

## **Chapter 12.0 – SCG Singles Club Specific Additions to the Board Approved CC P&Ps**

*This section will be used to document the additions a Chartered Club (CC) may have to this document. The CC will document the Chapter, subsection and their additions. All additions must be approved by a majority vote of the CC Members present and voting at a General Meeting and approved by the Lifestyles Manager. When this section is used and/or changed two approval signature lines, including date, shall be included for the CC approval date and Lifestyles Manager approval. The Board of Directors authorizes the Lifestyles Manager to approve changes and/or deletions to Chapter 12.0.*

*For the purposes of Chapters 12 and 13 Board of Directors (BOD) will refer to the Sun City Grand Board of Directors. Singles Board of Directors (SBOD) will refer to the Singles Charter Club Board of Directors*

### **12.1 Elected Positions/Board of Directors:**

Each position must be held by a member in good standing. The outgoing President may remain on the SBOD as a non-voting member at the invitation of the SBOD.

Elected positions on the board other than those required by CAM are: Ticket Director, Activities Director and Membership Director.

The position descriptions for all elected officers and board members are:

**A. President:** The President shall preside over club meetings and be accountable for the administration of club business. The President shall carry out the direction and policies established by the SBOD. The President shall act as principle liaison between the Club and the CAM Activities office. All committees, including standing committees, and the chairpersons thereof, shall be appointed by the President with SBOD approval. In the event of vacancies on the Board, the President shall appoint, with SBOD approval, interim replacement SBOD members until official elections can be held. The President shall ensure that all officers and directors read and understand the Association Charter Club Rules, Regulations, and Procedures.

**B. Vice President:** The Vice President shall perform all duties of the President in the event of the President's absence or inability to perform and shall also perform other such duties and responsibilities as may be assigned, with SBOD approval, from time to time by the President. The Vice President shall be responsible for preparing articles pertaining to the Club for the Grand Lifestyles and said articles shall be updated as needed.

**C. Secretary:** The Secretary shall keep the club records and keep minutes thereof as may be required. This will include monthly SBOD Meetings and any General Membership Meetings. The Secretary will forward approved minutes to the Club Web Master for posting on the web site within a timely manner after each monthly SBOD meeting or General Membership Meeting. Club minutes are maintained on the web site for seven years as required by CAM.

**D. Treasurer:** The Treasurer shall receive and deposit all monies due to the Club and pay all obligations that may be incurred by the Club in the regular course of business, shall keep an up-to-date ledger of all financial transactions and provide financial reports as may be required at all meetings of the SBOD. At the end of each year, the Treasurer shall prepare a budget for the upcoming year and submit it to the SBOD for approval and submission to CAM. The Treasurer shall prepare and submit year end reports (Form CC-1) by the date established by CAM. The Treasurer shall keep all financial records from the seven previous years as required by CAM.

**E. Membership Director:** The Membership Director shall receive all new and renewed membership applications and dues: shall forward all dues to the Treasurer along with a Sun City Grand Singles Club Income form: and shall order badges for those members who desire to purchase them. The Membership Director shall maintain a database of member information including email addresses used for roster and other functions within the Singles Club. The Membership Director shall host a monthly meeting for Prospective Members.

**F. Activities Director:** The Activities Director shall be responsible for the preparation of the monthly calendar of events designed to provide diversified social activities for the Club Membership. The Activities Director shall notify CAM of the necessary room arrangements, bar service and other requirements for events involving CAM facilities. The Activities Director and/or the volunteer host/hostess shall be responsible for the planning of all social events sponsored by the Club. The Activities Director is responsible for filing with CAM a participation Form CC-10 on a semi-annual Basis.

**G. Event Sales Director:** The Event Sales Director shall recruit members who will be responsible for event sign-ups and will distribute monthly event calendars to these individuals. They will maintain the event sign-up lists, distribute a monthly calendar upon request and accept membership applications at social hours or events. The Event Sales Director is responsible for placing the monthly calendar in the appropriate place in the Sonoran Plaza. The Event Sales Director will collect all monies and will advise the Activities Director and Host of the number of participants on the cut-off date for each event. The Event Sales Director shall provide an alphabetical list of the Event Roster (list of members, potential members, and sponsored guests) to the Activities Director and event hosts. The Event Sales Director will submit monies or deposit slips collected with the appropriate form and Event Roster to the Treasurer within four (4) days following the sign-up deadline. Revised August 2021 and approved by Membership vote on November 14, 2021.

**Non-Executive Board Positions:** An Outreach Chairperson shall report to the Vice-President. The Outreach Chairperson shall be responsible for contacting and sending cards to members for reasons the SBOD shall deem necessary such as illness, injury, surgery, hospitalization, or a death in the family. The Outreach Chairperson may also be responsible for any other special projects as assigned by the Vice President.

The webmaster, email/eBlast editor, club photographers and photo editor shall coordinate their actions with the Activities Director, Ticket Director, and other SBOD members as appropriate.

## **12.2 Elections/Nominating Committee:**

**12.2.1: Nominating Committee.** The committee is to consist of a minimum of three members in good standing selected by the SBOD. Current SBOD members may not be members of the nominating committee as stated in CAM Rules nor may an election committee member be a candidate for office. Once the committee has been established the SBOD cannot have further involvement with the selection of candidates or the election process.

The committee will present a minimum of one candidate for each elected position (it is desirable to have a minimum of two candidates for each position if possible). The committee will consider special qualifications for positions if required i.e. computer skills, communications skills, administrative skills, ability to perform the position as required, etc. The SBOD will review and verify that candidates are in good standing and limited to one SBOD per Household. The slate of candidates will be presented at the September SBOD Meeting for approval.

The committee will manage the campaign process which may include membership gatherings for speeches and candidate biographies sent to members. The Committee will also manage the election process.

Elections will be held annually in the fall. According to CAM rules, members must be notified at least 45 days prior to the election and candidates must be announced at least 30 days prior to the election.

### **12.2.1 Elections:**

Only members in good standing may vote.

Voting may be conducted using one of the following methods as determined by the election Committee:

Secret ballot at a general membership meeting.

Mail-in/drop-in secret ballot held over a two-week period. (Ballots will be available through email or through committee members and submitted by mail or dropped off at selected locations). Members will be required to include their CAM numbers to prevent duplicate voting.

Absentee voting will be allowed regardless of the method selected but must be requested in advance.

By acclamation at a general membership meeting if only one candidate has volunteered for each position.

The Nominating Committee will announce the results of the election.

### **12.2.2 Validation of Residency and Membership for SCG Singles Club Events**

(Note: CAM requires all clubs to validate membership and SCG Residency and document all guests for club functions on SCG properties and encourages chartered clubs to do the same for all events regardless of where they are held). The SCG Singles Club will adhere to CAM requirements with regard to residency, club membership and guest attendance at all Singles Club events. Ticket sellers will check membership status when selling tickets and identify any/all guests. The Activities Director will report event attendance as required by CAM.

**12.3 Activities:** Host/Hostess may have one helper at no charge for events held at CAM facilities.

**12.4 Vendor Solicitation:** Outside vendors will not be allowed to solicit Club Members to provide their services. Any vendor wishing to offer products or services to the club must be approved by the Board of Directors. This includes, but is not limited to, those providing cruise ship promotions, tours, etc.

**12.5 Club Assets:** All club assets and equipment are for the use of club activities and cannot be used for private events.

**12.6 Dues:** Annual dues are \$20.00 per year.

## **Chapter 13.0 – Club Specific Rules**

*This section will be used to document the CC specific Rules. The CC can reference an existing document (including date approved) but the document shall be included as part of the CCs P&Ps. When this section is used any changes made to the CC Specific Rules must be approved by a majority vote of CC Members present and voting at a General Meeting and approved by the Lifestyles Manager. When this section is used and or changed two approval signature lines, including date, shall be included for the CC approval date and Lifestyles Manager approval. The Board of Directors authorizes the Lifestyles Manager to approve changes and/or deletions to Chapter 13.0.*

**13.1 Operation.** This club shall be operated as a Non-Profit Organization in accordance with Arizona statutes, and the CC Policies and Procedures. Nonprofit is defined as: With few exceptions, club income should not greatly exceed expenses (operating expenses and capital requirements) resulting in a net operating gain. Where revenues do exceed expenses, the net gain should be used to foster continued club growth and activity.

**13.2 Membership.** Membership shall be open to all members in good standing of the SCGCA.

There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organizations.

**13.2.1 Potential Members:** Guest may attend general membership meetings or club events up to three times before being required to join.

**13.2.1.1 Sponsored Guests:** Members may sponsor individuals who are non-residents as guests to Singles Events.

**13.2.2 Dues:** Annual dues in an amount recommended by the SBOD and approved by membership vote are payable in advance. Timely payment of dues by each member shall be required for membership in good standing.

### **13.3 Vacancy on Singles Club Executive Board.**

**13.3.1 Resignation:** If resigning, a SBOD member shall submit a written notice to the SBOD. The notice shall include an effective date.

**13.3.2. Removal:** Any SBOD Member may be removed for any of the following:

- Three consecutive unexcused absences from the SBOD Meetings,
- More than 30 days delinquent in the payment of any assessment or other charge due the Association or the Singles Club.
- Shown to be in violation of any written policy or resolution adopted by the Association and/or the Singles Club.

### **13.4 Approval of Club Policies**

Annually, the SBOD is responsible for reviewing and approving SCG Singles Club Policies and Procedures. Once approved, the SBOD members shall sign and date the document.

### **13.5 Meetings**

**13.5.1 Meetings of the Members:** Membership meetings shall be held not less than once annually, the time and place of such meetings to be determined by the SBOD. The Club President shall preside at all such meetings and Robert's Rules of Order - Newly Revised shall be followed. A simple majority vote of the membership present shall be sufficient to conduct any business requiring the vote of the membership.

**13.5.2: Meetings of the Officers and the Board:** The Club President may call meetings of the SBOD at any time by giving notice orally, in writing, or via email. The President shall determine the time and place of such meeting. A majority of the SBOD shall constitute a quorum of the SBOD and therefore, may conduct any business brought before the SBOD at such meetings.

## **13.6 Financial**

**13.6.1 Maintenance of Financial Records:** Financial records and related documentation must be kept for the seven previous years plus the current year and shall be maintained by the Treasurer. See Chartered Club Rules and Regulations for more details.

**13.6.2 Expenditures:** Unbudgeted single expenditures over \$500.00 must be approved by the SBOD in its discretion.

**13.6.3 Reimbursements:** Signatories are encouraged to request reimbursement for their own expenditures from a second signatory.

**13.6.4 Financial Records:** Qualified persons or organizations, at the discretion of the Club Executive Board or the Lifestyles Manager may audit the club's financial records.

**13.6.5 Annual Budget, Cash, and Inventory of Club Assets:** The SBOD shall prepare an annual budget to be presented to the General Membership at a regularly scheduled membership meeting. The club shall maintain such checking and/or savings bank accounts approved by CAM as may be necessary in the opinion of the SBOD to properly conduct the club's business. All cash receipts shall be deposited in one or more of said accounts. All expenditures over a \$1000 maximum made by the club or any member on behalf of the club must be made by check only. The club may maintain a Petty Cash Fund not to exceed \$1000 and allow disbursements from this fund for receipted incidental expenses. The Treasurer shall keep appropriate receipts and invoices covering all such transactions as part of the club's financial records. All assets of the club, including information systems, electronic equipment and operating equipment shall be inventoried. All other assets and operating supplies over \$1,000 shall also be physically inventoried at least once annually and the Treasurer thereof shall maintain a written record.

**13.6.6 Check Signees:** The SBOD shall designate not less than two SBOD members as persons authorized to sign checks drawn of the club's bank account(s) preferably the Treasurer and the Club President.

### **13.7 Committees**

All committees, including standing committees, and the Chairperson thereof, shall be appointed by the Club President with SBOD approval. All committees shall have written mission statements assigned prior to the committee appointments.

### **13.8 Amendments**

Changes or amendments to this document must be approved by a majority vote of Singles Club Members present, voting at a General Meeting and subsequently submitted to the Lifestyles Manager. When changes are approved a new signature page will be signed and attached.

### **13.9 Dissolution**

This Club may not be dissolved until all of its outstanding debts have been paid; upon dissolution, all assets and all property of the Club shall be surrendered to the Association in accordance with the Chartered Club Rules, Regulations & Procedures.