chairpersons, and two (2) optional club members-at-large. If this club becomes an umbrella club, each sub-division shall have representation on the club's Executive Board, and each representative shall have a vote. These club members can serve a maximum of three one-year successive terms in each office. Terms shall be specified in the club's rules and regulations. After serving for not more than three years in a club office, any elected club officer must remain out of club office one year before running for the same club office again. Regular club term limitations will again apply.

SECTION 2

The club's Executive Board shall be responsible for the control and management of the affairs, property and interests of the club and shall perform the duties prescribed in Board Policy No. 12A **and the club's rules and regulations.**

SECTION 3

In the event of a vacancy of the elected club officers, the club's Executive Board shall appoint a replacement from the club membership to serve out the balance of the term, provided it is less than six (6) months. If it is more than six (6) months, club membership approval is required. **Exception:** If the club's President's office is vacated, it shall be filled by the club's Vice-President.

SECTION 4

1. Club membership approval is required if the club's Executive Board wishes to expend club funds in excess of the amount specified in the club's rules and regulations.
2. Check writing procedures and restrictions shall be specified in the club's rules and regulations. Check limits without club membership approval must be established and specified in the club's rules and regulations.
3. The minimum signature of three club officers shall be on the bank account card and the club's rules and regulations must specify the club officers.

SECTION 5

The club's Executive Board shall meet a minimum of four (4) times a year, preferably once each quarter. The Clubs & Activities Office will be notified of these dates by April 30 each year for the following year.

Article III - Club Officers

SECTION 1

The officers of all clubs shall be (at a minimum) a President, a Vice-President, and a Secretary/Treasurer. Additional club officers may be elected i.e., Second Vice-President, Assistant Secretary or Assistant Treasurer. All club officers' duties shall be specified in the club's rules and regulations, if different from the following:

- The Club's President shall:
 1. Preside at all general and special club meetings.
 2. Appoint all club committee chairpersons, except club's Nominating and Auditing Committee chairpersons, subject to club officers' approval.
 3. Direct all activities of the club's Executive Board and may call special club's Executive Board meetings.
 4. Make all communications and requests to RCSC or appoint a representative, identified in writing. Emergencies must be covered by another club officer and must be ratified by the club's Executive Board or club membership and notify the Clubs & Activities Office.
 5. Ensure that the club's rules and regulations are updated and copies are submitted to the Clubs & Activities Office for approval.
 6. Ensure that the approval for exceptions and exemptions to Board Policy No. 12A is received from the Club Organization Committee and filed with the Clubs & Activities Office. An approved exemption is good for one year only.
 7. Consult the Club's Coordinator first when assistance is needed.
 8. Ensure the timely filing of reports required by RCSC and/or IRS.
 9. Ensure the current Board Policy No. 12A and club's rules and regulations are accessible to the club membership.

- The Club's Vice-President shall:
 1. Preside in the absence of the club's President and succeed the club's President in office due to a vacancy for any reason.
 2. Perform such duties as may be assigned by the club's President.

- The Club's Secretary shall:
 1. The Club's Secretary shall:
 2. Record minutes of all club meetings, read and retain all club correspondence. A copy of the club membership meeting minutes shall be posted or made available for the club members. A copy should be

submitted to the club's President and the original copy kept by the club's Secretary.

3. Keep club attendance records by month and submit a bi-annual club attendance report Form CR-13 to the Clubs & Activities Office.
4. Full-time space - daily attendance on Form CR-12 or equal.
5. Part time space - weekly or monthly on Form CR-12 or equal.
6. Attendance records must be available quarterly or upon request by the Club Coordinator or authorized personnel of RCSC.

- The Club's Treasurer shall:

1. Be the custodian of all club funds collected, and shall disburse all non-petty cash club funds by check. Club instructors must not be paid in cash whether considered a fee or a donation. Cash goes to the club and the club's Treasurer pays the club instructor by check only after receipt of a signed statement as to services rendered. The Club Organization Committee must approve any exception to this policy.
2. Create a club petty cash fund for small expenditures. The total amount in the club petty cash fund shall be specified in the club's rules and regulations. In no case shall it exceed \$100. All disbursements from the club petty cash fund must have receipts.
3. Keep a financial record of all club transactions on forms approved by the Clubs & Activities Office.
4. Deposit all club monies and valuable club effects in the name and to the credit of the club in such depositories designated by the club's Executive Board.
5. Prepare the club annual financial report and submit to the Clubs & Activities Office within thirty (30) days after the close of the fiscal year (December 31). At the club membership meeting after January 31, the club's Treasurer will present the club membership with the annual club Treasurer's report and the results of the internal audit of the prior year's financial report.
6. Maintain a club membership roster Form CR-18 and submit a copy to the Clubs & Activities Office by March 31 each year. The roster must contain, at a minimum, club member name, RCSC card holder number, expiration date (month, day, year) and the date (month, day, year) the club membership dues were paid.

SECTION 2

All club officers will be elected by a vote of the general club membership, except when using alternate club election procedures, and shall serve without compensation. Their term of office is from January through December 31. (See also Article IV, Section 2)

SECTION 3

Re-election, term limitation, and election procedures of club officers must be stated in the club's rules and regulations.

SECTION 4

Should an elected club officer fail to assume the club office for any reason, a new club election will be held except for the club's President. The club's Vice-President will assume the club President's office. A new club Vice-President will be elected. If no such candidate exists, the club's Executive Board, subject to the approval of the general club membership, shall appoint one.

SECTION 5

Any club officer absent for more than three (3) consecutive club membership meetings, without due reason, may be replaced by the club's Executive Board with approval by a majority vote of the club members present at either a regularly scheduled or specially called meeting. If the club's Executive Board members are gone for summer vacation, temporary replacements may be selected by the club's President and notification submitted to the Clubs & Activities Office.

SECTION 6

Club members who are paid for services, such as club instructors, card club directors or callers, shall not hold elected club offices while performing these services. A Form CR-11, an Independent Contractor Agreement, must be on file with the Clubs & Activities Office and a copy maintained by the club for each person rendering services.

SECTION 7

Record Retention Schedule

Clubs shall retain records for the period of time shown:

1. Club correspondence and club meeting minutes – three (3) years
2. Club financial records – three (3) years (prior to current year)
3. Club deposit records and club receipts to substantiate club annual financial reports to RCSC – three (3) years
4. Major club capital equipment, copy of invoice and warranty – keep for the life of the equipment
5. Club records of supply items – three (3) years
6. Club daily attendance forms and club attendance reports - current & prior year only
7. Club membership roster – current and prior year only
8. Club inventory – current and prior year only
9. Charter club approval, club Federal Tax ID number - retain for life of the club.

Article IV - Club Committees, Elections & Monitors

SECTION 1

All clubs shall have the following club committees: Auditing, Rules and Regulations, and Nominating. No club officer may serve on the club's Auditing or Nominating Committees; however, the club members of the Nominating Committee may be nominated for office. **It is recommended that a present or former club officer serve on the Rules and Regulations Committee.**

The club's Auditing Committee or club auditor shall present to the club's President, the results of the audit of the prior year's financial records before January 31.

In the event of a RCSC audit meeting, all club officers should attend.

Each year the club's Rules and Regulations Committee will report in writing by November 30 to the club's Executive Board any proposed changes or that no changes to the club's rules and regulations are being proposed. The club's officers will be responsible to submit its club's rules and regulations every three years from the approval date stamped on the club's copy to the Clubs & Activities Office. (In the event there are no changes, the club's President will date, sign and specify "no changes.")

Additional club committees may be appointed by the club's President, with the approval of the club's Executive Board. The club's President shall be an ex officio club member of all club committees, except the club's Nominating and Auditing Committees.

SECTION 2

ELECTION OF CLUB OFFICERS:

Choice of club election procedure must be indicated in club's rules and regulations.

1. By May of each year, at a general club meeting, the club's President shall call for a minimum of three (3) club members to volunteer for a club's Nominating Committee and club members to volunteer for a club's Auditing Committee, with approval of the club members present. No club officers may serve on either of these club committees. The names of the Nominating Committee club members should be posted on the bulletin board and in the newsletter so club members are aware of whom to contact.
2. The club's Nominating Committee shall report in writing its recommendations to the club's President no later than November 1. The club's President shall post the report on the club bulletin board. If the club regularly publishes a newsletter, the report shall also be published in the

newsletter at least twenty (20) days prior to the annual election of club officers.

3. The club's rules and regulations shall state which non-elected current club's Executive Board members have voting rights. (e.g. ex-president and appointed chairpersons)
4. ALTERNATE CLUB ELECTION PROCEDURE: There are three (3) types of club election schedules, as listed below. In all cases, nominations shall also be permitted from the floor on club election day without a second.
 1. Yearly elections of club officers, with a maximum of three (3) years in any one club office.
 2. Two (2) year terms, with one half of the club officers being elected and serving for a two (2) year term every other year.
 3. Three (3) year terms, with only one third of the club officers being elected each year and serving three (3) year terms. Nominees may be elected for a specific office or for the club's Executive Board, which may then select club officers from its numbers.

SECTION 3

CLUB MONITOR REQUIREMENTS:

All clubs are required to have club monitors. Duties of club monitors and/or special **club** chairpersons must be stated in the club's rules and regulations.

SECTION 4

CLUB SAFETY OPERATING RULES:

1. During all club operating hours, including open time workshops and instruction periods, all clubs using tools and equipment must provide club monitors to ensure safety and adequate cleanup.
2. All clubs must monitor the use of any safety equipment and report all non-compliance on the club member conduct report.
3. At least two people must be in clubrooms at all times for safety reasons.
4. Only persons fully trained in their duties are to be assigned as club monitors.
5. Club monitors must be identified by a "Monitor" badge so all may know they are qualified and represent the authority of the club officers.
6. In the event a club monitor is not present during club scheduled activities, the club will be closed.

Article V - Club Meetings

SECTION 1

Regular meetings of the club shall be held at least three times a year on such dates as shall be determined by the club's Executive Board. Both the club's Executive Board and general club membership meeting dates will be submitted to the Clubs & Activities Office by April 30 each year for the following year.

1. At the first club membership meeting after January 31, the club's Treasurer shall present to the club membership the annual club Treasurer's report, and the results of the club audit of the prior year's club financial report. **The club's Treasurer must present a copy to the club's President and make it available to club members.**
2. At the annual election of club officers/membership meeting in either November or December, the election of club officers must take place. (See also Article IV) No club visitors/guests may be present during a club election.

SECTION 2

Special club membership meetings may be called by:

1. At least three (3) club members of the club's Executive Board; or
2. The club's President; or
3. A written request of twenty percent (20%) of the club membership.

Notice of any special club meetings, with time, place and purpose of the meeting must be mailed, phoned, or e-mailed to all club members with voting rights at least seven (7) days prior to the special club meeting.

SECTION 3

A quorum for all clubs is the percentage based on the total club membership enrollment. A quorum for the transaction of business for all chartered clubs shall be as follows: club membership up to 100 – quorum shall be 20%, club membership of 101-400 – quorum shall be 10%, and club membership above 400 – quorum shall be 5%.

SECTION 4

The laws of the State of Arizona, the RCSC Restated Articles of Incorporation, Corporate Bylaws and Board Policies shall govern procedure at all club meetings, and Robert's Rules of Order, when applicable, shall apply.

SECTION 5

Club Activities and Programs

1. Clubs planning to sell tickets or similar entitlements, or accepting contributions from anyone other than club members for any type of club activity, must obtain prior approval from the Club's & Activities Office.
2. Clubs assigned regular club meeting space have also been assigned space for club program/business meetings. Requests for scheduling of dates and times must be submitted in writing to the Clubs & Activities Office by the President or acting President of the club.
3. Any requests for changes of club meeting dates, times or additional meetings must be made in writing to the Clubs & Activities Office.
4. Estimated attendance will assist maintenance staff and is to be included on meeting setup sheets Form CR-3.
5. All clubs must poll its members and cancel, relocate or consolidate its activities with other like clubs, all or part of the summer as an energy saving move and notify the Clubs & Activities Office of these changes.
6. If a scheduled club meeting setup is not used and the Clubs & Activities Office is not given at least two (2) working days notice of cancellation, the club may be billed for the full cost of the setup.

SECTION 6

Charges for Club Activities

1. No Charge - For space rental or setups to any chartered club for any business meeting or social function, as long as the attendance at the particular event is limited to club members and their personal visitor/guest, and the monies collected, either by suggested donation or other designation are not intended to do more than cover the cost of the particular event. (Personal Visitor/Guest means the person so classified must be invited and accompanied to the event by an individual club member of the sponsoring club.) This no charge provision also applies to the organized groups functioning under the auspices of the RCSC Golf and Bowling committees.
2. Charge – For events scheduled by chartered clubs in order to raise funds in excess of the costs of a particular event, or plans for a scheduled event having individuals other than the sponsoring club's members and their personal visitor/guest in attendance, space rental fees will be in accordance with established rates. If more than half of those in attendance are RCSC cardholders, the rental fee will be calculated at a cardholder rate.
3. Open club events – A non-cardholder must pay non-cardholder rental fees.
4. Open events should not jeopardize a club's tax exempt status provided participation by outsiders is not substantial. However, if a club's primary activity is to conduct events which are open to the public, it may be carrying on business in a manner similar to a for-profit organization and, therefore, may not be exempt under Section 501(C)4. Thus, the Board of Directors must approve all open events.

5. Tournament and individual events to include substantial non-cardholders must have approval from the Board of Directors and must pay the established fee(s) for non-cardholders to RCSC.

SECTION 7

Preemption of Club Space

1. Any club activity or meeting can be preempted by RCSC.
2. Whenever possible, adequate notification will be given.
3. Whenever possible, RCSC will provide relocation of the club activity, if requested.

SECTION 8

Maintenance of Club Space Assigned

1. Tape must not be used to attach signs or papers to painted surfaces. Bulletin boards are to be used. Items unrelated to club activities shall not be stored on or in club facilities.
2. All clubs will be required to obtain written approval from the Assistant General Manager prior to ordering or purchasing any new or replacement equipment which operates at or above 220 watts or 2 amps of power or which utilizes natural gas, propane, butane, lead-acid batteries or gasoline as its fuel source. Written requests shall include all pertinent information including equipment voltage, wattage, amperage, fuel type, overall size and placement location within the club room. Clubs leasing any equipment must also have prior written approval from the Assistant General Manager.
3. Electrical, structural or functional repairs or alterations made by club members to RCSC property or property belonging to a third party is prohibited.
4. For repairs in or adjacent to your clubroom, the club's President will notify the Centers' Area Supervisor(s) in writing.
5. The Centers' Area Supervisor(s) will write the necessary work orders for correction of the problem describing the problem in detail. He/she will provide the club's President with a copy of the written work order.
6. Contact the Centers' Area Supervisor(s) with all questions regarding this matter.
7. If this is of an emergency nature not resolved by the above steps, the club's President should then contact the Centers' Area Supervisor(s) and the Assistant General Manager.

SECTION 9

No unlicensed sale of intoxicating beverages is permitted on any RCSC properties.

A Special Events License might be obtained from the State of Arizona.

Article VI - Club Classes & Instruction

SECTION 1

All club classes which employ club instructors, card club directors or callers must comply with RCSC Board Policies and any and all rules and regulations, which include operating procedures of RCSC.

1. The number of club classes and the time required is subject to RCSC's scheduling by the Clubs & Activities Office.
2. Registration procedures for club training applicants are on a first-come basis and are to be included in the club's rules and regulations.
3. Lessons or instructions for which participants make payment may not be open to non-RCSC cardholders. Advertising and articles about club activities must be pre-approved by the Clubs & Activities Supervisor. (See also Article XIII, Section 1.A, 1.B, and 1.C)
4. Clubs conducting instructional classes during periods other than normal operating hours must make these arrangements with the Clubs & Activities Office as soon as requirements are known. Requests must be in writing, dated and signed by the club's President.
5. **Independent Club Instruction**
The use of the RCSC facilities by individuals for the purpose of instruction for compensation is prohibited, unless supervised and scheduled by the Clubs & Activities Office.
6. **Independent Club Contractor Agreement**
Form CR-11 must be completed whenever club instructors, card club directors, or callers are engaged. This form is to be submitted to the Clubs & Activities Office for approval at least seven (7) days prior to the engagement of the club instructor. Contracts must be renewed each year.
7. **Club Employment** - Club Instructors, Card Club Directors, Callers, and etc.
 1. Clubs requiring such services may engage club members or independent contractors.
 2. The club's Executive Board is responsible for engaging the club instructors and the payment of fees for their services. Club instructors may not be paid in cash whether considered a fee or a donation. The cash should go to the club, and the club's Treasurer will pay the club instructor by check only after receipt of a signed statement as to services rendered.
 3. Club members who are paid for services such as club instructors, card club directors or callers shall not hold elective offices in the club while performing these services.
 4. Clubs that hire employees and pay wages must comply with government tax regulations and laws.

SECTION 2

Any chartered club may sponsor a tournament, invitational, or a showing as a host, upon approval of the Board of Directors and payment of required fees.

SECTION 3

Any chartered club may sponsor promotional classes or events for increasing club membership, but must coordinate with the Clubs & Activities Office, and pay any required fees.

SECTION 4

Any exemption to BP12A - Article VI must be approved by the Club Organization Committee. The club exemption Form CR-11 must be completed and submitted to the Clubs & Activities Office with corresponding minutes attached.

Article VII - Club Guest Policy

SECTION 1

The club's guest/visitor policy must conform to the RCSC Restated Articles of Incorporation, Corporate Bylaws and Board Policies.

Definition:

Club Visitor: A RCSC cardholder in good standing that is not a member of the club.

Club Guest: A non-Sun City resident, living either in an adjacent community or beyond.

SECTION 2

CLUB VISITORS

1. Club visitors are eligible for membership in a club and will be asked to join the club after having accepted and enjoyed the club's hospitality a maximum of three (3) visits. On refusal, the club will terminate that person's visitor privileges.
2. A club visitor may be brought by a host or the visitor may come on his/her own simply by having heard of the club.

SECTION 3

CLUB GUESTS

1. A club guest may be limited to how many times he/she may attend the club's functions. This must be stated in the club's rules and regulations.
2. A club guest may be charged and this must be stated in the club's rules and regulations.
3. A club guest may attend regular events as well as special programs if allowed by the club's rules and regulations.
4. A club guest must be invited to club events only by an individual club member and not by open public invitation. His/her participation should

enhance the recreational experience of club members, but must not displace club members and should not add un-reimbursed cost to the club or RCSC.

5. A club guest may not participate in any club lessons or club instructions for which payments are made and any advertising must indicate such. (See also Article VI, Section 1.C and Section 4)

SECTION 4

CLUB GUEST OR CLUB VISITOR

- A. A club host is responsible for the conduct of his/her club guests and cannot leave after signing in that club guest. A club guest who participates as a dance partner must be accompanied by a club host as defined in the club's rules and regulations.
- B. A club's Executive Board may curtail or suspend club guest/visitor attendance during high usage if it is deemed appropriate. The Clubs & Activities Office must be notified of this action.
- C. A club guest/visitor may attend club business meetings or other meetings, by invitation only. However, he/she may not be present during a club election. (See also Article V, Section 1.B)
- D. The number of club guests/visitors at any club activity must not exceed the club members present except for Special Clubs as defined in Article XVIV.
- E. Clubs may, from time to time, issue written invitation to similar clubs in surrounding communities to attend their meetings, dances, or events. Copies of such invitations must be filed with the Clubs & Activities Office ten (10) days prior to the event. It is understood that such invitations may be issued only on an occasional basis. Clubs may arrange reciprocity with similar clubs outside Sun City through the Clubs & Activities Office.
- F. All exemptions to these club guest/visitor policies must have the approval of the Club Organization Committee, signed by the COC Chair. An exemption is good for one calendar year.
- G. Guests and Visitors are prohibited from using club mechanical equipment.

Article VIII - Club Discipline Policy

SECTION 1

Club members shall conduct themselves in a civil manner so as not to jeopardize the rights and privileges of other club members. Host club members are responsible for the behavior of their club guest(s). Any club member/visitor/guest displaying inappropriate behavior may be asked to leave and not return. Any club member **not** doing so will be subject to the following disciplinary procedures:

1. First offenders will be given an oral and written warning outlining the nature of the infraction(s). This warning may originate from a club monitor, or a club officer, and must be signed and dated.

2. A second infraction will be a written warning and a hearing conducted by the club's Executive Board to consider suspension of that club member for a period of not more than sixty (60) days.
3. Further infractions will be justification for a second hearing before the club's Executive Board, plus submitting a club member's conduct report to the Club Organization Committee for a possible dismissal from the club or any other appropriate discipline.
4. After a period of sixty (60) days, any club member disciplined may submit a written request for reinstatement to the club's Executive Board.
5. Additional infractions by a reinstated club member will be cause for permanent loss of club membership. The club member may appeal to the RCSC Board of Directors, whose decision will be final.
6. If the offender should be a club officer the infraction must be brought to the attention of the Club Organization Committee for a hearing and appropriate discipline.

This policy applies uniformly to all chartered clubs. The clubs will keep detailed written records of all the above discipline to substantiate the club's actions.

SECTION 2

If help is needed, contact the Club Coordinator. The Club Coordinator's name and phone number is listed at the bottom of the new club officers Form CR-1.

Article IX - Club Rules and Regulations

SECTION 1

Each club must establish a set of club rules and regulations that set guidelines for that particular club. These club rules and regulations must not oppose RCSC Restated Articles of Incorporation, Corporate Bylaws or Board Policies.

SECTION 2

The club's Rules and Regulations Committee must report to the club's Executive Board each year to ensure accuracy of the club rules and regulations. (See also Article 4, Section 1) Any changes can then be corrected and revised and re-submitted to the Clubs & Activities Office. **Even with no changes, the club's rules and regulations must be re-dated, signed and re-submitted every three (3) years at a minimum.**

SECTION 3

All club rules and regulations must include at least the following:

- A. List of club officers (minimum of three club officers required: President, Vice-President, Secretary/Treasurer) and term limitations of officers/chairpersons.
- B. Club officer duties if other than stated in Board Policy No. 12A.

- C. Specify which type of club election schedule used (See also Article IV, Section 3.D)
 - a. Vote by hand, voice or paper
 - b. Specify which non-elected Club Executive Board members (past president/committee chairpersons) has voting rights
- D. State amount of money the Club Executive Board may spend without club membership approval and the number of signatures to withdraw funds. Clubs may have a “petty cash,” however it may never exceed one hundred dollars (\$100.00).
- E. State club guest policy.
- F. Duties of club monitors, club committee chairpersons or any special club chairperson. (See also Article IV, Section 1, Section 2.C and Section 3.D through 3.F)
- G. Craft club information. (See also Article XVIII, Section 1.A, 1.C, 1.D, 1.F and 1.G)
- H. Specify if there are skill or performance requirements to participate in any club activities.

SECTION 4

The club’s rules and regulations will be reviewed every three years by the club’s Executive Board and must have club membership approval. Changes must comply with RCSC Restated Articles of Incorporation, Corporate Bylaws and Board Policies, as well as any and all RCSC operating procedures. Club’s rules and regulations that have no changes will be updated with the current club President’s signature, stating no changes and submitted to the Clubs & Activities Office.

Each year the club’s Rules and Regulations Committee will report in writing by November 30 to the club’s Executive Board any proposed changes or no changes to the club’s rules and regulations. The club’s Executive Board will be responsible to submit its club’s rules and regulations every three years from the approval date stamped on the club’s copy to the Clubs & Activities Office. In the event there are no changes, the club’s President will date, sign and specify that there are no changes.

SECTION 5

All current and approved club’s rules and regulations must be dated, included with Board Policy No. 12A and available to club members.

Article X - Club Charters

SECTION 1

The club, to maintain its charter, must have sufficient club membership and active participation to use efficiently the space set aside for its activities. The minimum club membership requirement is fifty (50). RCSC will periodically

review space utilization and may make room changes to ensure the best utilization.

SECTION 2

The Clubs & Activities Office assigns space based upon club membership and club requirements. There are two types of space assignments for chartered clubs:

1. Dedicated space, a space that is only used by that club and always assigned to a club.
2. Assigned space, a space that is assigned to a club for a temporary period of time.

SECTION 3

If attendance and/or participation decline below the minimum club membership requirements, the club is subject to loss of its club charter.

SECTION 4

A written request must be submitted to the Clubs & Activities Office for approval to change the club's name. All club name changes will be subject to the approval of the Club Organization Committee, and signed by the Chair.

Article XI - Club Inventories

SECTION 1

CLUB INVENTORIES

1. **All tools, equipment, fixtures and furniture are property of RCSC.** All furniture, fixtures and equipment belong to RCSC whether it is the original equipment, replacement equipment or additional equipment purchased or donated to the club. Furniture, fixtures and equipment include, but are not limited to, furniture, building improvements, machinery, carpeting, kilns, power tools, sound and lighting systems. Prior written approval must be obtained from the Assistant General Manager for facility changes, alterations, upgrades and improvements which include floors, ceilings, walls, doors, windows, electrical systems, plumbing systems, air conditioning/heating systems, or any other building related system or component. Furniture and club equipment re-arrangement requests shall be directed to the Center's Lead Utility Worker or Center's Area Supervisor. **Clubs leasing any equipment must have prior approval from the Assistant General Manager.**
2. When items are purchased, traded, sold or destroyed they must be reported on the club acquisition/disposal Form CR-7 and submitted to the Clubs & Activities Office. A copy of the bill of sale must accompany all purchases. **No equipment belonging to RCSC may be sold or**

disposed of without the prior written approval of the Club Organization Committee and the Assistant General Manager.

3. Each club is responsible for listing all RCSC furniture, fixtures and equipment on Form CR-14. The Clubs & Activities Office must be provided a copy by January 31 of each year.
4. The club will pay for all repairs and replacements of club equipment.
5. No individual or club may lend, borrow, or remove any equipment or supplies that are RCSC property. Furniture, fixtures, and equipment removal from the facilities is not allowed.
6. Temporary removal of equipment for club projects is allowed upon notification to the Clubs & Activities Office.

Article XII - Insurance, Safety, Incident & Member Conduct Reports

SECTION 1

RCSC Property Insurance

- A. **All tools, equipment, fixtures and furniture are property of RCSC.** All furniture, fixtures and equipment belong to RCSC whether it is the original equipment, replacement equipment or additional equipment purchased or donated to the club. Furniture, fixtures and equipment are covered by RCSC's insurance policy.
- B. The insurance provided by the RCSC is subject to a deductible on a per loss basis. It is at the sole discretion of the RCSC Board of Directors if the deductible is the responsibility of the Recreation Centers of Sun City, Inc. or the respective club where the loss occurs.
- C. The insurance provided by RCSC does not cover articles/items held for sale, on display or stock. Stock is defined as raw materials and supplies held by the club for sale to its members or internal use by the club.
- D. Club member property, including articles/items being held for sale or on display, personal tools and clothing is the sole responsibility of the member and also is not covered by the insurance provided to the RCSC.
- E. Items unrelated to club activities shall not be stored on or in club facilities **and will not be covered by RCSC insurance.**

RCSC Liability Insurance

- A. Chartered clubs and their members are additional insureds under the General Liability policy while acting in the capacity of a club officer or member of the club.

SECTION 2

Safety

- A. The safety provisions and requirements of the federal, state, and county laws and RCSC are the responsibility of the clubs and their instructors. Copies of any club's safety regulations must be on file in the Clubs & Activities Office.
- B. All clubs will have Material Safety Data Sheets (MSDS) for all chemicals used on RCSC premises. The MSDS warn users about personal protective equipment required, possible hazards and adverse reactions when using any chemical.
 - 1. MSDS should be requested from the club's supplier and should be kept in a 3-ring binder in the clubroom.
 - 2. A copy of all MSDS are to be provided to the Center's Area Supervisor at each center.

SECTION 3

Incident Reports

If a serious incident occurs at a club activity, a club officer, or club monitor shall immediately inform the Center's Lead Utility Worker or other available RCSC personnel and subsequently complete all necessary report forms.

This may include, but not limited to arguments, physical confrontation, inappropriate behavior, stolen or missing items (call sheriff), serious illness, a slip and fall, or any injury.

SECTION 4

Club Member/Visitor/Guest Conduct Reports

- A. Club member's inappropriate conduct may include arguments, physical confrontations or any behavior that places another person in reasonable apprehension of imminent physical injury OR places the club in jeopardy. For example, creating a hostile or uncomfortable environment for club members.
- B. Club members and guests must not jeopardize or interfere with the rights and privileges of the club members which would be in opposition to the RCSC Board Policies and club's rules and regulations.
- C. Club members are responsible for the conduct of their club guests and should have them refrain from loud, profane, indecent or abusive language.
- D. Nor will club members allow their guests to harass or abuse, verbally or physically, any other person or club member.
- E. Club members will be held responsible for any damage to RCSC property caused by a club guest.

A copy of the club conduct report is submitted and retained by the Clubs & Activities Office. The Clubs & Activities Office distributes a copy to the Club Coordinator and the Chair and Co-chair of the Club Organization Committee. The club member(s) involved receives a copy. If an officer of a club is involved, it will be handled by the Club Organization Committee. ([See also Article VIII](#))

Article XIII - Club Advertising

SECTION 1

All advertising of club-sponsored activities must have prior approval from the Clubs & Activities Office before submission. Such advertising must state that the activities are open only to RCSC cardholders and their visitor/guest.

1. Club instructors performing services in RCSC facilities may not advertise these services. The club's President is responsible for submitting all promotional and advertising material to the Clubs & Activities Office for approval.
2. The Clubs & Activities Office will accept or make fliers for distribution to all centers. Such publicity fliers may help the club increase club membership or merely announce an upcoming program.
3. All chartered clubs are responsible for keeping their website current and for submitting this information to the Clubs & Activities Office. All advertising must have approval from the Clubs & Activities Office.
4. Permanent club signage, where applicable, will be approved by the Assistant General Manager and be installed by RCSC personnel only. The signage will be attached to the outside of the building or in close proximity to the club room. Additional signage, approved by the Assistant General Manager, may also be placed on a signpost or monument in close proximity to the building entrance. Permanent club signage will not be allowed in parking lots, at the curb or alongside roadways. Temporary signage (not to exceed seven days) requests must be made in writing and approved by the Clubs & Activities Office in advance of signage placement.

Article XIV - Club Finances & Reports

SECTION 1

1. **Cash** contributions made by clubs to outside organizations shall not exceed the total donations made to RCSC. (Exemptions must be submitted to the Clubs & Activities Office for approval.)
2. Clubs should have a bank account equal to the **average** of the past three (3) years of operational expense plus the estimated cost of an anticipated major purchase(s) for which the club is responsible. A budget is required by all clubs. **All excess money should be donated annually to the Recreation Centers of Sun City, Inc.**
3. Government Forms
 1. All clubs are responsible for filing the correct tax forms and reports required of the 501(C)4 organization to any government agency (Internal Revenue Service, Arizona Department of Revenue, Social Security Administration, Department of Labor, etc).

2. Chartered clubs will issue Forms 1099 to individuals who are paid \$600 or more during a calendar year. This includes sales of crafts, club instructor, card club directors, caller fees and like payments. The above federal forms shall be filed not later than January 31 of the following year. Non-compliance with this directive, issued by the Board of Directors for all chartered clubs, may put the process of de-chartering into motion per Article XVI, Section 2.

SECTION 2

A contribution by a club to an individual, including but not limited to club members and/or candidates for the RCSC Board of Directors is prohibited.

Article XV - Umbrella Clubs, Sub-Clubs & Divisions

SECTION 1

The umbrella club is a fully established chartered club which agrees to act as a sponsor for a sub-club. A sub-club is an interest or activity group which, because of low club membership, does not fulfill chartered club requirements but may function independently under the sponsorship of a chartered club. A club division is a group numbering under fifty (50) closely related to, affiliated with and subject to the rules and regulations of its umbrella club, such as Choraliers, Chamber Orchestra, Accordion - divisions of the Musicians' Club or Sun City Pops Band – divisions of the Sun City Concert Band.

Sub-clubs operate under their own club's rules and regulations. Each sub-club has its own club's Executive Board and their own club's treasury/bank account, optional for club divisions.

A. Process:

1. Any group with a name and a set of officers of its own desiring sub-club status may submit a written petition to a chartered club in the same general interest area. When written acceptance is received, the club may petition the Club Organization Committee for official acceptance.
2. Clubs seeking club division status (See also Article XV, Section 2.C).

B. Requirements: Upon acceptance the sub-club agrees to abide by Board Policy No. 12A regarding election of club officers, club record maintenance, club membership files, and completion of club financial reporting forms. Upon acceptance by the Club Organization Committee, the club's President may then arrange for meeting space through the Clubs & Activities Office.

C. Responsibilities:

1. All club members of the sub-club must be club members in good standing of the umbrella club.
2. At least one club officer from the sub-club must sit on the umbrella club's Executive Board, with a vote, and attend meetings.

SECTION 2

1. Club membership in both sub-clubs and club divisions must be open to all RCSC cardholders in good standing, but participation may be limited by level of skill required ([See also Article I, Section 1.B](#)).
2. No chartered club may request a change in status to a sub-club due to declining club membership.
3. A chartered club with declining club membership and singular in nature may seek club division status under a regular chartered club if its relationship to the chartered club meets the requirements of Article XV, Section 1, and if the chartered club and Club Organization Committee approve the change.

An interest group with no expectation of reaching a club membership of fifty (50) may request club division status in the following manner:

1. Submit a written request to the umbrella club under which it will operate, including minutes of the club meeting where the club membership approved the request.
2. Specify in the request whether or not the club division will have its own club officers and club treasury, how any club monies (other than club dues) collected by the club division shall be divided between the umbrella club and itself, and what support it would like from the umbrella club (such as space, publicity, equipment).
3. Agree to abide by the rules and regulations of the umbrella club.
4. Upon acceptance by the umbrella club, the umbrella club's President will submit to the Clubs & Activities Office the original request with his/her approval, date and signature. Then it will be submitted to the Club Organization Committee at a meeting for final approval.
4. Sub-clubs shall work toward increasing club membership to at least fifty (50). The Club Organization Committee shall review them sub-clubs during the second October following granting of sub-club status. If club membership has not reached fifty (50) by then, the club charter will be rescinded effective December 20 of that year (unless the club is eligible for club division status).

Article XVI - De-Chartering a Club

SECTION 1

Primary reasons for de-chartering a club:

1. Decline in club membership below fifty (50).
2. Inability to provide club officers and/or club monitors.
3. Non-compliance with RCSC Restated Articles of Incorporation, Corporate Bylaws or Board Policies.
4. Inadequate space and equipment utilization based on club membership, participation and square footage.
5. A club may be asked to relocate by the Clubs & Activities Office, Clubs Organization Committee or the Board of Directors because of altered space requirements. If the club chooses not to do so, then the club's charter will be suspended pending such time as an acceptable space may become available. The Board of Directors or the Clubs Organization Committee has the authority to ask one similar club to merge with another similar club or request one chartered club to share its dedicated space with another chartered club in order to utilize space based on club membership participation and square footage.

SECTION 2

Club De-charter Process

1. A notice will be sent to the club in writing, signed by the Clubs & Activities Supervisor, Club Coordinator, and Chair of the Clubs Organization Committee stating the nature of the problem and offering help in trying to rectify the problem(s) if possible.
 1. If the problem is related to RCSC Restated Articles of Incorporation, Corporate Bylaws, Board Policies, and/or RCSC directives, it must be resolved within thirty (30) days.
 2. A club will receive written notification when there is a problem of dwindling club members and or space utilization. The Club Organization Committee, Club Coordinator, and the Clubs & Activities Supervisor will work with the club to try and rectify the problem. After a period of two years, if the membership numbers have not been rectified, the club will be de-chartered.
2. Club members may vote at a properly notified and/or posted business meeting to de-charter itself at any time for any reason.

SECTION 3

Handling of Club Assets/Monies

1. When a club is de-chartered by RCSC, equipment may be sold to other clubs, club members or outside sources with approval of both the club's Executive Board and the RCSC Board of Directors. If the club cannot sell equipment, it may donate it to any sources with similar approval.
2. Monies revert to RCSC, except the club may sponsor a final closing event for its club members.
3. If a club decides to merge with another club, all assets go to the merged club.

Article XVII - Club Amendment or Repeal

SECTION 1

The Club Organization Committee may suggest altering, amending or repealing any or all of the RCSC Chartered Clubs Board Policy No. 12A for presentation to the Board of Directors for final approval.

SECTION 2

Any changes shall take effect immediately upon approval by the Board of Directors. Adoption of such changes shall constitute repeal of the corresponding RCSC Chartered Clubs Board Policy No. 12A in effect at the time of the adoption.

SECTION 3

1. A quorum must be present before any business can be conducted at any club meeting.
2. Any amendments to the club's rules and regulations and the club's operating procedures must be submitted to the club's Rules and Regulations Committee in writing.
3. The club's Rules and Regulations Committee will submit a copy to the club's Executive Board to present to the club membership at a club membership meeting.
4. Once presented, it must be posted for thirty (30) days and be approved at the next club membership meeting.
5. An additional amendment or changes at that club meeting must have two thirds (2/3) vote of the club membership to be adopted and does not require an additional thirty (30) days posting.
6. Amendments will be put into correct form and a copy forwarded to the Clubs & Activities Office within thirty (30) days after club membership approval.

Article XVIII - Arts & Crafts Clubs, Club Sales, Club Hobby Supplies

SECTION 1

CLUB SALES

The arts and crafts club facilities are intended for the pursuit of hobbies and are not for the manufacture of articles to be sold by individuals for private gain. All sales must comply with Board Policy No. 12A. Any club not complying shall be de-chartered. Without a tax-free status, the club will be de-chartered.

- **As required by Board Policy No. 12A and the club's rules and regulations, the facilities are not to be used:**

1. As a sales outlet for items not produced in whole or in part within club activities; or
 2. As a commercial manufacturing resource for sales outside RCSC facilities; or
 3. For the sole profit of an individual club member.
- All crafted items received from club members are held on a consignment basis and are not insured by RCSC or the club.
 - Each club's Rules and Regulations Committee must develop a procedure for determining the number of articles an individual club member may sell during a calendar year to be specified in the club's rules and regulations.
 - Chartered clubs may offer articles made in accordance with A, B and C above for sale, provided the club receives a percentage of the sale as stipulated in that club's rules and regulations.
 - Items for which club members receive orders as a direct result of club activities are to be handled as club sales.
 - Each club must establish a Quality Control Committee (minimum of three people) to ensure the quality of craft items submitted for sale. Any complaints regarding sold items must be handled by the club's Quality Control Committee.
 - All club members have an equal opportunity to place their own crafted items on consignment with the club, but items must pass through the club's Quality Control Committee prior to acceptance for sale.
 - Each club must establish in its club's rules and regulations the relationship between using the club facilities, consigning items for sale and volunteering time to perform necessary club duties.
 - Individual or private selling of merchandise in RCSC areas is strictly forbidden (except as noted in Section 2, B. below). Violators may be disciplined by the RCSC Board of Directors or the Club Organization Committee.
 - Clubs may submit a request to the Club Organization Committee to showcase items in RCSC facilities in designated areas. If it is approved, only the club name can be shown (no prices).

SECTION 2

CLUB HOBBY SUPPLIES

- Club supplies, club raw materials, and other such items purchased by the club are not insured by RCSC.
- Clubs are authorized to offer club supplies, club raw materials, etc., at reasonable rates to club members and to club members of similar Sun City clubs if supply permits and if specified in the club's rules and regulations.
- Vendors may be authorized by clubs to sell craft-related raw materials and supplies within club facilities, on a limited basis, provided ten per cent (10%) of the sale price reverts to the club.

Article XIX - Special & Unique Clubs

SECTION 1

Special Clubs – Musical Groups & Softball such as: Concert Band, Sun City Pops Band, Senior Softball, Rhythm Ramblers, Musicians, Piano, Handbell Ringers and Sun City Players' Community Theater.

Any one of these clubs may require a non-RCSC cardholder performing club guest to complete a club's basic requirements. The club may have a non-cardholder performing club guest play an instrument required to complete the band or complete a particular musical group or team. Requirements under these conditions would be:

1. A performing club guest cannot be a club member.
2. The club's rules and regulations will specify the fees to be paid.
3. Performing club guest lists name on sign-up sheet as such.
4. Performing club guests shall not exceed RCSC club membership present or displace RCSC cardholders.
5. Performing club guests may be part of the club's functions and may attend club meetings, but cannot hold any officer's position in a club.
6. An exemption request must be submitted if a club has special circumstances that deviate from Board Policy No. 12A. The request is submitted in the Clubs & Activities Office and presented at the next Club Organization Committee meeting by the Clubs & Activities Supervisor. If the request is approved by the Club Organization Committee and signed by the Chair, the exemption is good for one calendar year. If it is denied, the reason will be stated on the request form.

SECTION 2

Unique Clubs – These clubs are a small number of novice and one-of-a-kind clubs that do not meet the RCSC club membership requirements such as: Mah Jongg, Stamp (collection), Chess, Model Railroad.

1. Board Policy No. 12A must be adhered to for these clubs except for club membership requirements.
2. The club must have been chartered prior to December 31, 1996 or be in existence for at least ten (10) years before they can be placed on this exempt list.
3. A Club Organization Committee vote can place a club in this category.

Chartered Club Reporting Forms

Following are the forms, which every club MUST submit annually which are available on RCSC's website at www.sunaz.com. It is the Club President's responsibility to see that the forms are submitted when due.

- Annual Club Schedule Form CR-4 *for upcoming year*.....April 30
- New Club Officers Form CR-1December 31
- Annual Club Financial Report Form CR-2January 31
- Club's Inventory Report Furniture, Fixtures & Equipment Form CR-14.....January 31
- Bi-Annual Club Attendance Report Form CR-13... Submitted July 10 **and** January 10
- Club Membership Roster.....March 31

Following are forms, which should be submitted as the situation merits:

- Club Set-up Request Form CR-3 should be *submitted to Clubs & Activities Office* whenever a special set-up is needed for a club function. **DO NOT GIVE VERBAL INSTRUCTIONS TO THE AREA SUPERVISOR, LEAD UTILITY WORKER OR ANY RCSC EMPLOYEE.** Put it in writing on this form, and your room will be set up exactly as you request.
- Club Contract for Use of RCSC Facilities Form CR-5 should be filled out whenever a rental situation is indicated.
- Club Acquisition/Disposal Form CR-7 whenever major club items are bought or disposed of.
- Chartered Club Information for New RCSC Cardholders Form CR-8 will be sent to you whenever a new RCSC cardholder expresses interest in your type of activity.
- Independent Club Contractor Agreement Form CR-11 whenever a club hires a club instructor.
- Daily Club Attendance Register Form CR-12 should be maintained for compilation of Annual Attendance Report and be available for inspection upon request.
- Bi-Annual Club Attendance Report Form CR-13 to maintain monthly attendance records of club members, visitors and guests.
- Request for BP12A Exemption Form CR-15 should be used whenever a club does not believe it can reasonably comply with Chartered Clubs Board Policy No. 12A.
- The Club Member Compliance Form CR-16 is used as an orientation tool to inform new club members joining Arts & Crafts Clubs. This form informs a new club member that RCSC is not for the manufacture of articles to be sold by an individual for private gain.

- Club Member Conduct Report Form CR-17 should be used when a club member is in an argument, physical confrontation or any inappropriate behavior that intentionally places another person in reasonable apprehension of imminent physical injury.
- The Club Membership Roster Form CR-18 is due on or before March 31. This roster must include club member name, club member cardholder number, expiration date (month, day, year) *and the date (month, day, year) the club membership fee was paid.*