



## Vintage Vehicles of Sun City

### Rules and Regulations

The Club will be governed by Recreation Centers of Sun City (RCSC) Board Policy 12 and Roberts Rules of Order.

#### Club Name

The Club will be known as: Vintage Vehicles of Sun City.

#### Club Logo

The Club's official logo appears at the top of this page. The Club owns the rights to this logo and its design and content may not be altered. Leeway is allowed for use of other colors which may be more attractive on different backgrounds particularly in the case of club shirts. When ordering any object with the logo make sure that the highest resolution is provided.

#### Club Website

The Club will maintain a website with the address: [www.vintagevehiclesofsuncity.com](http://www.vintagevehiclesofsuncity.com).

#### Membership

- A.** Club membership is open to all RCSC card holders in good standing.
- B.** The cost for single membership is \$25. Additional members in the same household may join VVSC for \$10 per person. **Dues are to be paid in full by January 31, of each year.** As of February 1, members with dues outstanding shall not have any club privileges.
- C.** The cost for Non-expiring Prepaid Benefactor Memberships valid for up to two members of the same household, as long as they are both valid RCSC cardholders, is \$1,000, payable in a variety of methods. Contact the club's Treasurer for further details.

Dues for new members joining in the fourth quarter will cover them for the next calendar year. Dues cover the period from January 1 through December 31. **Dues are not refundable.** Dues may be adjusted annually on the recommendation of the Board and approved by a majority of the members at a general meeting.

Members are issued a membership card/badge (when dues are paid) which **must** be worn when in the Club. Lost membership cards/badge may be replaced by the monitor after verification of membership is confirmed. A fee of \$5.00 will be charged for card/badge replacement.

**Lifetime membership:**

Lifetime membership may be awarded by The Board to members who have given special service to the club. A lifetime badge will be issued to such members. Lifetime memberships pay no annual dues. Lifetime Members must sign-in when they enter the club. Lifetime Membership applies to valid RCSC card holders only

**D. Visitors/Guests:**

Visitors/guests are welcome in the Club, but must be escorted by a Club member. Visitors/guests may not handle any material or operate any equipment in the Club. Visitors/guests may not enter club operating areas with open toe shoes. A \$2.50 Guest Fee is mandatory.

Attendance by all club guests (*non-RCSC Cardholders*) for any club activity/meeting/event/tournament/class must be recorded on guest attendance register (FORM BP:12-4) **unless** a Host Punch Card (*see Board Policy 9*) is accepted and punched by the club for the club guest or a club guest presents a Daily Guest Pass and ID with picture. If the club has punched a Host Punch Card or been presented with Daily Guest Pass, that club guest is not recorded on the guest attendance register. Monthly, the compilation of these guest attendance registers (FORM BP:12-4) shall be recorded and submitted no later than ten (10) days after the close of the month to RCSC's club office along with payment of club guest fees equal to two dollars (\$2.50) per club guest per day to RCSC.

Club guests (*non-RCSC Cardholders*) are not defined as those who wish to tour club facilities, accompany a club member but not participate, provide care or assistance for a handicapped club member or provide instruction to club members.

## Meetings

- 1 **Board meetings** will normally be the second Tuesday of the month (**October through April**) at 1:00 PM at an RCSC facility.
- 2 **Membership meetings** will normally be the third Tuesday of the month (**October through April**) at 1:00 PM at an RCSC facility.
- 3 The President may call for additional meetings or change the meeting dates and times as needed to assure a quorum will be present. Board Members, who are unable to attend in person, may utilize technology such as, but not limited to, speaker phone, Facetime or Skype to attend a board meeting.
- 4 A quorum for Board meetings shall be a minimum of 51% of active board positions.
- 5 A quorum for chartered clubs with membership of 101-400 members shall be 21 or 10%, whichever is greater and above 400 members shall be 41 or 5% whichever is greater.
- 6 A copy of all meetings and minutes will be kept by the secretary and current minutes will be posted on the Club's Website and on the Club Bulletin Board (when available).

# Board of Directors

Club Officers will be President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Recording Secretary, Treasurer. The Past President may be asked to serve as a non-voting Advisor to the Board.

The Club Directors will include Facilities/Shop Director, Membership Director, Events Director, Annual Car Show Director, Public Relations Director and Procedures Director. This makes a total of eleven voting members. If any of these Director positions are unfilled and no members are interested in filling them it is the Board's option to delete or merge those positions. All Officers and Directors will be elected for one-year terms and may not exceed three consecutive terms. **(Exception)** If a candidate for an office is not found an additional one-year term may be served. If needed and with the approval of the Board of Directors, the Treasurer may appoint an "assistant." The appointed Treasurers' "assistant" will be a non-voting position.

All Board Officers and Directors will make themselves available to all members for discussion of business relating to the club.

If any vacancy occurs on the Board, the remaining Board members may appoint a replacement.

Newly elected Directors and Officers, within fourteen (14) business days of taking office will attest that they have read and understand the Club Rules and Regulations and Board Policy Resolution No. 12 by signing a Club Form so stating. The Form will be kept on file.

## Officers

### **Duties of the President are:**

Preside at all Club meetings and functions.

Attend Board and General Membership meetings to report and represent interests of Club members.

Direct all activities of the Club's Board.

Communicate with the RCSC club office. If unavailable during certain parts of the year, the President will appoint a substitute liaison to perform these duties in their absence. This appointment will be communicated via email with RCSC Club Coordinator and Club Officers and Directors.

Assign directors reporting Officer as determined for best operational efficiency.

Have possession of facility keys and allocate as agreed by the Board.

If the President is unable to fulfill the term, the four remaining officers and the Procedures Director, during a specially called meeting, will decide who will serve out the President's term.

### **Duties of the 1<sup>st</sup> Vice-President are:**

Report Directly to the Club President.

To preside at all Club Meetings and functions in the absence of the President.

To act on behalf of the President, if the President is not able to perform those duties.

Attend Board and General membership meetings to report and represent interests of Club members.

Shall act as Club Liaison to the Club Directors as assigned, The Sheriff's Posse, and other organizations as needed.

The Vice President shall also perform other duties as assigned by the President.

### **Duties of the 2<sup>nd</sup> Vice-President are:**

Report Directly to the Club President.

To preside at all Club Meetings and functions in the absence of the President and 1<sup>st</sup> Vice-President or in agreement with the 1<sup>st</sup> Vice-President.

Attend Board and General membership meetings to report and represent interests of Club members.

To act on behalf of the President, if the President and 1<sup>st</sup> Vice President are not able to perform those duties.

Shall act as Liaison to the Club Directors as assigned, Sun City Foundation, Sun City Community Assistance Network (CAN) and other organizations as needed.

The 2<sup>nd</sup> Vice President shall also perform other duties as assigned by the President.

### **Duties of the Past President are:**

Serve in an historical advisory position to the rest of the board and provide any assistance needed particularly on Special Projects. Unless elected to another board position, the Past President is a non-voting position.

### **Duties of the Treasurer are:**

Report Directly to the Club President.

Attend Board and General Membership meetings to report and represent interests of Club members.

Manage all Club financial transactions and accounts.

Assure that all financial records are kept, maintained and available to all club members.

File financial reports and tax returns with RCSC and IRS as required.

Treasurer may, with the Boards approval, appoint an "assistant" Treasurer that may execute duties of the Treasurer when the Treasurer is not able to do so.

Cooperate with the Auditing committee which is required to perform an annual audit of the club's finances.

Perform any tasks or instructions for an efficient transition when the next treasurer is elected and taking office.

### **Finances:**

All Club finances will be handled by the Treasurer and financial reports will be made monthly.

A copy of all financial reports will be kept by the Treasurer as well as posted in the club and on its website. The Reports will be kept in a manner agreed to by the Treasurer and the President.

A checking account will be maintained at a local financial institution and have signatures of Treasurer, President, and both Vice-Presidents.

Treasurer or one of the other designated signers may sign all checks up to \$500.00. All checks over \$500.00 shall require signatures of two officers in any combination as above.

The Treasurer may designate a Purchasing Agent who may make purchases up to \$500.00 for Club items such as but not limited to; steel, welding gasses, blasting media and paints. Purchases of \$500.00 - \$1500.00 require approval of the Board and purchases over \$1,500.00 require approval of the membership prior to purchase.

A petty cash fund, not to exceed \$100.00, may be kept by the Treasurer. The Treasurer may appoint another member to administer this fund.

A Debit or Credit card may be maintained by the Treasurer for the efficient purchasing of needed supplies or services. Purchase limits stated above shall also apply to these cards.

Financial records must be audited annually by an Auditing Committee which has been established by the Procedures Director. Results of the audit will be reported to the membership.

**Duties of the Recording Secretary are:**

Report Directly to the Club President.

Record all Board and General Membership meetings to present minutes for approval.

Post minutes of current monthly meetings both on the Club's website and Club office.

Maintain all Club records as required by RCSC Bd. Policy 12.

Check the Club mailbox for mail and respond or direct the mail to the appropriate Club Officer or Director for response

Receive and respond to all Club email or direct the email to the appropriate Club Officer for response.

The Recording Secretary shall also perform other duties as assigned by the President.

## Directors Duties

**Duties of the Facilities/Shop Director are:**

Report Directly to the Vice President assigned by the Club President.

Attend Board and General Membership meetings to report and represent interests of Club members.

Appoint and direct, as needed, the following:

**Shop Forman's** in sufficient numbers as necessary to ensure members or their assistants are capable of performing the tasks needed to complete their projects safely and within the allotted time.

**Monitor Supervisor** who will do Recruitment, Training, documentation of training and Scheduling of Club Monitors. **Equipment Supervisor** who is responsible for Inventory, Maintenance or Repair of club owned equipment and Ordering shop consumables.

**Safety Supervisor** who will be responsible for establishing Procedures, Training, minimum qualifications and documentation of member's qualifications for use of shop equipment.

Work with the board to establish guidelines regarding the number of and duration of long-term projects allowed in the shop at any one time. There may be flexibility allowed for different seasons depending on how busy the shop is.

**Duties of the Membership Director are:**

Report Directly to the Vice President assigned by the Club President.

Attend Board and general Membership meetings to report and represent interests of Club Members.

Direct New Member recruitment efforts.

Maintain the membership records database utilizing software as approved and provided by the Board of Directors.

Verify member's RCSC Recreation Card validity.

Conduct membership renewal efforts.

Generate and issue club Name Badges.

Oversee check-in table at meetings and shop to ensure those attending meetings and activities are current RCSC and Club members.

Ensure timely submission of RCSC Bi-Annual membership reports, currently March 1 and October 1.

**Duties of the Events Director are:**

Report Directly to the Vice President assigned by the Club President.

Attend Board and General Membership meetings, to report and represent interests of Club members.

Ensure that the club events request forms are submitted to RCSC Clubs office on time and the confirmed event dates and locations are communicated to all members.

Oversee Planning and Scheduling of club cruises, car shows tours, guest speakers and other events.

Coordinate advertising efforts for events with the Public Relations Director.

Ensure that an event leader with adequate logistical help is assigned to each event.

Assist with the solicitation and coordination of Event Sponsors.

Perform other duties as assigned by the President.

**Duties of the Annual Car Show Director are:**

Report Directly to the Vice President assigned by the Club President.

Attend Board and General Membership meetings to report and represent interests of Club members.

With the assistance of the Club Treasurer, establish Annual Car Show Cost Projections and budget plan.

With the assistance of the Events Director, coordinate Fundraising efforts to include Club Sponsorships and Grants.

Assist with the solicitation and coordination of Car Show Sponsors and Vendors.

Ensure the proper filing and granting of any required licenses and permits.

Coordinate advertising efforts for Annual Car Show with the Public Relations Director.

Perform other duties as assigned by the Club President.

**Duties of the Public Relations Director are:**

Report Directly to the Vice President assigned by the Club President.

Attend Board and General Membership meetings to report and represent interests of Club members.

Maintain name, phone and email listings for all media outlets which are appropriate for promotion of Vintage Vehicles of Sun City.

Have a list of members who are willing to speak in public about the club.

Establish and maintain a list of spokespersons and seek opportunities to utilize the spokespeople to share our story.

Work directly with RCSC Communications/Marketing Coordinator to ensure compliance with RCSC BP12.

Provide aid and direction to the members producing the club Website, Newsletter and any needed publications such as brochures or flyers.

Coordinate general advertising as needed.

Oversee the purchase and sale of any merchandise such as shirts and caps.

Perform other duties as assigned by the President.

**Duties of the Procedures Director are:**

Report Directly to the Vice President assigned by the Club President.

Attend Board and General Membership meetings to report and represent interests of Club members.

Monitor the Rules and Regulations document to ensure they are being adhered to, are up to date and that the most current version is properly filed with RCSC Clubs office.

Co-ordinate the establishment of a Nominations Committee in October to prepare a slate of names to fill any open Board positions so that this list may be presented at the November general meeting for voting at the December meeting.

Assist in the preparation of election ballots as needed.

Establish an Auditing Committee to perform the annual audit of the financial records and report to the membership of such audit on an annual basis. These committee members may not be board members.

Perform other duties as assigned by the Club President.

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If a Board member misses three meetings in a row, that have not been **excused** by the President, they may be automatically removed from the position and another member may be appointed to fill the position.

Committees may be appointed and dissolved by the Board as needed.

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**Elections:**

The Procedures Director, in consultation with the President, will appoint a Nominating Committee Chair person who will select at least two to seven non-board members to serve on that committee prior to the October General membership meeting so the committee may be announced to the membership. If during acts of God or pandemic uncertainty where a nominating committee may not be able to be appointed, nominations will need to be solicited by any means necessary to establish a slate of candidates.

A slate of candidates will be presented by the nominating committee chairperson at the November membership meeting and posted to the Club Website. Additional nominations may be made from the floor during the meeting. The final ballot shall be established before the close of the November meeting. After the ballot is finalized, if any positions are uncontested, the presiding president may declare those uncontested positions elected by acclamation

Elections, for contested positions, will be held at the December membership meeting or as follows.

Only Club members in good standing may vote. In event of any situation including but not exclusive to acts of God or pandemic situations which preclude in person meetings, the currently seated VVSC board may facilitate voting by any available electronic means or US mail. This method may be used for elections, Rule changes, Budget approval, Appropriations over \$1,500 or any other decisions requiring approval of the general membership.

If there is more than one candidate for a position a secret ballot will be used.

A quorum of the Club membership (as defined in RCSC Board Policy 12) is required for elections, to approve rules and regulations changes, to approve budgets or appropriations above the board limit of \$1,500.

## **Shop Management**

### **Shop Monitors:**

**The Facilities/Shop Director** should consider the appointment of a Monitor Supervisor to recruit, train and coordinate Club monitors.

The Monitor Supervisor will coordinate with the Safety Supervisor to ensure all safety procedures are being communicated to Monitors.

Monitor training will be on-the-job and at Monitor meetings as determined to be best accomplished.

A minimum of two monitors are required for the Club facilities to be open.

Monitors on duty oversee the Club facilities, members in the club and guests/visitors.

Monitors on duty are responsible for the cash box and filling out the daily log.

Monitors on duty may not work on personal projects or assist other members.

Monitors are to determine if members are qualified to use equipment.

Monitors will be responsible for proper documentation per RCSC BP12-16 of injury accidents which may occur during their shift.

Monitors are to insure work areas are left in clean condition and tools and equipment are put away.

The Monitor Supervisor has jurisdiction over all Monitors and Monitor activities.

### **Safety:**

**The Facilities/Shop Director** should consider the appointment of a Safety Supervisor who may in turn appoint a committee to assist with the following:

Maintenance of current Safety Data Sheets for all materials used in the facility in a book which complies with state and local regulations including location within the facility.

Establish minimum qualifications for use of shop equipment.

Develop safety policies for any equipment or machinery capable of injury if used improperly.

Develop safety procedures for the above equipment.

Train members on safety procedures.

The Safety Supervisor shall coordinate with the Monitor Supervisor to ensure that all safety policies and procedures are being communicated to the monitors and members.

Maintain a first aid cabinet in well stocked condition.

Arrange for posting of appropriate safety signs in work areas.

Keep a supply of RCSC Incident Report Forms available in the Club.

Arrange for a safety inspection to be conducted prior to monthly meetings and report results at the monthly meeting.

### **Basic Safety points:**

No open toe shoes are allowed in work areas.



Eye protection must be worn in Club work areas.

No alcoholic beverages are allowed when work areas are open for operation.

### **General:**

All members must agree to all shop rules and Monitor instructions.

Use of the shop machinery and equipment will be at your own risk.

Safety glasses (provided by the member) to be worn on all machinery.

Club equipment may not be removed from the club for any reason unless prior written approval is given by the board.

All members must sign a form that says they have read and agree to adhere to the Club Rules and Regulations and current shop policies and procedures prior to doing any work at the Club. It is also suggested that members read RCSC BP 12.

The Club is not responsible for personal equipment, tools or project items brought into or left in Club areas. Members assume full responsibility for these items.

Items left for more than one month without approval may be disposed of without liability.

All items left in the Club must be identified with the owner's name, date, phone number and email address.

Visitors or guests may not operate any tools, equipment or machinery and may only act in an advisory (not hands on) capacity within the facility.

### **Club Member Discipline:**

Club members shall conduct themselves in a civil manner so as to not jeopardize the rights and privileges of other club members. A club member's inappropriate conduct may include argument, physical or threatened 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.

Any member displaying inappropriate behavior may be asked to leave the premises immediately. The offended/complaining individual may submit a Chartered Club Member Conduct Report Form BP:12-14 within 30 days of the event, including written statements by any witnesses to the Club President. The Club President will assemble a committee from the board for investigation and recommendation of any disciplinary action to be considered by the Club Board.

Disciplinary actions may, at the discretion of the Club Board, include but not be limited to; written warnings, suspension of member privileges for an amount of time or permanent dismissal.

If a complaint is against a board member the complaining party shall file their complaint on RCSC form BP:12-14 and submit it to the assigned Club Organization Committee representative.

Any club member disciplined by the Club's Board may submit a written request for an appeal to the RCSC Board which will follow the appeal hearing process in the RCSC Bylaws

## **Amendments and Revisions:**

**Rules and regulations may be amended as follows:**

A proposed rule or amendment to an existing rule may be submitted in writing to the Board to be read at the next general meeting. A motion and second to act on the proposal will be called for. After receiving the motion and second and following discussion, the motion may be voted on. If accepted, the revision will be immediately incorporated into the Rules and Regulations. A copy of the amended Rules and Regulations along with the membership meeting minutes will be given to the RCSC Clubs & Activities Office.

If items unrelated to Rules and Regulations are proposed during general meetings those proposals will follow the above procedure except for being incorporated in the club's Rules and Regulations. For example; location and times for social events or non-official meetings.

This concludes the Rules and Regulations for the club named Vintage Vehicles of Sun City.

Any Amendments or Revisions will be signed, attached and communicated to the membership.

*Approved by electronic vote of the general membership; May 1, 2021*

*Signed by the seated President.*

*Les Litzenberger*