

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

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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 5

EXECUTIVE BOARD MEETINGS

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

- A. 1st Executive Board Meeting
Third Tuesday in January
- B. 2nd 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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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

- 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/announced **by the October general meeting/potluck** to invite interested members to become nominees. ~~In the event additional nominees are needed by the November general meeting/potluck, the Nomination committee shall begin recruiting to provide the required number of nominees.~~ **All nominations for a Board position (Officer/Director) shall be handled through the nominating committee. Nominations shall be accepted from the floor at the November general membership/potluck meeting.**

Any member may become a nominee for election by ~~filing a notice of intent with~~ **notifying** 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: March 28, 2017

Date of Membership Approval: April 25, 2017

Club's Committee Chairperson: Randy Tortorelli

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 Executive Board consists of a President, 1st Vice President, 2nd Vice President, Treasurer and Secretary, all of whom are ~~Directors, Officers.~~

~~There are four additional~~ positions described as Directors #1, 2, 3, and 4 ~~and that~~ 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.~~

~~The Executive Board and~~ Directors are elected, to a specific position, by the membership. All directors serve for a period of three (3) years, ~~with an option to serve an additional three (3) years.~~

DUTIES OF CLUB OFFICERS: EXECUTIVE BOARD

President: Presides over all Board of Directors Meetings and is an ex-official member of all committees. ~~Is responsible for the January Recognition Luncheon.~~ Board policies & procedures

1st Vice President: ~~Rules & Regulations,~~ Caravan Director, Chairman of Awards Committee; RCSC liaison – attends meetings and reports back to Board of Directors as needed. Board policies & procedures

2nd Vice President: ~~Rules & Regulations,~~ Assistant Caravan Director; Annual Picnic; ~~introduces guests & new members at the general membership/potluck/caravan meetings;~~ Safety Caravan Director; ~~place meeting notices in local newspapers.~~ Board policies & procedures.

Treasurer: ~~Rules & Regulations,~~ Responsible for all financial Accounting & reporting. Board policies & procedures

Secretary: ~~Rules & Regulations,~~ Minutes of all Board of Directors Meetings, general membership meetings and caravan meetings in the absence of Director 1. Board policies & procedures

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)

DUTIES OF DIRECTORS:

Director #1: ~~Policies,~~ **Rules & Regulations**, Caravan meeting Secretary and stand-by **Board**, **general membership/potluck secretary, Awards committee member**

Director #2: ~~Policies,~~ **Rules & Regulations**, Pancake Breakfast, **Equipment inventory office/storage shed** and records; Equipment/**storage shed** custodian, **Awards committee member**

Director #3: ~~Policies,~~ **Rules & Regulations**, Caravan Christmas Party, Sundial Fun Fair, **Awards committee member**

Director #4: ~~Policies,~~ **Rules & Regulations**, 50/50 sales at potluck, ~~Christmas Potluck,~~ **annual appreciation gifts**; Assist Director #3 with caravan Christmas Party, Christmas Table set-up at Potluck, **Awards committee member**

LIMITATIONS ON OFFICERS TERM OF OFFICE:

The normal term is 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 (**Director**) volunteers to serve as the 2nd Vice President and further continues as the 1st Vice President and President, ~~one may have one's~~ **the term of office is** 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

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Club's Committee Chairperson: Bob Downey

President's Signature: _____

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SECTION 6

CLUB OFFICERS (continued)

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

(1) President & 1st Vice President: In the event either the President or 1st 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 1st V.P. and the 1st V.P. replaced by the 2nd 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) 2nd Vice President: In the event the 2nd Vice President resigns or the position is vacated for any reason, the President may 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.

(4) The Secretary and Treasurer may serve 2 consecutive three (3) year terms, subject to being nominated and elected at the annual meeting. Should the Secretary or Treasurer desire to serve additional three (3) years terms they must be out of office a period of three (3) years at which time they would be eligible to be nominated and elected to serve.

(5) Should a 2nd VP, 1st VP or President desire to serve an additional three (3) year term, they must have been out of office a period of three (3) years at which time they would be eligible to be nominated for the 2nd VP position and if elected, serve the three (3) year rotation.

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: _____

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RE: RCSC BOARD POLICY RESOLUTION NO. 12

SECTION 6

CLUB OFFICERS (continued)

ADDITIONAL OFFICERS MAY BE ELECTED OR APPOINTED:

In the event any non-officer (**Director**) 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.

~~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~~ **Ballot**

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), **and** the Non-elected board member will have full voting rights.

Date of Board of Directors Approval: March 28, 2017

Date of Membership Approval: April 25, 2017

Club's Committee Chairperson: Randy Tortorelli

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)

SWEARING IN CEREMONY AT DECEMBER POTLUCK/GENERAL MEMEMBERSHIP MEETING:

All **Officers**/Directors elected during the December 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 **officers**/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 and ~~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.~~

SECTION 7

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 4th Tuesday of the Month.**
- **Caravan/Rally Meetings are held the 4th 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. **In the event that the club does utilize independent contractors, RCSC Board Policy BP 12 will be adhered to.**

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: _____

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

RE: RCSC BOARD POLICY RESOLUTION NO. 12

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 BP12 ~~a~~-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.~~

1. PAYMENT SCHEDULE FOR ANNUAL OR BI-ANNUAL DUES:

Renewal dues collections start November 1st of each year and must be completed by January 31st of the following year. Depending on when new members are accepted, the dues amount varies. After June 30th the dues for new members only (never been a prior member) are prorated to ~~\$3.00 per person~~ for the duration of the year.

2. 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.

3. Annual President's Lunch:

The incoming President shall arrange for an annual lunch as a means of recognizing the Board members, committee chairs and the outgoing President. Spouses may be invited to attend the lunch at the club's expense.

4. Annual VIC (Very Important Contributor) and Appreciation awards

The Awards committee shall meet periodically throughout the year and prepare a list of members to receive a VIC or appreciation Award. Presentation of the Award s will be at the Annual membership meeting in December, or as approved by the Board.

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Date of Membership Approval: March 26, 2013

Club's Committee Chairperson: Bob Downey

President's Signature: _____

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RE: RCSC BOARD POLICY RESOLUTION NO. 12

SECTION 28

CLUB FINANCES (continued)

The Treasurer shall at the February general membership/potluck meeting, present an annual financial report to the membership.

The Board of Directors may spend up to \$1,000 annually out of the general fund account on items not included in the budget without approval from the membership. The Board shall follow all pertinent RCSC policies with any expenditures.

SECTION 29

CLUB MEMBER CONDUCT & DISCIPLINARY POLICY

Club members should conduct themselves in a civil manner so as to not jeopardize the rights and privileges of other club members, whether in an RCSC facility or any club activity. Inappropriate conduct may include arguments, verbal harassment, physical altercations or any other behavior that places another person in reasonable apprehension of physical injury, makes the club member uncomfortable or places the club or RCSC facilities in jeopardy. Any club member displaying such inappropriate behavior may be asked to leave immediately.

To report an incident and/or member conduct offense, there shall be a written, signed complaint submitted by the observers detailing the infraction and the offender(s) involved. This complaint shall be submitted to the President of the Executive Board. Should the incident or offense involve a member of the Board of Directors, the matter shall be handled according to RCSC Board Policy 12.

Upon receipt of a signed complaint, the Executive Board will request a meeting with the offender(s) to detail the infraction.

If and when a meeting between the Executive Board and the offender(s) takes place, and the actions to be taken to resolve the infraction are agreed upon, the matter shall be entered into the Executive Board minutes and the matter shall be deemed closed.

Date of Board of Directors Approval: February 26, 2013

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Club's Committee Chairperson: Bob Downey

President's Signature: _____