

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 2

### **CLUB MEMBERSHIP**

A. MINIMUM SKILL LEVEL FOR PARTICIPANTS

No minimum skill levels are required.

B. LIFETIME & HONORARY MEMBERSHIP

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

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 3

### **CLUB COMMITTEES**

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

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 5

### **EXECUTIVE BOARD MEETINGS**

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

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

#### NOTE:

Establishing a date in the Rules and Regulations negates the requirement for filing BP: 12-2 by April 30 of each year.

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### **CLUB OFFICERS**

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

Notice to the membership at large shall be posted to invite interested members to become nominees. In the event additional nominees are needed by October 1, the Nomination 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.

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### **CLUB OFFICERS**

continued

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

The Board consists of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer and 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 OF CLUB OFFICERS:**

President: Presides over all Board of Directors Meetings and is an ex-official member of all committees. Is responsible for the January Recognition Potluck meeting

1<sup>st</sup> Vice President: Rules & Regulations, Caravan Director, Chairman of Awards Committee

2<sup>nd</sup> Vice President: Rules & Regulations, Assistant Caravan Director, Annual Picnic

Treasurer: Rules & Regulations, responsible for all financial reporting

Secretary: Rules & Regulations, Minutes of all Board of Directors Meetings and in the absence of the caravan meeting secretary (Director #1), fill those duties as well

Director #1: Policies, Rules & Regulations, Caravan meeting Secretary and stand-by secretary, RCSC liaison – attends meetings and reports back to Board of Directors

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### **CLUB OFFICERS**

continued

Director #2: Policies, Rules & Regulations, pancake breakfast, Equipment inventory and records; Equipment custodian, awards committee member

Director #3: Policies, Rules & Regulations, 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 set-up 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 continues as the 1<sup>st</sup> Vice President and President, one may have one's term of office extended for a period to fulfill this commitment.
3. 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 3.a. above

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### **CLUB OFFICERS**

Continued

- 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 not 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 fulfill 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. Report such occurrences on form BP:12-3.

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 6

### **CLUB OFFICERS**

continued

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 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 4c (1), (2) the Non-elected board member will have full voting rights.

#### SWEARING IN CEREMONY AT DECEMBER POTLUCK/GENERAL MEMENBERSHIP 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, L.L.C. 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.*

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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



# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 9

### **CLUB MONITORS**

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

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 10

### **CLUB MEMBERSHIP MEETINGS**

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

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

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

Exceptions: During the months of December and January, the RCSC has, on occasion, shifted our Membership meetings to Mountain View Auditorium.

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

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 14

### **INDEPENDENT CONTRACTORS**

The Club has not used or does not intend to use independent contractors for any services.

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12 and 12a

## SECTION 15

### **CLUB VISITORS AND GUESTS**

#### SKILL REQUIREMENTS:

The Club's skill requirements are defined in Section 2 Paragraph A.

#### GUEST RESTRICTIONS:

To ensure that Guest do not vote on any business issues, all guests are asked to leave the meeting room during any voting procedures.

A "guest" (non-RCSC cardholder) fulfilling all of the BP 12a guest requirements may attend One Caravan/Rally per calendar year in their own personal RV. All RCSC guidelines must be met and followed. This does not limit a Sun City RV Club member's right to bring guests who reside within the member's RV.

Date of Board of Directors Approval: March 22, 2016

Date of Membership Approval: April 26, 2016

Club's Committee Chairperson: Jerry McClurg

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

## **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

### SECTION 27

## **CLUB CONTRIBUTIONS & SALES**

### CLUB SALES:

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

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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

# **RULES AND REGULATIONS**

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

## SECTION 28

### **CLUB FINANCES**

1. ANNUAL DUES:  
Annual Dues are \$6.00 per person.
  
2. PAYMENT SCHEDULE FOR ANNUAL OR BI-ANNUAL DUES:  
Renewal dues collections start November 1<sup>st</sup> of each year and must be completed by January 31<sup>st</sup> of the following year. Depending on when new members are accepted, the dues amount varies. After June 30<sup>th</sup> the dues for new members only (never been a prior member) are prorated to \$3.00 per person for the duration of the year.
  
3. HOW ARE DUES COLLECTED:  
Dues are collected annually in a number of ways. A dues table is set up by the Membership Chairperson and dues are collected from members during the November, December and January Meetings. Dues are also mailed to the Club's Membership Chairperson. In addition to the dues, all members including lifetime and honorary members, must complete the Club's Membership form.

Date of Board of Directors Approval: February 26, 2013

Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

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