

# Rules & Regulations of the Sun City Aqua Fitness Club

## **OFFICERS:**

**Section 1.** The elected Officers of this Club shall be: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Assistant Treasurer and Past President.

**Section 2.** The officers shall perform the duties as specified in the Club's Rules and Regulations.

## **DUTIES OF OFFICERS:**

### **Section 1:**

#### **The President shall:**

1. Preside at all general and special meetings.
2. Appoint up to two (2) Members-at-Large, if needed.
3. Appoint all committee chairmen, except Nominating and Auditor Chairmen, and the Historian subject to the Club's Executive Board approval.
4. Make all communication requests to RCSC or appoint a representative, identified in writing, as needed.
5. Consult the Chartered Clubs Coordinator first when assistance is needed.
6. Supervise the timely filing of reports as required by the Club, the RCSC and other entities, and see that all programs and forms used by the Club are updated annually.
7. The President will submit all pool and meeting requests to the Chartered Clubs Office by April 30 of the current year on form BP 12-2.

#### **The 1<sup>st</sup> Vice President shall:**

1. Preside in the absence of the President due to a vacancy for any reason.
2. Unless the current President continues in office for a succeeding term, assumes the position of President when the current President vacates the office; either when the current President's term of office has been completed, per Club's R&Rs, or when the current President permanently leaves office for any reason.
3. Be responsible for Club publicity.
4. Chair the committee for the Club's annual Member Appreciation Party/Parties.
5. As leader of the Rules and Regulation Committee, annually ensure the accuracy of the Aqua Fitness Club's Rules and Regulations.

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6. Submit the Club's Rules and Regulations to the RCSC Clubs Office whenever additions, amendments or deletions are made along with the Membership Meeting minutes approving the action
7. Ensure that the Club's Rules and Regulations, as well as the RCSC Board Policy 12, are available to the Membership at General Meetings or upon request.
8. Perform such duties as may be assigned by the President.

### **The 2<sup>nd</sup> Vice President shall:**

1. Be responsible for Club Memberships, Collect the Club Membership dues. Renew and hand out the Membership cards at each Registration and provide the Treasurer with blank membership cards for the interim Club joiners.
2. Maintain a complete and accurate Membership Roster and submit a copy to the Chartered Clubs Office before March 1 and October 1 each year.
3. Verify Membership five times a year by receiving a class list for each session from the Instructors and reconciling the list with the Treasurer's figures.
4. Check list to ensure all Aqua Fitness Club members have current RCSC membership after the submitted required Club membership roster has been validated by the Chartered Clubs Office of the Recreation Centers of Sun City, Inc.

### **The Secretary shall:**

1. Record minutes of all meetings and distribute copies to the Executive Board in a timely manner.
2. Read and retain routine correspondence and other administrative records for three years prior to the current year. Update as necessary and maintain a list of all material required to be retained.
3. Maintain a file for permanent records to be retained for the life of the Club.
4. Annually meet the Club's financial institution requirements by ensuring that the correct Officer signatures are on file with the Club's financial institution, along with the Meeting Minutes showing the Officers elected to the Club's Executive Board.
5. Keep a record of the Club's accomplishments and activities for the year.

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6. Collect items such as pictures and news clippings about the Club and its members.
7. Document Club Events.
8. Make the documentation meaningful and available to members and future members.
9. Retain for future reference.

### **The Treasurer shall:**

1. Be custodian of the all funds and shall make all disbursement by check only. Deposit all funds (cash and checks) to the credit of the Club in such depositories as designated by the Club's Executive Board.
2. Pay the Instructors after receipt of the Instructors Reports.
3. Maintain Financial Records for a period of three years prior to the current year.
4. Pay all bills not to exceed \$500.00. Any amount over \$500.00 must be approved by the Club's Executive Board.
5. Prepare the Annual Financial Report and submit it to the Chartered Clubs Office within thirty (30) days after the close of the fiscal year (December 31). At the first membership meeting, after January 31, shall present to the membership the Annual Treasurer's Report and the results of the audit of the prior year's Financial report.
6. Shall receive membership dues and issue cards for the new members who join between registration dates and return the new member registration cards to the 2<sup>nd</sup> Vice President in a timely manner.
7. Ensure that an annual Budget is created for the Club.
8. Annually prepare Instructor 1099s and required 1099 filing to the IRS.
9. Prepare the annual N990, nonprofit IRS required filing.

### **The Assistant Treasurer shall:**

1. Succeed the Treasurer in office due to a vacancy for any reason.
2. Perform such duties as may be assigned by the Treasurer.

### **The Past President shall:**

1. Be a member of the Executive Board with voting rights.
2. Provide guidance to the Executive Board.
3. Perform duties as may be requested from the Executive Board.

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## **The Members-at-Large shall:**

1. Be members of the Executive Board with **no voting privileges**.
2. Perform duties as designated by the President and act as a liaison between the Membership and the Executive Board.
3. Assist the 1<sup>st</sup> Vice President in keeping the Aqua Fitness Club's Rules and Regulations up to date.

## **The Instructor Representatives shall:**

1. Be members of the Executive Board with no voting privileges.
2. Act as a liaison between the Instructors and the Executive Board by informing the Instructors of Executive Board decisions and informing the Executive Board of the concerns and plans of the Instructors.
3. Oversee all changes to the Aqua Fitness Club exercise program and coordinate all Instructors' Club duties.
4. Oversee the training of all Instructors and Helpers.
5. Be elected annually by the Instructors.
6. Be willing to serve as Instructor Coordinator, if appointed.
7. Be a current AFC Instructor.
8. Assist the 1<sup>st</sup> Vice President in keeping the Aqua Fitness Club's Rules and Regulations up to date.

## **Section 2**

### **Restrictions, Terms of Office and Type of Ballot:**

1. All officers will be elected for a one (1) year term or until the Officer's successor is elected by a vote by the general membership during a Membership Meeting and shall serve without compensation. Their term of office is from January 1 through December 31.
2. Members who are paid for services, such as Instructors etc., shall not hold elected offices while performing these services nor be entitled to vote at Aqua Fitness Club Executive Board Meetings.

### **CLUB'S EXECUTIVE BOARD AND DUTIES:**

**Section 1.** The Executive Board shall consist of 1.) the Club's elected Officers (see **OFFICERS Section 1**) and 2.) appointed Members, up to two (2) Members-at-Large and 3) **Instructor Representatives**. All elected Officers have the right to vote. The Members-at-Large and Instructor Representatives **have no** voting privileges.

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**Section 2.** The Executive Board shall be responsible for the general supervision of the affairs of the Club between its Executive Board meetings; fix the hour and place of meetings; make recommendations to the membership and shall carry out all the duties as specified in the Club's Rules and Regulations.

**Section 3.** The Executive Board shall meet a minimum of four (4) times a year. The Chartered Clubs Office will be notified of these dates by April 30<sup>th</sup> each year for the following year.

**Section 4.** By April of each year at a General Membership Meeting, the Club President will ask for three (3) volunteers to serve on the Nominating Committee. No officers may serve on the committee. The names and contact information of the Nominating Committee members will be posted on the Club's bulletin board in the Sundial Center and on the Club's website: [www.aquafitnessunity.com](http://www.aquafitnessunity.com). A list of nominees will be presented to the Club President by October 15 and posted at least 10 days in the Sundial Center before the November Membership meeting.

**Section 5.** Before the November meeting the Executive Board shall appoint an Auditing Committee to be announced at the November Membership Meeting.

**Section 6.** A quorum for the transaction of business shall consist of five.

**Section 7.** Any Officer absent for more than three (3) consecutive Executive Board meetings without due reason, may be replaced by the Club's Executive Board with approval by a majority vote of the members present at either a regularly scheduled meeting or specially called meeting.

1. The 1st Vice President will step into the presidency when the Executive Board feels the Club needs ongoing leadership in the prolonged absence of the President. The position of 1st Vice President will then be filled according to the Club Rules and Regulations.
2. The Assistant Treasurer will step into the Treasurer position when the Executive Board feels that the Club needs ongoing assistance in the prolonged absence of the Treasurer. The position of Assistant Treasurer will then be filled according to the Club Rules and Regulations.

**Section 8.** In the event of a vacancy of an elected Club officer, the Executive

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Board shall appoint a replacement from the Club membership to serve out the balance of the term, if there is no assistant to step into the position. Exception: If the President's office is vacated, it shall be filled by the Club's 1<sup>st</sup> Vice President.

### **CLUB'S ADMINISTRATIVE SUPPORT:**

#### **Administrative and Instructor Support shall:**

1. Provide administrative assistance to the Executive Board and Instructors in support of all activities related to the Club.
2. Main duties include, but are not limited to:
  - a. Preparing cards, class announcement and class signs for Registration
  - b. Preparing cards for Membership Signup, preparing handouts for Registration
  - c. Preparing and distributing material to RCSC for the Club's website and Club postings
  - d. Maintaining and distributing contact information for Executive Board members, Instructors and Substitute Instructors
3. Assist Executive Board and Instructors in preparation of annual BP12-2s to request pool time for the upcoming year.
4. Assist Instructors in maintenance of Red Book material.
5. Provide other assistance as requested by Executive Board and/or Instructors.
6. Responsibilities may be performed by one individual or multiple individuals depending on skills and availability of Executive Board and Instructors.
7. Ensure that the Club's websites, provided through RCSC and [www.aquafitnessuncity.com](http://www.aquafitnessuncity.com), are maintained to provide current and accurate Club information.

### **MEMBERSHIP / SPECIAL MEETINGS:**

**Section 1.** Three Membership Meetings will be held prior to Registration before class sessions. These meetings, set by the Executive Board, will be held in January, April and November and the date/location for the registration will be established by the Instructors by April 30 for the coming year.

**Section 2.** Quorum for any Membership meeting shall be 41 or 5%, whichever is greater. Quorums can be reached only in person.

**Section 3.** Once a quorum has been established, appropriate business may be

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conducted and decided by a majority vote of Members present.

**Section 4.** Special Club membership meetings may be called by any of the Club's Executive Board or by written request of ten percent (10%) of the Club membership. Notice of special Club meetings, with time, place and purpose, must be posted at least seven (7) days prior to the meeting.

### **COMMITTEES:**

**Section 1.** The Club shall have the following committees:

1. The Nominating Committee will present the slate of officers at the November meeting. Nominations will be allowed from the floor at this time. Election of officers will be by hand vote or ballot if more than one is running for the same office. Installation of officers will follow.
2. The Auditing Committee shall audit the financial records and present to the Club President the results of the prior year's financial records prior to January 31.
3. The Rules and Regulations committee will be made up of the 1<sup>st</sup> Vice President, Members-at-Large and Instructor Representatives. A Club officer may serve in an advisory capacity. Each year the Rules and Regulations Committee will report, in writing, to the Club's Executive Board, by October 15, any proposed changes or no changes to the Rules and Regulations for the Club. The procedure for implementing changes to the Club's R&R is:
  - a. Any proposed change to the R&R can be brought to an Executive Board Officer, an Executive Board Member or to an Instructor. The proposed change is then forwarded to the R&R Committee Leader.
  - b. The R&R Committee will review and examine the proposed changes for applicability and impact on the Club and its R&R. A discussion with the requestor of the change may be appropriate for further understanding.
  - c. If the R&R Committee approves said change request, a proposed modification to the current R&R will be done and presented to the Executive Board for review, discussion and potential approval.
  - d. If approved by the Executive Board by a vote, the Club's R&R are updated for the approved change and will be submitted for approval to the Club's members at a Membership Meeting. If approved, the



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change takes effect January 1 of the next year. If not approved, the Club's R&R will remain as they were, prior to the requested change. The 1<sup>st</sup> Vice President will be responsible for submitting the membership approved Club R & R to the Chartered Clubs Office whenever additions, amendments or deletions are made together with the Membership Meeting Minutes approving the changes. RCSC Clubs Office will designate, with date stamp, that the Club R & R have been officially recorded.

**Section 2.** The President shall be an ex-officio member of all committees except the Nominating Committee and the Auditing Committee.

### **PURPOSE AND GUIDELINES**

The Aqua Fitness Club offers exercises in waist to chest deep water for Sun City residents, with emphasis on flexibility, strengthening muscle tone, and cardio vascular fitness. Membership in the Aqua Fitness Club is required.

### **CLASSES:**

A class meets for 50 minutes two times a week. Three different types of classes are offered: Freestanding, Poolside and Aqua Stretches. Each session runs for eight weeks with a minimum two week break in between sessions. During the Winter Session a two-week break will be offered over Christmas. Class size is limited by pool space. There are no make-up classes or wait lists. All classes are coed and open only to Recreation Centers of Sun City, Inc. Cardholders. No guests are allowed in the pool during classes due to liability but they may observe. Visitors may also observe but are only allowed to participate as defined in the Club's Guest/Visitor Policy.

### **REGISTRATION:**

1. A current RCSC Membership Card and a current Aqua Fitness Club Card must be shown in order to enter for Registration and to register for a class.
2. General Registration following a Membership Meeting is held before each Session. To assure fairness to all members in registering for a class, a lottery is conducted to determine the order in which members will sign up for classes. Members sit at tables which are numbered and have each side lettered, A or B. Each table number/letter combinations are pulled randomly. Members sign up for a class when their table number/letter



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combination is called.

3. Registering for only one class per session is permitted during General Registration (the lottery process). The registration of anyone residing in the household, who is not present, may also be done during General Registration. Registering for a second class is allowed after all members present have registered for their first class. Absentee registration is allowed but will be delayed until all members present have registered.

### **DISCIPLINE POLICY:**

All members are expected to follow the rules and regulations of the RCSC and the Aqua Fitness Club. In the unlikely event a member violates any rule or interferes or jeopardizes the rights and privileges of other Club members, and discipline is necessary, the Club's Executive Board will review the violation and determine the appropriate discipline.

### **INSTRUCTORS:**

To qualify to be an Instructor, individuals should:

1. Have been a helper in Free Standing, Poolside, and Aqua Stretch exercise classes.
2. Have worked with at least two different Instructors during the training period.
3. Have conducted an ongoing class under the supervision of the regular Instructor for one week each of Poolside, Free Standing, and Aqua Stretches.
4. Classes will be conducted as agreed to.
5. Comply with current Standards and Rules for Instructors.
6. Be able to speak loudly enough so that the whole class can hear. Demonstrating the exercises on deck should be left to the discretion of the Instructor.
7. Agree to instruct classes using audio equipment and exercises approved by all Instructors.
8. Be a current member of the Club, holding a valid RCSC Membership card.

### **The Instructors Will:**

1. Determine the scheduling (time and location), and the number of classes offered.

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2. Determine the Instructor assignment of classes using the Seniority List.
3. Determine the class size allowed: minimum and /or maximum will be determined by the size of the pool.
4. Ensure that their Helpers are trained in the class exercises and their duties in assisting the Instructor.
5. Instructor/Subs/ Helpers will not distribute class schedules for upcoming sessions prior to registration for that session.

The Instructors are responsible for establishing classes, requesting pool dates and times, selecting instruction meeting dates/locations and selecting registration dates for the coming year. They will work with the Club President or his/her designee in order to include all planned meetings for the coming year. These pool and meeting requests will be entered on form BP 12-2 by the Club President's designee and will be submitted to the RCSC Chartered Club Office.

### The Instructor Coordinator:

1. Shall be elected by the Instructors from the existing group of Instructor Representatives and remains an Instructor Representative, serving as the Instructor Coordinator.
2. Must have served as an Instructor Representative for a minimum of one (1) year.
3. Shall be elected for a one (1) year term but eligible to serve additional years pending a satisfactory annual review by the Instructors.
4. In collaboration with the Club President, shall provide compensation Standards, Rules and Regulations and Standards and Duties of Instructors to new Instructors and Substitute Instructors. This also includes review of the Club's Redbook (Instructors' Handbook).
5. Working with the Club President's designee, establish pool and meeting dates for the annual BP12-2 submission.

### Instructor Discipline:

In the event an Instructor's actions are not up to standards set by the Club, investigation, observation and evaluation of those actions by all Instructor Representatives will take place. If the Instructor's non-standard actions are acknowledged by the Instructor Representatives, this procedure will be followed, with dismissal of the Instructor if the actions continue:

1. A verbal warning is given to the Instructor by all Instructor Representatives at a face to face meeting.

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2. If the unacceptable actions persist, a written warning will be prepared by the Instructor Representatives and presented to the Instructor.
3. If the Instructor's actions are not corrected, the Instructor Representatives will meet with the Club President to explain the situation and the need to dismiss the Instructor.
4. Then the Instructor Representatives will meet with the Instructor to dismiss the individual as an Instructor of the Club. The Instructor may continue as a member of the Club
5. The dismissed Instructor's class(es) will then be assigned per the Club's Instructor Seniority List.

### **HANDLING OF FUNDS:**

1. The 2<sup>nd</sup> Vice President (Membership Chairman) collects the Club's membership dues. When the Instructors collect membership dues, they will forward the money to the Treasurer.
2. The Instructors collect the class fees and turn them over to the Treasurer.
3. The Treasurer deposits the Club dues and class fees into the Club's designated checking account.
4. The Club retains all the Club dues and 10% of the class fees.
5. Two signatures are required on each written check issued.
6. Three Officers signature are required to be on file when the Aqua Fitness Club Funds are on deposit.

### **THE PRESENT POLICY FOR INSTRUCTOR COMPENSATION IS:**

Instructors will receive 90% of all class fees collected, divided by the number of classes held.

#### **The Distribution Will Be as Follows:**

1. The first payment will be made two (2) weeks after the class is in session.
2. 90% of all class fees that come in after the first two (2) weeks of each session will be equally divided and paid out with the first payment of the next session, according to the number of classes the previous session.

### **GUEST/VISITOR POLICY:**

The Aqua Fitness Club may allow prospective members (visitors), holding current RCSC membership, to participate in free classes at a Try Before You Buy Week near the end of each session after signing a Club waiver. The Aqua Fitness Club

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does not allow guests, who are not RCSC members, to participate in class activity. The Club has no reciprocal agreement with any outside community.

**HELPERS:** The Aqua Fitness Club has Helpers, who are trained in the class exercises to assist the Instructors with class attendance and then assist those in the water demonstrating the exercises.

### Helpers Will:

1. Assist in the water facing the class using opposite arms and legs, demonstrating the exercises.
2. Take attendance for the Instructor. Each day's total will then be given to the pool monitor.
3. Assist the Instructor at Registration.
4. Notify the Instructor as soon as possible if he/she cannot attend the class.
5. Help set up and put away the equipment used during class.
6. Be at the class 30 minutes before the class is scheduled to start.

### **MEMBERSHIP DUES & GUEST FEES**

1. The Club annual dues are \$5.00.
2. New members signing up between September 1 and November 1 will receive a Club membership card that will be current through the coming year.
3. There is no charge for the first lost card replacement. Subsequent replacements will be \$1.00 each.
4. The Class fees are \$15.00 per session.
5. The Executive Board will periodically review and set the fees for dues as well as the class fees.
6. There are no guest fees since guests are not allowed.
7. There are no prorates, transfers or refunds of class fees or membership dues after registration. However, the Executive Board has the power to change this policy when deemed necessary.

### **SAFETY:**

1. Water shoes are optional, but recommended, in the pool.
2. All members shall wear a name tag while in the pool or during registration for safety purposes.

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3. Any equipment used in the Club's classes will follow RCSC rules and guidelines.
4. Members must have reasonable stability and balance while standing in the waist to chest deep water. The Club has the right to refuse participation to anyone with poor stability or any condition which might result in injury to themselves or other class participants.
5. Decision regarding stability and balance of any member, or other physical conditions, affecting Aquatic Exercises shall be made at the sole discretion of the Aqua Fitness Club Instructor and the Aqua Fitness Club Executive Board. Any member may challenge the decision by providing proof of balance, stability or physical condition, satisfactory to the Instructor or Aqua Fitness Club's Executive Board. Proof could include letters from physicians.
6. Any questions regarding use of equipment, medical condition, or otherwise shall be referred to RCSC management.