

Garden Club of Sun City Club Rules

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ARTICLE I – CHARTERED CLUB

Section A – The name of the Club is GARDEN CLUB OF SUN CITY

Section B – Purpose of the Club.

1. Become acquainted with the techniques of flower, vegetable and succulent gardening in low desert Arizona.
2. Enjoy the activities of gardening and the camaraderie of other gardeners.
3. Pursue self-sufficiency through dues, fundraisers and product sales.
4. Encourage active participation in the civic and social affairs of Sun City.
5. Have fun together.

Section C – Club Governing Order of Priority.

1. JUDICIAL AUTHORITY -- In all cases the Recreation Centers of Sun City, Inc. (RCSC), Chartered Club Board Policy 12 (BP-12) shall prevail in the event of any conflict.
2. PARLIAMENTARY AUTHORITY-- The Club meetings shall be guided by "Robert's Rules of Order Newly Revised" and in compliance with BP-12.
3. Club Rules.
4. Policies and Procedures.

Section D – Club Facilities and Equipment.

NA

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Section E – Definitions.

1. **“Cardholder”:** A member of the Recreation Centers of Sun City who is in good standing and has a valid Member Card or Privilege Card.
2. **“Club”:** The Garden Club of Sun City.
3. **“Club Executive Board”:** is defined in this document as “Board of Directors,” or the “Board.”
4. **“Club Office”:** The Garden Club office in Grand Center.
5. **“Clubs Office”:** The Recreation Centers of Sun City Chartered Clubs Office is charged with administration of Chartered Clubs and are the focal point for club information and assistance.
6. **“COC”:** Club Organization Committee.
7. **“Guest”:** A non-cardholder invited by a Member to participate in Club use/activities and subject to the RCSC Cardholder Guide and BP-12 titled Chartered Clubs.
8. **“Member” or “Club member”:** A Cardholder who is a current Member of the Club.
9. **“Officer”:** Any Member who holds an elected office within the Club:
 - a. President
 - b. First Vice-President
 - c. Second Vice-President
 - d. Secretary
 - e. Treasurer
 - f. Greenhouse Chair
 - g. Club Office Chair
 - h. Community Garden Chair
10. **“RCSC”:** The Recreation Centers of Sun City, Inc.
11. **“RCSC Board”:** The Recreation Centers of Sun City Board of Directors.
12. **“RCSC Board Policy”:** Policies approved and published by the RCSC Board.
13. **“Rules”:** Club rules submitted as required by the RCSC Board and approved by the Clubs Office.
14. **“Visitor”:** A Cardholder that is not a Member of the club for which use is desired.

ARTICLE II – AUTHORIZED CLUB USERS

Section A – Club Membership Requirements.

Membership shall be extended to any individual who is a current RCSC cardholder in good standing.

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Section B – Membership Dues and Honorary/Lifetime Memberships.

1. Membership Dues shall be announced at the September Membership meeting for the next year with a vote on any proposed change.
2. Annual renewal is due December 31.
3. Renewal collection is done October 1 through December 31.
4. A grace period is allowed though January 31.
5. New Members who join between October 1 and December 31 shall have their dues paid through the following December 31.
6. Other activities may also require additional usage fees (e.g., membership in the Greenhouse committee).
7. A Member in good standing may be recommended for Honorary status by any Club member and designated as an Honorary Member by majority vote of the Board. To be considered an Honorary Member, the Member must be 90 years of age or older and/or living in assisted living accommodations. Annual Club Membership Dues and social event fees shall be waived for Honorary Members.
8. A Member shall be suspended for delinquent dues.

Section C – Club Guests and Visitors.

1. A Club Guest may attend functions for a fee per RCSC requirement.
2. A Club Visitor may attend functions for a total of two (2) times.

Section D – Independent Contractors and Instructors.

NA

Section E – Club User Reporting Requirements.

The Club President is responsible for reporting Club member and guest use to RCSC. The task may be assigned to another Club member.

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

Section A – Club Executive Board.

1. The Club Executive Board (Board of Directors) shall consist of:
 - a. Officers.
 - b. Immediate Past President (serves only in an advisory capacity).
 - c. Social Events and Rose Committee chairs.
2. The Board of Directors shall have full authority to transact all business of this Club, but shall not take any action contrary to any general policy which has been adopted.
3. Each officer attending will have one (1) vote.
4. The Board of Directors shall fill any vacancies on the Board by majority vote.

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5. Handling of funds: spending capital limits
 - a. The Board of Directors may approve an expenditure up to but not to exceed \$1500.00
 - b. Any expenditure over \$1500.00 must be approved by the Membership.
 - c. An expenditure may exceed the \$1500.00 limit if it is defined in an approved budget.
6. Board Members cannot be paid for services while holding an office.
7. The Board makes the final recommendation, as required, on appropriate behavior or Member Conduct issues.
8. There shall be an Executive Committee composed of President, First Vice-President, Second Vice-President, Secretary and Treasurer.
 - a. 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.
 - b. In the event of a vacancy in any office not provided for elsewhere in these Rules, the Executive Committee shall appoint a Member to serve on an interim basis until the Board of Directors approves a replacement.
 - c. The President shall act as chair of the Executive Committee meetings which can be called by any two (2) of its members or the chair. All Executive Committee members must be notified of such a meeting in writing.
 - d. Executive sessions will be open to the Executive Committee members only. Other individuals may be invited by the Executive Committee for information purposes only.
 - e. No Club policy or rules changes shall be made at an executive session.

Section B – Club Officers.

1. The President shall:
 - a. Preside at all meetings of the Club: Executive, Board of Directors, and Membership meetings.
 - b. Appoint all non-elected committee chairpersons subject to approval by the Board.
 - c. Be an ex officio member of all committees except the Nominating Committee.
 - d. Recommend Club member(s) or outside certified firm to audit the Treasurer's financial records annually.
 - e. Appoint 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.
 - g. Have a copy of Robert's Rules of Order Newly Revised and a copy of BP-12 available at all meetings for reference.
 - h. Give a report at each Board and Membership meeting.

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2. The 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 Clubs 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 at each Board and Membership meeting.
3. The Second Vice President (Director of Membership) shall:
 - a. Compile an accurate Membership list with the correct names, addresses, RCSC numbers, 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 Club members, guests or visitors per BP-12.
 - e. Submit a current Membership Roster to COC twice a year on March 1st and October 1st per BP-12.
 - f. Give a report at each Board and Membership meeting.
4. The Secretary shall:
 - a. Record minutes of all Board and Membership meetings.
 - b. Handle all correspondence and be the custodian of all papers, documents and records of the Club.
 - c. Retain minutes for a period of three years.
 - d. Distribute minutes one (1) week prior to Board and Membership meetings by email to respective Members and post at the Club office.
5. The Treasurer shall:
 - a. Keep an accurate record of Club funds according to generally accepted business practices.
 - b. Maintain written procedures for reimbursement and management of cash.
 - c. Pay all bills and write checks for the Club.
 - d. Maintain financial records for a minimum of three (3) years and tax records for a minimum of five (5) years.
 - e. Sign checks
 - f. File the annual tax return with the Internal Revenue Service (IRS).
 - g. Be an ex-officio member of the Budget and Finance Committee.
 - h. Provide the Board at each Board Meeting a report comparing actual expenditure to the budget allocations.

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- i. Give a Treasurer's Report at each monthly Membership meeting and post at the Club Office.
- j. Reconcile checking accounts on a monthly basis.

6. The Greenhouse Chair shall:

- a. Oversee the care, operation and maintenance of the Greenhouse.
- b. Manage implementation of approved budget allocation.
- c. Bring any recommendations exceeding allocated budget limitations to the Board of Directors for discussion and voting.
- d. Collect fees per Greenhouse procedures.
- e. Transmit all funds to the Treasurer.
- f. Maintain written Greenhouse Policies and Procedures.
- g. Give a report at each Board and Membership meeting.

7. The Club Office Chair shall:

- a. Oversee all functions of the Club Office; purchase all supplies/equipment within budgeted limits.
- b. Manage implementation of approved budget allocation.
- c. Obtain RCSC approval for all equipment purchases, disposal and Office repairs.
- d. Recruit Office Monitors and oversee monitor duties in compliance with Article IX Section C.
- e. Maintain written Club Office Policies and Procedures.
- f. Give a report at each Board and Membership meeting.

8. The Community Garden Chair shall:

- a. Oversee the care, operation and maintenance of the Community Garden.
- b. Manage implementation of approved budget allocation.
- c. 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. Maintain written Community Garden Policies and Procedures.
- g. Give a report at each Board and Membership meeting.

Section C – Club Committees and Other Member Designations.

1. Social Events Committee Chair shall:

- a. Be responsible for at least three (3) social functions each year.
- b. Make arrangements for additional social functions at the discretion of the Board of Directors.
- c. Manage implementation of approved budget allocation.
- d. Submit requested social function dates to the Garden Club President by designated timeline of RCSC for calendar and room approval.

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- e. Submit a room set-up form to the RCSC Club Office at least two (2) weeks prior to each function.
- f. Give a report at each Board and Membership meeting.

2. Rose Committee Chair shall:
 - a. Oversee pruning, fertilizing and upkeep of Rose Garden at the Sun Bowl.
 - b. Manage implementation of approved budget allocation.
 - c. Bring any recommendations exceeding allocated budget limitations to the Board of Directors for discussion and voting.
 - d. Give a report at each Board and Membership meeting.
3. Audit Committee shall:
 - a. Consist of the Chair and at least two (2) volunteers.
 - b. Make an annual review of the club accounting records.
 - c. Periodically review accounting records as needed.
 - d. Present a written report of each review to the Board and the Membership.
4. Budget & Finance Committee shall:
 - a. Consist of at least the Chair, Community Garden Chair or designee, Greenhouse Chair or designee.
 - b. Develop a budget for the ensuing year to be presented to the Board at its December meeting. After Board approval, the new budget shall be presented to the Membership for a vote at the January Membership meeting.
5. Nominating Committee shall:
 - a. Consist of the Chair and at least two (2) volunteers.
 - b. Present a list of nominated candidates to the Board no later than the Board meeting prior to the October Membership meeting.
 - c. Have the Chair present their candidates at the October Membership meeting.
 - d. Oversee club voting procedures.
 - e. Verify club voting results, announce the results to Membership and post the result in the Garden Club Office.
6. Rules Committee shall:
 - a. Consist of the Chair and at least two (2) volunteers.
 - b. Review the Rules every three (3) years.
 - c. Assure the Club is in compliance with RCSC's policies, bylaws and articles and report any discrepancy to the Board.
 - d. Submit any recommendations to the Board for advice and approval.

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7. Arts and Crafts Festival Committee Chair shall:
 - a. Reserve appropriate space for the Club in the Fall Arts and Crafts Festival.
 - b. Organize volunteers necessary for the Club's participation in the event.
 - c. Lead the team at the Fall Festival.
 - d. Work with Club Treasurer to pay Festival related bills and record Club earnings.

ARTICLE IV – CLUB ELECTIONS.

Officers Shall Be Elected as Follows: President, First Vice President, Second Vice President, Secretary, Treasurer, Greenhouse Chair, Club Office Chair, and Community Garden Chair. They shall serve for a term of one (1) year, but may serve three (3), one-year terms beginning January 1 through December 31. With Board approval established at the time the Nominating committee is formed, individuals in the offices of Secretary, Treasurer, Greenhouse Chair, Club Office Chair or Community Garden Chair may serve additional terms.

Section A. Candidates

1. Nominations shall include those candidates selected by the Nominating Committee (Article III, Section C, subsection 5).
2. Nominations may be made from the floor, without being seconded, prior to the election.

Section B. Process

1. Elections shall take place at the November Membership meeting.
2. The President shall report the Nominating Committee recommendations at the November Membership meeting.
3. The election shall be conducted by the Nominating Committee.
4. If there is only one (1) candidate for each office, election may be made by acclamation or show of hands.
5. 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.
6. No guests may be present during any meeting for which an election has been previously scheduled and publicized.
7. Any Member in good standing may vote.
8. In case of an act of God or pandemic situation, voting by US Mail or Email, or an electronic platform such as Zoom may take place when voting for Club Officers. For votes to be counted, a quorum of the Membership must participate in the election.

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ARTICLE V – CLUB MEETINGS

Section A – Club Membership Meetings.

1. 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 a change.
 - a. All meetings, except Executive Committee sessions will be open to all Club members.
 - b. New motions made for consideration by Members at a Membership meeting shall be made in writing (including electronic communication) and submitted to the President no less than ten (10) days prior to the next Membership meeting. Amendments to the proposed motion may be made within the 10-day policy window, but must be in writing.
2. To conduct elections, voting and Club business a quorum shall be required.
 - a. If Club Membership consists of less than 100 Members, then 20% of the Membership is required to be present.
 - b. If Club Membership consists of 101 to 400 Members, 21 or 10%, whichever is greater, of the Membership is required to be present.

Section B – Club Executive Board Meetings.

1. The Board of Directors shall meet once a month from August through April, typically on the last Tuesday of the month.
2. A majority of elected officers are required for a quorum of the Board.

Section C – Special Club Meetings.

Special meetings may be called by the President, or a majority vote of a quorum of the Board, or upon written request to the President signed by a Garden Club member. No business shall be transacted at any special meeting except that which is stated in the notice of the meeting.

ARTICLE VI – CLUB RECORDS AND REPORTS

Section A – Club Records.

Club Records requirements are defined under the duties of the Club Secretary (Article III, Section B, Subsection 4).

Section B – Reports.

Reporting requirements are stated within job descriptions (Article III, Sections B and C).

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ARTICLE VII – CLUB FINANCE.

Section A -- Club Fiscal Year and Funds Management.

1. Club Fiscal Year is from January 1 through December 31.
2. Checking and savings accounts shall be established.
3. Signatories on the accounts shall be:
 - a. The President and Treasurer shall be Signatories on the Club accounts.
 - b. Only the Club President or Treasurer shall have the authority to purchase Bank Certificates of Deposit (CDs).

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

Audits are described in the section pertaining to the Audit Committee (Article III, Section C, Subsection 3).

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

Section A – Club Events and Tournaments.

NA

Section B – Club Activities.

NA

Section C – Club Sales.

Sales of items by the Club and its Members are for the benefit of the Club and not any individual.

Section D – Club Advertising and Marketing.

Advertising and Marketing is covered in the description of the office of 1st Vice President (Article III, Section B, Subsection 2).

Section E – Club Contributions and Raffles.

Club raffles will be for the benefit of the Club. A 50/50 raffle may be held when announced. The Club Treasurer is responsible for recording all proceeds.

ARTICLE IX – CLUB SAFETY, SECURITY AND CLUB MONITORS.

Section A – Club Safety.

Safety protocol and proper storage of chemicals are described in appropriate written policy documents for each of the Club’s facilities.

Section B – Club Security

Access tokens may be made available to authorized individuals for the Grand Recreation Center and Club Office/Greenhouse.

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Section C – Club Monitors

1. During established open office hours there will be at least one monitor and at least one other Club member present. The monitor will be the authority on site. If the monitor observes action or behavior that is not consistent with Article X Section A: Club Member Conduct, the monitor may ask the offending individual(s) to leave. If the monitor is not obeyed, then a conduct report will be generated.
2. The monitor will be identified by wearing a monitor badge. The additional Club member present may wear a monitor badge or an assistant monitor badge.
3. Outside of established office hours when Club members have activities that require their presence in the Club facility, there will be at least two Members present. Each of these Members will be considered “monitors” and they may wear a monitor badge.
4. Exception to the requirement of two people present: If a Member has simple business in the Club facility that will take less than 30 minutes, they may follow the “short term single person protocol” that allows an unaccompanied person on site.
5. “Short term single person protocol:” A Member may contact the Club Office chair and check in by telephone, and upon leaving the facility they will check out with the same person. This protocol is further described in the Club Office Procedures.

ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE.

Section A – Club Member Conduct.

1. Members and guests must not jeopardize or interfere with the rights and privileges of others. Members are responsible for the conduct of their guests.
2. Members and guests will refrain from loud, profane, indecent or abusive language.
3. Members and guests will not harass or abuse, verbally or physically, any other person.
4. 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.
5. Members will refrain from engaging in discussions of a political or religious nature at Club meetings and events.
6. 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
7. BP-12 Section 34 defines acceptable videography and recording. Photography and recording by the Club is permitted, but the Club prohibits personal recording of Club meetings and events.

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Section B – Club Member Discipline.

1. Members are encouraged to resolve issues with each person involved. If it is not resolved, a Club member may submit a RCSC report to the Club President outlining the issue in detail per BP-12 requirements.
2. If a Member engages in verbal or physical action that is deemed unacceptable by a monitor, committee chair or Club officer and that Member refuses to stop and/or refuses to leave when asked, then a conduct report will be generated.
3. Disciplinary meetings will be attended by the Executive Committee and other invited individuals.
 - a. 1st Offense: First offenders will be given a verbal and written warning, as well as education to allow the Club member to have an opportunity to correct their behavior. Verbal warning should be documented on the Member Warning Notice.
 - b. 2nd Offense: The second offense discussed at the Executive Committee 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 offense which would be possible suspension from the Garden Club of Sun City.
 - c. 3rd Offense: The third offense recorded on the Member Warning Notice will generate a hearing with the Executive Committee and Club Organization Committee (COC) where the Garden Club member will be suspended from 30-60 days as determined by the Executive Committee and COC.
 - d. Any Club member disciplined may submit a written request within 10 days for an appeal to the RCSC Board whose decision will be final.
 - e. If a report names a Club Officer then the protocol found in BP-12 will pertain.

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. Amendments to Club Rules require Membership approval.
3. Current Club Rules are published on the Club website.

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.

APPROVAL

DATE APPROVED BY THE CLUB MEMBERSHIP: Adopted 10-7-2025

CLUB FORWARDING OFFICIAL: _____

RCSC APPROVAL: _____