

**Rules and Regulations
Sun City NextGen Club
Version 1.0 February 2018**

General

Section 1 – The name of the club shall be the Sun City NextGen Club.

Section 2 – The purpose of the NextGen Club shall be to provide a venue for members to meet others of like interest and age looking to build lasting friendships through membership meetings, social gatherings, events, activities, and to provide ideas intended to increase community appeal for future generations.

Section 3 - This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Bylaws of the Recreation Centers of Sun City.

Section 4 – Marketing or soliciting for personal gain, at any NextGen Club event, or by telephone, email or written communications shall not be allowed.

Article I – Club Membership

Section 1 – The Membership shall be open to all persons holding a current RCSC card and in good standing with the RCSC.

Section 2 – Annual dues will be \$5.00 per Member. Annual dues will not be pro-rated during the year for new members. Annual dues are due and payable in January or at the time of initial membership. The annual dues are subject to modification without affecting these Rules and Regulations whenever deemed necessary by the Executive Board and approved at a Membership meeting by a majority vote of the Membership.

Section 3 – There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section 4 – The Club membership directory will be provided to the general membership.

Article II – Club’s Executive Board

Section 1 –The Club’s Executive Board will be comprised of the Elected Officers plus the Club’s Standing Committee Chairpersons and Coordinators. The Executive Board members must be voting members for the entirety of their term. The Club’s Executive Board shall be responsible for the control and management of the affairs and common interests of the club and the administration of the club’s rules and regulations.

Section 2 – The elected officers will consist of a President, and Treasurer/Secretary. Vice President may be elected and as needed a Second Vice President may be elected. These officers will each serve one-year terms concluding at the end of the fiscal year. Officers elected or appointed mid-year to fill vacancies will be deemed to have completed a full one-year term upon serving 5 months.

Section 2.1 Duties/Roles/Responsibilities of the Officers

The President shall preside at all club meetings; direct all activities of the club's Executive Board, communicate with the RCSC's club office, assure that the club's rules and regulations are updated and officially recorded. The President shall assure that the officer's list is up to date and filed with the RCSC's club office.

The First and Second Vice Presidents shall preside in the absence of the President and shall perform such duties as maybe required. These may include but are not limited to: Website updates for the club, ensure that the information on RCSC's website about the club is accurate and up to date, manage the membership sign up for club duties such as greeters, set up, clean up, 50/50

The Secretary shall record the minutes of all club meetings; ensure the retention and maintenance of the club's records, reports, and communication. The Secretary will compile the guest attendance registers in accordance with RCSC guidelines.

The Secretary shall ensure the completion, submission and retention of the club's attendance records and membership roster. The Secretary will have the responsibility of creating and distributing the member's name tags.

The Treasurer is the custodian of all club funds collected. The Treasurer shall assure that all monies are deposited and recorded accurately and that the club's financial records are properly kept and maintained. The Treasurer shall assure that financial reports are completed and filed with the RCSC's club office in a timely manner.

Section 2.2 Duties/Roles/Responsibilities of the Standing Club Committee Chairpersons and Coordinators

Communications

- E-Mail distribution lists
- E-Mail updates
- Publicity
- Newsletters
- Club Calendar and Web Sign-up (Sign Up Genius)

Membership

- Securing name badges for members
- Maintain membership sign in sheets at meetings
- Keep accurate and up to date membership data on a spread sheet

Activities and Events

- Preparing Activity details at least 1 month ahead
- Provide Activity details to Communications Chairperson for online Club calendar, Signup Genius entry and publicity
- Announce Activities at Club meetings when appropriate
- Coordinate all Club Activities and Events including host, location, cost, publicity, cancellation, changes and other pertinent actions
- Work directly with Club President on Activities, Events, RCSC facility use, compliance with Club and RCSC Rules
- Monitor all Activities and Events including Meet Us There or other non-hosted activities
- Work with the Club President for member meeting Activities
- Plan and host annual spring Club gathering
- Collecting the required monies for the events

Section 3 – To effect a smooth transition between terms of office, no Member may run for an elected office unless he/she can complete the entire term of office before his/her **70th** birthday. No member may serve as a Club Officer or serve as a Standing Committee Chairperson during the year in which the Member turns age **70**.

Section 4 – The Executive Board will meet a minimum of two times per year.

Article III – Club Elections

Section 1 – Club Officers will be elected by a majority vote of the Members at the annual Membership Meeting. A quorum of voting members, based on the most current RSCS Roster Data submission, 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; and above 400 members shall be 41 or 5%, whichever is greater. Quorums can be reached only in person.

Section 2 – Any member in good standing per RCSC guidelines may run for any elected office provided they will not reach their 70th birthday during their service year in office and will reside in Sun City for a minimum of **6 (six)** months annually.

Section 3 – A list of prospective Club Officers will be presented to the Club President. This list will be posted for at least 20 days before the annual Membership Meeting. At the annual Membership Meeting, the names of candidates for each position will be presented to the membership. A vote will be taken by voice, hand, or paper for each position. No visitor or guest may vote during the club election.

Section 4 – The elected Officers may run for re-election to a maximum of 3 consecutive years in the same office. If any Officer serves 5 or more months, he/she is deemed to have served a full year for purposes of this Section. An elected Officer must remain out of office for 1 year before running for the same office again.

Section 5 – In the event of a vacancy of an elected officer the Executive Board shall appoint a replacement from the eligible club membership to serve out the balance of the term, If the President's office is vacated, it shall be filled by the Vice-President and a replacement shall be appointed for the office of Vice-President.

Article IV – Non-Standing Committees

Section 1 – Over the course of time, the Club may find it necessary to create temporary committees to aid in the performance of club functions, (i.e. Nominating Committee, Rules and Regulation Committee, etc.). These Committees will be formed from the general membership and a chairperson appointed by the Executive Board. These committees will provide input to the Executive board but will not be allowed to vote on Club matters. They will stay in existence for as long as the Executive Board deems necessary.

Article V – Club Meetings

Section 1 – The NextGen Club conducts two types of meetings, Membership meetings and Social Gatherings. The Social Gatherings will typically occur twice each month. During the summer months the meeting frequency may be reduced to once a month. Meeting schedules will be determined by the Executive Committee and published to the Members.

Section 2 - Membership meetings are open to Members and will be held a minimum of one (1) time per year. They are used to inform the members of the status of Club and conduct any official business (i.e. Rules and Regulation changes, elections, expenditures, etc.). Non-members are not allowed to attend Membership meetings but may attend subsequent social gatherings typically held at the adjournment of the Membership meeting. Dates for Membership meetings will be decided and announced by the Executive Board a minimum of one (1) month in advance. Membership notification will be by the most convenient means available.

Section 3 – Social gatherings are open to all Members, guests and visitors and will be held a minimum of 10 times per year. They are used to provide the Club with information regarding future events and activities, provide information regarding Sun City that is relevant to the Club, and provide a forum for the Club to socialize. The Executive Board will announce dates.

Section 4 - 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. Notice of special club meetings, with time, place and purpose, must be posted, mailed, phones, or e-mailed to all club members at least seven (7) days prior to the meeting. The RCSC must be notified immediately of a scheduled special club membership meeting.

Article VI – Club Events

Section 1 – Events may be used to raise monies for the club. There are two types of Club Events.

- A Club Member Event will be open to Club Members Only.
- A Club RCSC Event will include Sun City RCSC current cardholders and their guests

Section 2 – If the Executive Board assigns an additional event fee it will apply to everyone that participates in the event.

Section 3 – At times, and by determination of the Executive Board, to properly plan for events, advanced reservations and fees may be required

Section 4 – Committee Chairpersons will provide an accounting of any monies collected and/or contributed to the club treasury. This accounting will be submitted to the Treasurer for each activity.

Article VII – Club Activities

Section 1 – Activities are social functions designed to increase camaraderie within the club. They are not used to raise monies for the Club. They are pay as you go with everyone participating and experiencing the same costs/expenses. The Club does not underwrite any expenses. However, any surplus monies collected beyond the best estimate for common expenses (i.e. ramadas, picnic facilities, etc.) shall be contributed to the Club's General Fund.

Section 2 - A Club Activity is open to all members and visitors. An Activity may also be open to a club guest who is invited and accompanied by a member.

Section 3 – Committee Chairpersons will provide an accounting of any monies collected and/or contributed to the club treasury. This accounting will be submitted to the Treasurer for each activity.

Section 4 – The NextGen Club will not be liable for any accident that may happen to a person or vehicle in connection with club activities, such as hiking, travel to a site, bike rides. The RCSC will write an accident report when on RCSC property.

Article VIII – Club Visitor and Guest Policy

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 1 – To further the purpose of the NextGen Club, Sun City residents with current RCSC cards may be invited to Club Social gatherings and Activities as **visitors**.

Section 2 - CLUB VISITORS

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 at a social gathering and/or activity a maximum of three (3) visits. On refusal, the club will terminate that person's visitor privileges.

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.

The visitor will pay an additional \$5 (over and above the club event fee) for each RCSC Club Event they attend which can later be applied to their membership fee if they decide to join the club as a member. (Ex. Party cost \$3.00 for NextGen member. A visitor may attend and pay \$8.00. If they then join NextGen Club, the \$5.00 will be applied as the membership fee.)

The number of club visitors at any club event must not exceed the club members present. For events with a limited number of openings, club visitors may be turned away from the event so not to prohibit a club member from participating.

The Club's Executive Board may curtail or suspend club visitor attendance during high usage if it is deemed appropriate. The Event & Activities Committees will be notified of this action.

Section 3 - CLUB GUESTS

A club guest must be invited and accompanied to club events by a 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. The club member is responsible for the conduct of his/her club guests and cannot leave a social gathering, activity or event without their guest.

Attendance by all club guests (non-RCSC Cardholders) for any club activity, social gathering or event conducted on RCSC property must be recorded on guest attendance register (FORM BP:12-4), In addition to the associated costs of the activity for guests, guests must pay the daily guest fee rate per current RCSC guidelines [or have an effective Host Punch Card] for attending each social gathering or club activity. The club will pay RCSC or effect RCSC to be paid [Host Punch Card] the daily guest fee rate per current RCSC guidelines per club guest per day.

The number of club guests at any club activity must not exceed the club members present. For activities with a limited number of openings, club guests may be turned away from the activity so not to prohibit a club member from participating.

The Club's Executive Board may curtail or suspend club guest attendance during high usage if it is deemed appropriate. The Event & Activities Committees must be notified of this action.

Article IX– Club Rules and Regulations

Amendments, additions or deletions to these Rules and Regulations must be submitted in writing to the Executive Board. Upon review, the Executive Board will submit the proposed amendment to the membership with the Board's recommendation to accept or reject at a regularly scheduled Membership meeting. To override the Board's recommendation will require a 2/3 majority of the voting members present at the Membership meeting.

Article X – Club Advertising

Section 1 – The Club will communicate and advertise to other RCSC clubs and Sun City residents with a valid RCSC card via its website, printed flyers, email, newspapers, newsletters and other modern means of communication. Approval is required from the RCSC Clubs and Activities Office prior to each communication provided such communications specify the event is for RCSC cardholders and their guests only.

Article XI– Club Records and Reports

Section 1 – Expenditures in excess of \$1000 shall require a vote of the Membership. A petty cash fund will be maintained by the Treasurer of up to \$300 for disbursements of less than \$25. A checking account will be established to hold Club funds in excess of \$300 and disbursements will require the Treasurer, President or Vice President's signature, except that disbursements above \$500 will require 2 of these 3 signatures.

Section 2 – Financial records will be audited annually.

The NextGen club shall maintain and retain records for the period of time shown:

- a) correspondence and club meetings – three (3) years
- b) financial records and reports – three (3) years prior to current year
- c) club discipline and conduct reports – five (5) years
- d) club membership roster – current and prior year only
- e) charter club approval, club Federal Tax ID number – retain for life of club

Article XII – Club Membership Discipline

Club members should conduct themselves in a civil manner so as not to jeopardize the rights and privileges of other club members. 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.

Section 1 - Conduct Reports

1. First Conduct Report

- a. Accused member is given a copy of the conduct report filed against them with the name of the writer removed. The club President will discuss the issue or incident with the member and witnesses. A written determination report will be filed in club records after member is counseled.

2. Second Conduct Report

- a. A hearing will be conducted with the Club Executive Board. The conduct report minus the author's name will be provided to the accused member.
- b. The member accused may bring witness statements or witnesses that may be called individually as the Club Executive Board may have questions concerning the incident.
- c. Hearing determination(s) may find that the Club Executive Board will assign 30 to 60 day suspension from the club. Longer periods of suspension (up to one year) will be determined by the severity of the offense.

Section 2 – Appeal

The guilty or disciplined party may contact RCSC Corporate office in writing and ask for a hearing before the RCSC Board. The RCSC Corporate office will notify and conduct the hearing as per BP-29.

Section 3 – Board Member Conduct

A Club member must submit a written conduct report to the RCSC Corporate office on the Executive Board member accused of violating club rules or other serious violations. The RCSC Corporate office will schedule and conduct the hearing as per BP-29.

(Representing the NextGen Club)

Date

Approved:

(Representing the RCSC Board)

Date