

**GARDEN CLUB OF SUN CITY
RULES AND REGULATIONS**

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Article I

NAME

THE GARDEN CLUB OF SUN CITY

Article II

OBJECTIVES

The objectives of this club shall be:

- A. Become acquainted with the techniques of flower, vegetable and succulent gardening in low desert Arizona.
- B. Enjoy the activities of gardening and the camaraderie of other gardeners.
- C. Pursue self-sufficiency through the sale of garden products.
- D. Encourage active participation in the civic and social affairs of Sun City.
- E. Have fun together.

Article III

JUDICIAL AUTHORITY

In all cases the Recreation Centers of Sun City, Inc. (RCSC), Chartered Club Board Policy 12 shall prevail in the event of any conflict.

Article IV

PARLIAMENTARY AUTHORITY

The club meetings shall be governed by "Roberts Rules of Order Newly Revised" and in compliance with Chartered Club Board Policy 12.

Article V

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of:

- A. Elected officers
- B. Immediate past president (serves only in an advisory capacity)
- C. Standing and special committee chairperson.

Section 2. The Board of Directors shall have full authority to transact all business of this club between general meetings, but shall not take any action contrary to any general policy which has been adopted.

Section 3. Each Board member attending will have one (1) vote. A majority of members attending the meeting will constitute a quorum.

Section 4. The Board of Directors shall meet once a month from August through May.

Section 5. The Board of Directors shall fill any vacancies on the Board by majority vote.

Section 6. Handling of funds: spending capital limits

- A. The Board of Directors may approve any specific expenditure up to but not to exceed \$1,000.00.
- B. Any specific expenditure over \$1,000.00 must be approved by the membership.

Section 7. The board members cannot be paid for services while holding an office.

Section 8. The Board makes the final recommendation, as required, on appropriate behavior or member conduct issues.

Article VI

EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee composed of elected officers and immediate past president.

Section 2. The Executive Committee shall, by majority vote of its members have full authority to act for and on behalf of the Board of Directors whenever, the business of the club demands prompt attention between meetings of the Board.

Section 3. In the event of a vacancy in any office not provided for elsewhere in these by laws, the Executive Committee shall appoint a member to serve the unexpired term.

Section 4. The President shall act as chair of the Executive Committee meetings which call by any two (2) members or the chair. All members must be notified of such a meeting in writing.

Article VII

OFFICERS/DUTIES

Officers Shall Be Elected as Follows: President, First Vice President, Second Vice President, Secretary and Treasurer. They shall serve for a term of ONE (1) year, but may serve three (3), one-year terms beginning January 1 through December 31.

Section 1. The President shall

- A. Preside at all meetings of the club; Executive and Board of Directors, and General Membership meetings.
- B. Appoint all non-elected committee chairpersons subject to the club's Board of Directors.
- C. Be an ex officio member of all committees except the Nominating Committee.
- D. Recommend member(s) or outside certified firm to audit the Treasurer's books annually.
- E. Request at least three (3) volunteers for a Nominating Committee at the March meeting.
- F. Keep a list of all committees and record it with the Secretary. Have a copy of Roberts Rules of Order Newly Revised and a copy of RCSC Board Policy 12 available at all meetings for reference.
- G. Give a report to the membership at each meeting.

Section 2. First Vice President shall:

- A. Perform all duties of the President when absent or during a vacancy in that office.
- B. Send notices of meetings to the press and handle the general publicity of the club's activities. All news articles shall be approved by the RCSC Club Office.
- C. Recruit a Web Master to maintain the club web page.
- D. Prepare all programs for the year, including any classes or field trips that may be arranged.
- E. Give a report to the membership at each meeting.

Section 3. Second Vice President (Director of Membership) shall:

- A. Compile an accurate membership list with the correct names, addresses, telephone numbers and e-mail addresses.
- B. Collect membership dues and give member a receipt and then transfer money to the Treasurer.
- C. Make name badges for all members stipulating his/her emergency contact information.
- D. Be responsible for identifying attendees as members, guests or visitors per RCSC Board Policy 12.

- E. Submit a current Membership Roster to RCSC twice a year on March 1st and October 1st per RCSC Board Policy 12.
- F. Make a membership report monthly.

Section 4. The Secretary shall:

- A. Record minutes of all Board and General Membership meetings.
- B. Handle all correspondence and be the custodian of all papers, documents and records of the club.
- C. Minutes are to be retained for a period of three years.
- D. Distribute minutes one (1) week prior to Board and General Meetings by email to respective members and posting at the club office.

Section 5. The Treasurer shall:

- A. Keep an accurate record of the club funds according to generally accepted business practices.
- B. Pay all bills and write checks for donations allotted by the club.
- C. Maintain financial records for a minimum of three (3) years and tax records for a minimum of five (5) years.
- D. Sign checks
 - 1. Signatories: See Article VIII - Finances.
 - 2. Checks in excess of \$1000 may only be signed by the Treasurer or President provided the expense has been approved by the general membership.
- E. File the annual tax return with the Internal Revenue Service (IRS) and the state of Arizona.
- F. Be an ex-officio member of the Budget and Finance Committee.
- G. Provide the Board at each Board Meeting a report comparing actual expenditure to the budget allocations.
- H. Post a treasurer's Report at each monthly membership meeting.
- I. Reconcile checking accounts on a monthly basis.

Article VIII
FINANCES

Section I. Checking/Saving Accounts

- A. Separate checking and savings accounts shall be established and maintained for the following activities:
 - 1. Community Garden
 - 2. Greenhouse
 - 3. Club (Non-Community Garden or Non-Greenhouse)
- B. Signatories on the accounts shall be:
 - 1. The Club President and Club Treasurer shall be the signatory on the Club Activities account.
 - 2. The Club President, Club Treasurer and the Community Garden Chair shall be the Signatories on the Community Garden Account.
 - 3. The Club President, Club Treasurer and the Greenhouse Chair shall be the Signatories on the Greenhouse Account.
 - 4. The Community Garden Chair and the Greenhouse Chair shall have the authority to use the club credit card solely for club budgeted purchases within his/her scope of authority.
 - 5. Only the Club President or Treasurer shall have the authority to purchase Bank Certificates of Deposit (CDs).
 - 6. The Community Garden Chair and the Greenhouse Chair shall have no authority to issue club checks.

Section 2. Credit Card/Credit Accounts

- A. Credit Cards/Credit Accounts may only be opened with the approval of the Board of Directors.
- B. Upon authorization credit cards may be issued to:
 - 1. Club Account: President and Treasurer.
 - 2. Community Garden: Community Garden Chair.
 - 3. Greenhouse Garden: Greenhouse Chair.
- C. Credit Card/Credit Accounts may be used solely for club budgeted purchases.
- D. Upon authorization credit accounts may be utilized by:
 - 1. Club Account: President and Treasurer
 - 2. Community Garden: Community Garden Chair
 - 3. Greenhouse Garden: Greenhouse Chair
 - 4. Other members of the Club upon completion of the Credit Card Utilization Form and approval of the individual to whom the card is issued.
- E. Credit Accounts may only be used by the individual authorized by the Board of Directors.

Article IX

STANDING AND APPOINTED COMMITTEES

Section 1. Rules & Regulations (bylaws) Committee

- A. Shall consist of the Chair and two (2) volunteers.
- B. The Rules & Regulations will be reviewed every three (3) years.
- C. The review shall assure the club is in compliance with RCSC's policies, bylaws and articles and report any discrepancy to the Board and membership.
- D. Submit any recommendations to the Board Membership for a vote.

Section 2. Nominating Committee:

- A. Shall consist of the Chair and two (2) volunteers.
- B. Provide a list of eligible candidates for all elected positions no later than November 1st.
- C. The President shall report the committee's recommendations to the membership at the November General Meeting.
- D. Oversee club voting procedures.
- E. Verify club voting results and announce the result to members and post the result in the Garden Club Office.

Section 3. Audit Committee

- A. Shall consist of the Chair and two (2) volunteers.
- B. Make an annual review of the club accounting records.
- C. Periodic reviews of accounting records may be made if circumstances dictate a need.
- D. Present a written report of each review to the Board and the membership.

Section 4. Budget & Finance Committee

- A. Shall consist of the Chair, Community Garden Chair or designee, Greenhouse Chair or designee.
- B. Shall develop a budget for the ensuing year to be presented to the Board at its December meeting.
- C. After Board approval the new budget shall be presented to the membership for a vote at the January meeting.

Sections 5. Rose Committee

- A. Oversee pruning, fertilizing and upkeep of Rose Garden at the Sun Bowl.
- B. Shall be allocated an annual operating budget.

- C. The Chair will bring any recommendations exceeding allocated budget limitations to the Board of Directors for discussion and voting.
- D. Report at each Board and General Membership meeting.

Section 6. Community Garden Committee

- A. Oversee the care, operation and maintenance of the Community Garden.
- B. Shall be allocated an annual operating budget.
- C. The Chair will bring any recommendations exceeding allocated budget limitations to the Board of Directors for discussion and voting.
- D. Collect fees and deposits for garden plots and raised beds.
- E. Transmit all funds to the Treasurer.
- F. Report at each Board and General Membership meeting.

Section 7. Office Manager

- A. Oversee all functions of the club office; purchase all supplies/equipment within budgeted limits.
- B. Shall be allocated an annual operating budget.
- C. Obtain RCSC approval for all equipment purchases, disposal and office repairs.
- D. Recruit Office Monitors and oversee monitor duties.
- E. Ensure at least one (1) monitor staffs the office during hours.
- F. Shall be familiar with and document office procedure.

Section 8. Entertainment Committee

- A. Be responsible for at least three (3) social functions each year: April, October and Decembers.
- B. Make arrangements for additional social functions at the discretion of the Board of Directors.
- C. Submit a room set-up form to the RCSC Club Office at least two (2) weeks prior to each function.
- D. Report at each Board and General Meeting.

Section 9. Greenhouse Committee

- A. Oversee the care, operation and maintenance of the Greenhouse.
- B. Shall be allocated an annual operating budget.
- C. The Chair will bring any recommendations exceeding allocated budget limitations to the Board of Directors for discussion and voting.
- D. Collect fees and deposits as determined by the Sun City Garden Club.
- E. Transmit all funds to the Treasurer.
- F. Report at each Board and General Membership meeting.

Article X

DUES, MEMBERSHIP AND GUESTS

Section 1. Membership shall be extended to:

- A. Any individual who holds a current RCSC membership card.
- B. Any individual whose dues are up-to-date.

Section 2. Dues shall be:

- A. Voted on at each December General Membership Meeting for the next calendar year.
- B. Dues will be considered delinquent if not paid by January 31st.
- C. A member shall be suspended for delinquent dues.

Section 3. Club Visitor/Guest

- A. A Club Visitor is an RCSC Card Holder who is not a club member.
- B. A Club Visitor may attend functions for a total of two (2) times.

- C. A Club Guest is a non-Sun City AZ resident or a Sun City AZ resident who is not an RCSC cardholder.
- D. A Club Guest may attend functions for a maximum of two (2) times.

Article XI
ELECTIONS

Section 1. Candidates

- A. Nominations shall include those candidates selected by the Nominating Committee.
- B. Nominations may be made from the floor, without being seconded, prior to the election.

Section 2. Process

- A. Elections shall take place at the December General Membership Meeting.
- B. The election shall be conducted by the Nominating Committee.
- C. If there is only one (1) candidate for each office, election may be made by acclamation or show of hands.
- D. If there is more than one (1) candidate for any office, the election shall be made by written ballot prepared by the Nominating Committee Chair.
- E. No guests may be present during any meeting for which an election has been previously scheduled and publicized.
- F. Any member in good standing, i.e. Current on dues, may vote.
- G. In case of an act of God or pandemic situation, voting by US Mail or Email, or an electronic platform such as Zoom can take place when voting for club officers. For votes to be counted a quorum of the members must participate in the election.

Article XII
MEETINGS

- A. General Membership meetings shall be held on the first (1st) Tuesday of each month from September through May at a specified time and place, unless the members are notified of the change.
- B. All meetings, except Executive Committee sessions will be open to all club members.
- C. Executive sessions will be open to the Executive Committee members only. Guests may be invited by the Executive Committee for information purposes only.
- D. No club policy or rules and regulation decisions shall be made at an executive session.
- E. Disciplinary meetings will be attended by club officers and other invited individuals.
- F. Members are responsible for their guests.

Article XIII
QUORUM

Section 1. Definition

- A. To conduct elections, voting and club business a quorum shall be require
- B. If Club membership consists of less than 100 members, then 20% of the membership is required to be present.
- C. If Club membership consists of 101 to 400 members, 21 or 10% whichever is greater of the membership, is required to be present.

Article XIV

CODE OF CONDUCT AND DISCIPLINARY ACTION

Section 1. Code of Conduct:

- A. Garden Club members and guests must not jeopardize or interfere with the rights and privileges of others. Garden Club members are responsible for the conduct of their guests.
- B. Garden Club members and guests will refrain from loud, profane, indecent or abusive language.
- C. Garden Club members and guests will not harass or abuse, verbally or physically, any other person.
- D. Garden Club members and guests will not compromise the safety of others. Garden Club members and guests will obey all safety rules and will refrain from any and all unsafe activities.
- E. Garden Club members will not reprimand or discipline any RCSC employee or interfere in the management of RCSC. Comments and complaints may be submitted in writing and dropped into comment card boxes located throughout RCSC facilities or reported to management

Section 2. Disciplinary Actions:

- A. 1st Offense: First offenders will be given a verbal and written warning, as well as education to allow club member to have an opportunity to correct their behavior. Verbal warning should be documented on the Member Warning Notice (see attached).
- B. 2nd Offense: The second offense discussed at the Executive Board will be recorded on the Member Warning Notice with a follow-up certified, return receipt letter to the member notifying them of the ramifications of a 3rd offence which would be possible suspension from the Garden Club of Sun City.
- C. 3rd Offense: The third offence recorded on the Member Warning Notice will generate a hearing with the Executive Board and COC where the Garden Club member will be suspended from 30-60 days as determined by the Executive Board and COC.
- D. Any club member disciplined may submit a written request for an appeal to the RCSC Board of Trustees whose decision will be final.

RULES AND REGULATIONS CHAIR Teresa Yandel
Print Name

On File at Office
Signature

DATE of MEMBERSHIP APPROVAL October 6, 2020

PRESIDENT'S SIGNATURE Marty Skagen
Print Name

On File at Office
Signature