

## RULES & REGULATIONS

of the SUN CITY RV CLUB, LLC

CLUB

RE:

- Officers & others elected to Club's Executive Board
- Duties not specified in Chartered Club Bylaws Article III
- Limitations on Officers' term of office
- Type of ballot (voice, hand, paper ballot)
- Non-elected Club's Executive Board member having voting rights.
- Nomination Procedures
- Standing Committees
- Additional Officers may be elected or appointed as outlined.
- Swearing in Ceremony at December Membership meeting.

### BOARD OF DIRECTORS::

The Board consists of a President, 1<sup>st</sup>. Vice President, 2<sup>nd</sup>. Vice President, Treasurer, Secretary, all of whom are Directors, and four (4) additional Directors. The four directors are described as #1, 2, 3, and 4 and are not members of the Executive Board. All have specific duties to perform as a part of Club management. Additional duties not specified in the bylaws are described below. These nine (9) Directors are elected, to a specific position, by the membership. All directors serve for a period of three (3) years.

### DUTIES NOT SPECIFIED IN BYLAWS:

1 <sup>ST</sup> Vice President:	Caravan Director
2 <sup>nd</sup> . Vice President:	Asst. Caravan Director, Annual Picnic
Director #1:	Policies, Rules & Regulations, Caravan meeting Secretary and stand-by secretary, RCSC liaison – attends meetings and reports back to Board of Directors.
Director #2	Policies, Rules & Regulations, pancake breakfast, Equipment inventory and records; Equipment custodian, awards committee member.
Director #3	Policies, Rules & Regulations, President's reception, caravan Christmas Party, Sundial fun Fair.
Director #4	Policies, Rules & Regulations, 50/50 sales at potluck, Christmas Potluck gifts; Assist Director #3 with caravan Christmas Party, Christmas Table setup at Potluck..

### LIMITATIONS ON OFFICERS TERM OF OFFICE:

The normal term of office is for a period not to exceed three (3) years. No Club officer can be elected for a period more than one term (3 years) with these exceptions:

1. Any person appointed to the board for a period of less than 6 months may serve for an additional 3 years if nominated for election for a full term.
2. If a non-officer board member volunteers to serve as the 2<sup>nd</sup>. Vice President. and further continue as the 1<sup>st</sup>. Vice President. and President, one may have one's term of office extended for a period to fulfil this commitment.

## SWEARING IN CERIMONY AT DECEMBER POTLUCK/GENERAL MEMBERSHIP MEETING:

- All Directors elected during the November membership meeting shall be sworn in at the December Potluck/General Membership meeting by the current President or his/her designee. The President will ask all newly elected directors 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, LLC. That I Take This Obligation Freely, without any Mental Reservation or Purpose of Evasion. That I will faithfully discharge the duties of the office upon which I am about to enter, So Help Me God.***

4. 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 4.a. above.

c. President, 1<sup>st</sup>. Vice President, 2<sup>nd</sup>. Vice President. – The 2<sup>nd</sup>. Vice President. serves one term (3 years). After the 1<sup>st</sup>. year he/she moves up to 1<sup>st</sup>. Vice President., then on his/her 3<sup>rd</sup>. year he/she becomes the President.

(1) President & 1<sup>st</sup>.Vice President: In the event either the President or 1<sup>st</sup>. Vice President resigns or the position is vacated for any reason, all members of the chain of command will move ahead one position; i.e. the President is replaced by the 1<sup>st</sup>. V.P. and the 1<sup>st</sup>. V.P. replaced by the 2<sup>nd</sup>. V.P

(2) In the event the President'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) 2<sup>nd</sup>. Vice President: In the event the 2<sup>nd</sup>. Vice President resigns or the position is vacated for any reason, the President may now appoint, with the Board's concurrence, an individual to serve for a period not to exceed 6 months. If the term to be served is more than six (6) months, the appointee must be subject to election by the members before the termination of the first 6 months has expired.

### ADDITIONAL OFFICERS MAY BE ELECTED OR APPOINTED:

In the event any non-officer position is vacated and the term to be served is less than six (6) months, the President, with Board's concurrence, can appoint a club member to fulfil the term. If the term to be served is more than six (6) months, the appointee must be subject to election by the members before the termination of the first 6 months has expired.

The nominee will be elected to serve for a period of one, two, or 2 ½ years as required. Any person appointed in the last 6 months of a term will not require a member vote unless the person is later nominated to serve as a director; then the term will be extended to a full 3 year term beyond the initial period served.

### TYPES OF BALLOTS:

Hand or Paper

### VOTING RIGHTS FOR NON-ELECTED CLUB'S EXECUTIVE BOARD MEMBERS:

In the event that the President or Vice President resigns or the position is vacated for any reason, the chain of command will move ahead one position as described in Limitations on Officers term of office, section 4 c.(1),(2) the Non-elected board member will have full voting rights.

NOMINATION PROCEDURES:

Notice to the membership at large shall be posted to invite interested members to become nominees. In the event additional nominees are needed by October 1, the Nominating committee shall begin recruiting to provide the required number of nominees.

Any member may become a nominee for election by filing a notice of intent with the Chairman of 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.

STANDING COMMITTEES:

These positions are assigned on an annual basis:

- |   |                    |
|---|--------------------|
| • Nominations, R & R, Board Binders, LLC Documents. | Chief Monitors     |
| • Membership  | Public Relations   |
| • Directory dBase                                   | Historian          |
| • Newsletter Editor                                 | Dinner Committee   |
| • Newsletter mailings                               | Greeters           |
| • Web-Master  | Invocation         |
| • RV Compound Reps.                                 | Pot-Luck Programs  |
| • Awards  | Name Tags          |
| • Plaques   | Sunshine Committee |
| • Wagonmaster Training                              |                    |

Date of Membership Approval \_\_\_\_\_

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

Club Organization Committee \_\_\_\_\_

**RULES & REGULATIONS**

of the SUN CITY RV CLUB, LLC CLUB

RE:

- GUEST POLICY (Refer to Chartered Club Bylaws Article VII)

GUEST POLICY:

Our Guest Policy conforms to the requirements put form in the BYLAWS, Article VII, Sect. 2.

Date of Membership Approval \_\_\_\_\_

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

Club Organization Committee \_\_\_\_\_

Date

## RULES & REGULATIONS

of the SUN CITY RV CLUB, LLC CLUB

RE: HANDLING OF FUNDS (See Chartered Club Bylaws Article X, Section 2, C, E, F.)

- Spending limitation on Club's Executive Board without membership approval.
- Number of signatures required for withdrawal of funds.
- Description of any reserve fund.

DEFERRED DUES:

Dues received before the year in which they are due shall be recorded as Deferred Dues until the year in which they become due.

SPENDING LIMITATION:

The Board of Directors are limited to spending up to \$2000 without the approval of the Club's members for any one incident.

WITHDRAWAL OF FUNDS:

A minimum signature of three officers shall be on the bank account. One signature required to withdrawal funds. The Officers with Signature Authority are: Treasurer, President, 1<sup>st</sup> Vice President & 2<sup>nd</sup>. Vice President.

Prior years records are audited yearly and presented to Club President.

RESERVE FUND:

The Club maintains a reserve fund, for equipment replacement.

Date of Membership Approval \_\_\_\_\_

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

Club Organization Committee \_\_\_\_\_

Date

**RULES & REGULATIONS**

of the SUN CITY RV CLUB, LLC CLUB

RE: Greeters/Hosts (See Chartered Club Bylaws Article IV, Section 3, A.)

- Procedure for obtaining greeters.
- Training of greeters.
- Duties of greeters.

OBTAINING GREETERS:

The Greeters Chairpersons secure volunteers to act as Greeters..

TRAINING GREETERS:

Verbal

DUTIES OF GREETERS:

Verifies that each person attending has current Club membership and a current RCSC membership card.

Date of Membership Approval \_\_\_\_\_

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

Club Organization Committee \_\_\_\_\_

Date

**RULES & REGULATIONS**

of the SUN CITY RV CLUB, LLC CLUB

RE:

- LIFE and HONORARY MEMBERSHIP

Life & Honorary Membership Policy:

These 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 RSCS membership card.

Date of Membership Approval \_\_\_\_\_

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

Club Organization Committee \_\_\_\_\_

Date

**RULES & REGULATIONS**

of the SUN CITY RV CLUB, LLC CLUB

RE:

- MEMBERSHIP DUES & GUEST FEES

DUES:

Dues are set, with membership approval, by the Board of Directors. The amounts are stipulated in the minutes.

GUEST FEES:

There are no guest fees.

PRO-RATED DUES AFTER 2<sup>ND</sup>. QUARTER:

Dues are one-half the annual dues after the 2<sup>n</sup>. Quarter.

Date of Membership Approval \_\_\_\_\_

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

Club Organization Committee \_\_\_\_\_

Date

**RULES & REGULATIONS**

of the SUN CITY RV CLUB, LLC CLUB

RE: MONITORS

- Procedure for obtaining monitors.
- Training of monitors.
- Duties of monitors.

OBTAINING MONITORS:

The Head Monitors secure volunteers to act as Monitors at Club Office..

TRAINING MONITORS:

Verbal, or reading Monitor’s manual.

DUTIES OF MONITORS:

Greets new prospective members, explains the type and goals of our club and provides information requested by the prospective member including copies of Club Newsletters, Membership application, Website Address, Caravan Schedules, etc. Call and remind next scheduled day Monitor of his/her duties. Ensure that all doors are locked when the last monitor leaves.

Date of Membership Approval \_\_\_\_\_

President’s Signature \_\_\_\_\_

Club Organization Committee \_\_\_\_\_

Date

**RULES & REGULATIONS**

of the SUN CITY RV CLUB, LLC CLUB

RE: Article XII Liability, Safety, Incident & Members Conduct Report

- The safety provisions and requirements of the Federal, State, County and RCSC are the responsibility of the clubs and their instructors. Copies of any Club's Safety Regulations must be on file in the Chartered Club

**SAFETY INFRACTIONS:**

- 1) To report an Incident and/or Member Conduct offence, there shall be a written, signed complaint submitted by those observers, detailing the infraction and the offender(s) involved. This report is to be submitted to the Board of Directors.
- 2) Upon receipt of a signed complaint, the Board of Directors will request a meeting to detail the infraction(s).
- 3) If and when a verbal meeting takes place between the Board of Directors and the offender(s) and they agree on actions to be taken by the Board & offender(s), this matter will be entered into the minutes and deemed closed.
- 4) If there is no response by the offender(s) to address the matter brought forth by the Sun City RV Club LLC, and upon notification to the RCSC that all known and available efforts to solicit a response from the offender(s) have been exhausted, the RCSC has the power to take corrective action. This action can include but will not exceed revoking the members RCSC Recreation Center Identification Card for a period specified by the RCSC. This action carries a maximum disciplinary action to disqualify the offender(s) from participation in all Sun City RV Club LLC activities and all other RCSC activities for a period of 60 Days. After 60 days, the offender(s) can petition for reinstatement of their membership in the Sun City RV Club LLC..

Date of Membership Approval \_\_\_\_\_

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

Club Organization Committee \_\_\_\_\_

Date