

**SUN CITY UKULELE CLUB  
CLUB RULES**

<b>ARTICLE I</b>	<b>CHARTERED CLUBS</b>
<b>ARTICLE II</b>	<b>AUTHORIZED CLUB USERS</b>
<b>ARTICLE III</b>	<b>CLUB EXECUTIVE BOARD, OFFICERS, COMMITTEES AND OTHER MEMBER DESIGNATIONS</b>
<b>ARTICLE IV</b>	<b>CLUB ELECTIONS</b>
<b>ARTICLE V</b>	<b>CLUB MEETINGS</b>
<b>ARTICLE VI</b>	<b>CLUB RECORDS AND REPORTS</b>
<b>ARTICLE VII</b>	<b>CLUB FINANCE</b>
<b>ARTICLE VIII</b>	<b>CLUB EVENTS, ACTIVITIES, SALES, CONTRIBUTIONS AND RAFFLES</b>
<b>ARTICLE IX</b>	<b>CLUB SAFETY, SECURITY AND CLUB MONITORS</b>
<b>ARTICLE X</b>	<b>CLUB MEMBER CONDUCT AND DISCIPLINE</b>
<b>ARTICLE XI</b>	<b>AMENDING OR REVISING CLUB RULES AND POLICIES</b>
<b>ARTICLE XII</b>	<b>CLUB DE-CHARTERING AND DISSOLUTION</b>

**ARTICLE I – CHARTERED CLUB REQUIREMENTS**

**Section A** – The name of the Club is The Sun City Ukulele Club

**Section B** – The Sun City Ukulele Club is dedicated to having fun. We meet year-round every Thursday (except holidays) to sing and play a variety of songs. We welcome all RCSC card holders regardless of skill level, and provide free lessons to members on the first and third Thursdays from October through March, with exceptions as needed for holidays, etc.

**Section C – Club Governing Order of Priority.** RCSC Board Policy 12 supersedes all the Rules and Regs for this club. Robert’s Rules of Order will apply at all General and Executive Board Meetings.

**Section D – Club Facilities and Equipment.** When needed, the club’s equipment can be removed from the storage room at Fairway by officers, jam leaders and others, designated to do so by the President. This is done primarily for all-club performances and club functions in the Arizona Rooms.

**ARTICLE II – AUTHORIZED CLUB USERS**

**Section A – Club Membership Requirements.** The Sun City Ukulele Club is open to all RCSC members in good standing. All club members will be issued a name tag. All club members, guests and visitors shall sign in when entering the club.

**Section B – Membership Dues and Honorary/Lifetime Memberships.** Annual dues are set by the Board and are currently \$10.00 per club member for the period Jan.1st to Dec. 31<sup>st</sup>. Renewal occurs in January. New members joining in September will be considered members through the end of the year as well as through the entire following year.

The Executive Board may choose to confer Honorary Lifetime Club Membership to a member whose service to the club is above and beyond the normal. A vote by the membership is not necessary. This special membership stands as long as the recipient lives in Sun City and is an RCSC card holder. Those honored in such a way are exempt from yearly dues.

**SUN CITY UKULELE CLUB  
CLUB RULES**

**Section C – Club Guests and Visitors.** Sun City RCSC card holding members may be a visitor to the club three (3) times before being required to join the club. However, those visitors wishing to participate in the Mentorship lessons must join the club first. Guests (non-RCSC cardholders) may attend the club in accordance with the RCSC Board Policy 12 with the payment of the appropriate RCSC guest fee. Guests must be invited and escorted by a club member each time they attend a club function. Guests are not eligible to participate in Mentorship Lessons; these free lessons are for club members, only. However, the President may make exceptions for grandchildren, foreign guests or other special circumstances. The Secretary will punch the RCSC Host Punch Card and use the funds collected from guests to purchase a new card when it needs to be replaced. Visitors and guests may participate in club activities, except as noted above, but may not displace a club member, and may not vote.

**Section D – Independent Contractors and Instructors.** The club may have instructors come in to teach courses, give clinics, lead jam sessions or perform a concert. In that event, an Independent Contractor Agreement will be filed with the Clubs and Activities Office in accordance with BP-12. Any payment made to an Independent Contractor for services will be paid by check from the club treasury.

The Executive Board is responsible for deciding the names of visiting professionals and the number of such events per year.

**Section E – Club User Reporting Requirements.** See Club Officers – Secretary or Treasurer.

**ARTICLE III – CLUB EXECUTIVE BOARD, OFFICERS, COMMITTEES AND OTHER MEMBER DESIGNATIONS**

**Section A – Club Executive Board.** The Club's Executive Board shall be comprised of the elected officers, the appointed committee chairs, and the past club President. All have equal voting rights.

If an officer resigns, or is unable to serve, the position will be filled by unanimous approval of the remaining officers. The newly assigned officer shall hold that position until the next election cycle, when they may run for election.

**Section B – Club Officers.** The club shall have four officers: President, Vice President, Secretary and Treasurer. When needed, the officers shall establish committees such as Mentorship, Publicity, Audio/Visual, Website, Luthier, Social, Special Events Coordinator, etc. and the chairs of these committees shall be voting members of the Executive Board.

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

b. The Vice President shall preside in the absence of the President and shall perform such duties as may be required. The Vice President shall assure that any acquisition or disposal of equipment, tools, furniture or fixtures is properly reported and prior approval is received.

**SUN CITY UKULELE CLUB  
CLUB RULES**

The Vice-President shall assure that proper procedures are followed and prior approvals are obtained for any club improvements or repair. The Vice President is responsible for submitting the inventory to RCSC each year.

c. The Secretary and/or Treasurer shall record the minutes of all club meetings, make name tags for members, prepare the weekly sign-in sheets, oversee the sign-in process, and ensure the retention and maintenance of the club's records, reports and communication. The Secretary and/or Treasurer shall assure the completion, submission and retention of the club's attendance records and membership roster. The Secretary and/or Treasurer shall assure that the information on RCSC's website about the club is accurate and up to date.

d. 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 filed with RCSC's club office, and that federal, state and local tax reports are completed and filed in a timely manner.

**Section C – Club Committees and Other Member Designations.** A Nominating Committee shall be appointed by the President and shall establish a list of members willing to stand for election as an officer. The elected officers shall establish standing committees as needed.

**ARTICLE IV – CLUB ELECTIONS**

**Section A - Officer Elections, Terms, and Vacancy**

a. Election Procedures: The Nominating Committee will give a list of prospective officers to the club President. The list shall be emailed to club members prior to the fall Annual Membership meeting. The slate of prospective officers is presented to the membership at the fall Annual Membership meeting. Additional names may be added from the floor at that time. A vote is then taken by voice, hand or paper at the discretion of the presiding officer for each officer position. Only club members in good standing are eligible to vote.

b. Club Officers shall be elected for a term of one year and shall not be reelected for more than three (3) consecutive terms unless a majority of the Executive Board approves that the officer can run for reelection.

c. If a vacancy of an elected office occurs, the position shall be filled as in Article III above. However, if the President's office is vacated, it will be filled by the Vice President, and a replacement for the Vice President will be filled as in Article III above.

d. If an officer misses three Executive Board meetings in a row, it will be deemed that he/she is no longer interested in serving in their position, and a replacement will be appointed by the President and confirmed by a vote of the Executive Board.

e. There will be no appointment of temporary officer replacement during extended periods of absence such as over the summer.

f. If an Executive Board member is unable or unwilling to continue serving, a replacement shall be appointed by the President and confirmed by a vote of the Executive Board as in Article IV, Section A-d above.

**SUN CITY UKULELE CLUB  
CLUB RULES**

**ARTICLE V – CLUB MEETINGS**

**Section A – Club Membership Meetings**

- a. Annual membership meetings will be established by the President. The date and time will be announced at a club gathering, and members will be notified by email. One annual membership meeting is required, but additional meetings may be held at the discretion of the Executive Board. The Treasurer will make a financial report at the annual membership meeting and at all Executive Board meetings.
- b. Quorum requirement is based upon the number of paid-up members on the date of the meeting and is calculated at the start of the meeting.
- c. If the annual membership meeting conflicts with other events, such as RCSC board and membership meetings, the President shall reschedule it.
- d. If needed, the Officers may call a special meeting of the members.
- e. When in-person meetings are prohibited by an act of God or a pandemic, Membership Meetings may take place virtually. Only members may attend.

**Section B – Club Executive Board Meetings**

- a. Executive Board meetings will be called by the club President or any member of the Executive Board in conjunction with the President or Vice President. Executive Board members will be notified by email of the date and time of Executive Board meetings. Two Executive Board meetings are required annually and usually occur in October and February.
- b. Quorum for Executive Board Meetings is ½ of total number of members.
- c. Each member of the Executive Board has one vote, including the President.
- d. Board members may participate virtually.
- e. Only Executive Board members may attend the meetings.
- f. When in-person meetings are prohibited by an act of God or a pandemic, Executive Board meetings may take place virtually.

**Section C – Special Club Meetings**

- a. If any member of the Executive Board feels that an additional meeting is needed, the President shall inform all members of the date, time and place via email with at least a one-week notice. The President shall provide an agenda at that time.

**ARTICLE VI – CLUB RECORDS AND REPORTS**

**Section A – Club Records.**

- a. The minutes of the Executive Board meetings shall be emailed to those members after being reviewed by the President. The Secretary and/or Treasurer, and the President shall keep digital records of the meetings for a period of 5 years.

**SUN CITY UKULELE CLUB  
CLUB RULES**

- b. The minutes of the Annual Membership meetings shall be emailed to all members after being reviewed by the President. The Secretary and President shall keep digital records of the meetings for a period of 5 years.

**Section B – Reports.**

- a. See Club Officers – Secretary and Treasurer.

**ARTICLE VII – CLUB FINANCES**

**Section A – Club Fiscal Year and Funds Management**

- a. The Executive Board must secure membership authorization for expenditures greater than \$700.00.
- b. The club’s bank account will have three (3) eligible signers: President, Treasurer and one other at the Executive Board’s discretion. Two (2) signatures will be required for withdrawals that are greater than \$700.
- c. The Treasurer shall establish a petty cash fund of \$20.00 which shall be given to the Secretary to be used to purchase an RCSC Host Punch Card.
- d. Any Officer may make authorized purchases for the club without membership approval as long as the amount is less than \$700 and with the approval of the Executive Board.
- e. Members who provide materials or services to the club may be compensated directly. For example, our luthier and our training book photocopier.
- f. Our club accepts credit cards for amounts greater than \$10.
- g. The Treasurer, President, and the third person on the bank account may hold a debit card for that account.

**Section B – Audits of the Club’s Financial Records**

- a. If requested, the club will be audited as per BP-12. The Treasurer will assist.

**ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES, CONTRIBUTIONS AND RAFFLES**

**Section A – Club Events and Tournaments**

- a. The Sun City Ukulele Club may sponsor events at the discretion of the Executive Board.
- b. The Executive Board may invite outside talent to provide workshops and concerts for our members and their invited guests.
- c. The Executive Board may choose to sponsor sanctioned events in accordance with BP-12

**Section B – Club Activities**

- a. Only paid members in good standing may participate in the free Mentorship lessons.
- b. Members, visitors, and invited guests may participate in all other activities, as limited by space. Visitors and guests may not displace a member.

**Section C – Club Sales**

- a. There are no sales by club members in the club room.

**Section D – Club Advertising and Marketing**

- a. See BP-12

**SUN CITY UKULELE CLUB  
CLUB RULES**

**Section E – Club Contributions and Raffles**

- a. Our club does not hold raffles where tickets are sold.

**ARTICLE IX – CLUB SAFETY, SECURITY AND CLUB MONITORS.**

**Section A – Club Safety**

- a. In case of an accident or emergency, call 911 and then do the following:
  - Notify RCSC (Center Leader or Custodian Foreman)
  - Station individual out front to direct EMS personnel
  - Stop club work until situation resolved
  - Complete incident report
- b. There are no dangerous pieces of equipment in our meeting space. However, to prevent a tripping hazard, orange safety cones shall be used to designate cables on the floor. Or, the cables may be taped down.

**Section B – Club Security**

- a. There are 4 keys to the storage area in the Music Room. The keys move from person to person depending upon the need.
- b. No personal equipment is stored in the storage room.
- c. Club equipment may be removed from the storage room when needed for club events such as Open Mics or performances.

**Section C – Club Monitors**

- a. The club is not required to have monitors because there is no dangerous equipment in the Music Room that could cause injury. In addition, the nature of club events is that a majority of members typically attend. Therefore, there are always two or more members in attendance for every event.

**ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.**

**Section A – Member Conduct**

1. 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.
2. Additionally, Members shall not be under the influence of alcohol, illegal drugs, or knowingly sick (e.g. cold, flu, virus) while attending Club functions.
3. Any Member displaying inappropriate behavior may be asked to leave the Club function immediately to de-escalate the situation, for the protection of other Members and/or themselves, and to stabilize the Club environment and restore tranquility in the Club.

**SUN CITY UKULELE CLUB  
CLUB RULES**

**Section B – Club Member Discipline**

1. Conduct Reports

a. First Conduct Report

i. The accused member is given a copy of the conduct report filed against them with the name of the writer removed. The conduct report should include the club member's name, the date and approximate time of the incident, and a brief description of the member's conduct that is being reviewed.

ii. 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. The determination report should include the club member's name, the date and approximate time of the incident, and a brief description of President's findings regarding the issue or incident.

b. Second Conduct Report

i. 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.

ii. 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.

iii. Hearing determination(s) may find that the Club Executive Board will assign a 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.

2. Appeal

a. The guilty or disciplined party may contact RCSC Corporate office in writing and ask for a hearing before the RCSC Board.

b. The RCSC Corporate office will notify and conduct the hearing as per BP-12.

3. A written conduct report on an Executive Board member accused of violating club rules or other serious violations must be submitted to the RCSC Corporate office for disposition. The RCSC Corporate office will schedule and conduct the hearing as per BP-12.

**ARTICLE XI. AMENDING OR REVISING CLUB RULES AND POLICIES**

1. All Club Rules, Policies, and Procedures must be published. No "verbal-only" Rules, Policies, or Procedures are authorized.

2. The Executive Board may suggest a change to the Rules and Regulations of the club to the membership via email and have those suggested changes be voted upon at the next scheduled Membership meeting.

**ARTICLE XII – CLUB DE-CHARTERING AND DISSOLUTION.**

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the RCSC.

DATE APPROVED BY THE CLUB MEMBERSHIP: \_\_\_\_\_

**SUN CITY UKULELE CLUB  
CLUB RULES**

CLUB FORWARDING OFFICIAL: \_\_\_\_\_

RCSC APPROVAL: \_\_\_\_\_