

Redline Draft Key:

Yellow highlighted text indicates the complete text of our current club Rules & Regulations. Organizational changes have been made and some minor grammatical corrections have been applied.

~~Yellow strikethrough text~~ indicates items that have been deleted or significantly altered.

Blue highlighted text indicates new or revised text that has been added.

Hatha Yoga Club

Rules & Regulations

Revision of November 22, 2025

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ARTICLE I – CHARTERED CLUB REQUIREMENTS

Section A – Name of the Club

The name of the Club is Hatha Yoga Club.

Section B – Purpose of the Club

The purpose of the Hatha Yoga Club is to provide, on a regular basis, opportunities for instruction in and the facilities to engage in Hatha Yoga. The Club achieves these goals through mat and chair yoga instruction.

The Club will be responsible for the following:

1. The appropriate use of the Hatha Yoga Club facilities
2. Providing instructors, equipment and supplies ~~from its own funds~~
3. Personal equipment will be the responsibility of the Club member.
4. Conducting club affairs in compliance with the restated Articles of Incorporation BP-12 and the Corporate Bylaws of the Recreation Centers of Sun City, Inc. (RCSC).

Section C – Club Governing Order of Priority

Club Rules and Policies incorporate by reference all Recreation Centers of Sun City (RCSC) requirements (e.g. Bylaws and Board Policies) and are accordingly not restated herein. Nothing in these Rules absolves any Member from their individual responsibility to know RCSC requirements with respect to Chartered Club operations and conduct.

The order of priority for the Club's governance is as follows:

1. RCSC Corporate Documents, Bylaws, and Board Policies
2. Hatha Yoga Club Rules & Regulations
3. Hatha Yoga Club Policies & Procedures

Section D – Club Facilities and Equipment

Club facilities and equipment are the property of the RCSC and may not be altered or removed without RCSC permission.

Section E – Definitions

Terms used in these Rules will have the same definitions as similar terms used in RCSC Board Policy 12 (BP-12). Additional definitions are:

1. Club – Hatha Yoga Club
2. Executive Board - Officers of the Club elected by the Membership
3. Board of Directors (a.k.a. "The Board") – The Executive Board plus other appointed Board members
4. Member – Individual that holds a current RCSC Member or Privilege Card and a current Club membership
5. Member-in-Good-Standing – Members that are not under disciplinary action (e.g. temporary suspension)
6. Monitor – A member trained and on-duty in accordance with BP-12 and these Club rules
7. Policies and Procedures (a.k.a. "the Red Book") – Board approved published guidelines and processes providing more detail in support of Club Rules
8. Instructors – Independent contractors hired to teach yoga classes

ARTICLE II – AUTHORIZED CLUB USERS

Section A – Club Membership Requirements

Membership is open to all persons who hold a current RCSC Member or Privilege card and are in good standing with RCSC. A valid photo RCSC card must be presented upon joining or renewing Club membership. ~~holding one of the following cards issued by the Recreations Centers of Sun City, Inc:~~

Membership Card
Non-owner Privilege Card
Renter Card

Previous knowledge of yoga is not required for attendance at a yoga session. The yoga instructors determine which type of yoga class is appropriate. For instance, in the mat classes, members will need to be able to stand independently and to get up and down from the floor unassisted. Chair class members must be able to stand from a seated position from an armless chair without assistance.

Members are required to perform monitor duties as provided for elsewhere in Club Rules and Policies & Procedures.

Section B –Membership Dues and Honorary/Lifetime Memberships

1. The dues are annual - January thru December - and are not prorated or refundable in whole or part. The dues fee is determined by the Executive Board.
2. An annual membership badge shall be issued when dues are paid. This badge indicates the year, name, RCSC number, emergency contact person and phone number. The badge shall be affixed to the Club Member's mat.
3. Hatha Yoga Club does not recognize honorary or lifetime memberships.
4. A fee as determined by the Executive Board is charged at every class. ~~and visitors pay the same fee as members.~~

Section C – Club Visitors and Guests

Club Visitors:

1. A visitor is a current RCSC cardholder.
2. Visitors may attend only one yoga class before joining the club.
3. Visitors pay the same class fee as Members. ~~Membership is open to all RCSC cardholders.~~
4. Visitors must not displace a member.

Club Guests:

Yoga members in good standing may invite and escort a non-RCSC member to a yoga class during certain times of the year as designated by the Board. ~~periods of May 1 through October 31 and December 20 through 31.~~

The Guest Policy is as follows:

1. Guests must be escorted by a member of the club.
2. Guests must complete and sign a Guest Attendance & Waiver form.
3. Guests will pay a \$10 guest fee separate guest fee as determined by the Executive Board. The RCSC fee is included in the fee. No RCSC Host Punch cards or daily passes will be accepted.
4. Guests must be 18 years or older.
5. Guests must not displace a member.

The Board shall have the right to terminate or otherwise modify the Guest Policy in response to circumstances or complaints, without the necessity of a vote of the General Membership on such changes.

Section D – Independent Contractors and Instructors

Independent yoga instructors shall be hired to lead all the yoga classes. The club recommends new teachers to be Yoga Alliance registered. The signed independent contract agreement conforms with the requirements of BP-12-5 and our Yoga Guidelines for our Instructors are agreed to by their signature on the contract.

Independent contractors are required to sign the RCSC Independent Contractor Form BP12-5 on an annual basis and must have on file a signed copy of the Hatha Yoga Club Expectations for Independent Contractors document. Additionally, independent contractors must carry professional liability insurance and are required to annually submit to the Club a current Certificate of Liability Insurance or alternative acceptable proof of coverage.

Section E – Club User Reporting Requirements

The President is responsible for naming persons to be responsible for all RCSC reports and record keeping as required in BP-12.

ARTICLE III - CLUB BOARD OF DIRECTORS, EXECUTIVE BOARD, OFFICERS, COMMITTEES AND OTHER MEMBER DESIGNATIONS

Section A – Club Executive Board and Board of Directors

1. The Club Executive Board consists of the Officers elected by the Membership, which includes ~~The Club's Executive Board shall consist of~~ the President, First Vice President, Second Vice President, Secretary, and Treasurer, and a Member-at-Large. ~~Optional Executive Board members may include: A second Vice President, Assistant Treasurer and Members at Large.~~
2. The Executive Board shall be elected by a vote of the general club Membership at the club's Annual Membership meeting. The Executive Board shall be responsible for the control and management of the affairs, property, and common interests of the club, and ~~the administration of the club's rules and regulations and for the governance of the club.~~
3. A quorum for Executive Board actions consists of a simple majority of the total number of current Executive Board members.
4. The full Board of Directors of the Club consists of the Executive Board along with other Board members appointed by the President.

Section B – Club Officers

All elected Club Officers are members of the Club Executive Board.

Responsibilities of the elected Board members Club Officers are:

1. President - Administration of all Club activities; preside at all Executive Board and Membership meetings; perform all duties customary for the office; name chairpersons of committees and additional members to the Board as needed; and be responsible for all RCSC reports and record keeping as required in BP-12.
2. First Vice President - Preside at all Board Meetings when the President is unavailable. Assist the President as needed and complete duties as assigned by the President.
3. ~~(Optional)~~ Second Vice President - Assist the President as needed and complete duties as assigned by the President.
4. Secretary - Keep minutes of all Membership, Executive Board and special

meetings. Make minutes readily available to members. ~~Create and post a monthly calendar of classes and instructors.~~ Assist in maintaining a roster of club membership.

5. Treasurer - receives all monies paid into the club and disburses monies as authorized by the Executive Board. Keep detailed records of receipts and payments and submits a report to the Board and at Membership meetings. Submit all required financial statements to the RCSC Charter Club Office on Form BP12-8, and the State and Federal agencies by the designated deadlines. Keep monthly attendance records.

6. Member-at-Large - Create, maintain, and post a monthly calendar of classes and instructors. Perform additional tasks as needed.

~~f. (Optional) Assistant Treasurer – familiarization with the job of treasurer and act as treasurer as needed.~~

~~g. (Optional) Members at Large – completing duties assigned by the President.~~

~~Board members'~~ Club Officers' responsibilities may vary due to circumstances that arise.

The elected officers of the club shall be sworn in at the ~~annual meeting in December~~ Annual Membership Meeting and take office on January 1. In case of a vacancy in an elected office, the President shall recommend a member in good standing to complete the unexpired term to the Executive Board. If an elected officer is temporarily unable to perform his/her duties, the President may appoint a qualified member of the club to serve until the elected member is able to resume office. In the event the President's office is vacated, it shall be filled by the First Vice President, and a new Vice President will be named by the Executive Board.

Section C – Club Committees and Other Member Designations

Committees shall be created on an as-needed basis ~~This will be as~~ determined by the Hatha Yoga Club Executive Board. Appointed Board members and the chairperson of any committee ~~shall be appointed by the board~~ shall serve at the discretion of the Executive Board.

ARTICLE IV – CLUB ELECTIONS

Club Elections shall be conducted at the Annual Membership meeting. Only Club Members who attend the Annual Membership meeting in person may vote in the election. No proxy votes, early votes, absentee votes, mail-in votes or email votes will be allowed except in the case of an act of God or pandemic situation declared by the RCSC where an in-person meeting may not be held. All Club Members in good standing are eligible to run for Club office.

All elected positions shall be voting members of the Executive Board. The term of office for each officer shall be two years, or until a voluntary resignation has been accepted, or the officer's successor is elected. There is no limit to the number of times a person can be elected to the Executive Board. The slate of Officer nominees shall be presented at the Annual Membership Meeting for approval of the members.

ARTICLE V – CLUB MEETINGS

Section A – Club Membership Meetings

The General Membership Meeting will be held annually to elect officers and consider any pending business. A quorum for the transaction of business shall be 40% as defined in BP-12 of

the paid-up membership. Voting on Club issues will only be done in person by club members at the time of the vote. Only Club Members who are present at a Club Membership Meeting in person are eligible to vote at the meeting. No proxy votes, early votes, absentee votes, mail-in votes or email votes will be allowed except in the case of an act of God or pandemic situation declared by the RCSC where an in-person meeting may not be held. After a quorum is present, a simple majority of Members in attendance is required to approve motions; If Members depart the meeting and a quorum no longer exists, the meeting shall be concluded, and no further business conducted. Informational meetings may be conducted to follow Membership Meetings where a quorum was not achieved.

Section B – Club Board Meetings

The Club's Executive Board shall meet a minimum of 3x a year. Club members are welcome to attend the Board Meetings.

1. Board meetings will normally be held monthly.
2. A quorum for Board meetings consists of a simple majority of the total number of current Board members.
3. Only Board members may vote at a Board Meeting.
4. All Board members have equal voting rights.
5. No Board Member electronic participation is allowed unless specifically authorized by the Board for that meeting.
6. Any Club member may attend Board meetings, except when the Board is in Executive Session.
7. An Executive Session includes only Executive Board members.
8. Non-Board Member attendees participate only by consent of the chair.
9. No Non-Board Member electronic participation is allowed unless specifically authorized by the Board for that meeting.
10. In the case of an act of God or pandemic situation prohibiting in-person meetings, the procedures for electronic participation are the same as those provided for in these Rules under Articles IV and V.

Section C – Special Club Meetings

Special Membership Meetings may be called by the President, a member of the Executive Board, or upon written request of 10% of the membership. The date, time, location and business of the meeting will be posted per BP-12 rules.

ARTICLE VI – CLUB RECORDS AND REPORTS

Section A – Club Records & Section B – Reports

The Club shall keep records and maintain minutes of all Club meetings, retain copies of all correspondence and make minutes readily available to Club Members as required by BP-12. The Club shall file appropriate tax forms for Federal, State and local laws for 501(c)(4) organizations. Club records shall be maintained and retained as specified in BP-12.

ARTICLE VII – CLUB FINANCES

Section A – Club Fiscal Year and Funds Management

1. The Club fiscal year is January 01 to December 31.
2. All Club funds (revenues and expenses) must be processed through the Club's accounting system.
3. Payments are made only for authorized expenditures and require appropriate evidence of expenditure. All expenditures are paid by check or traceable electronic transfer.
4. Expenditures in excess of \$500 for non-supply materials shall be approved by the Club Membership, excluding amounts paid to Independent Contractors for instruction.
5. A Club debit card may be used for authorized Club purchases only. Board members holding authorized Club debit cards are personally liable for non-authorized purchases.
6. A petty cash fund may be authorized by the Executive Board.
7. A checking and/or other financial accounts will be maintained to hold Club funds and will have the signature authority of the President, Treasurer, and assistant treasurer one additional member of the Executive Board.
8. At all times, Club will maintain sufficient cash reserves to cover the current value of the estimated number of outstanding class punch cards.

Section B – Audits of the Club's Financial Records

1. The financial records of the Club will undergo an annual audit conducted by an Auditor who is independent of the Board.
2. The Treasurer may provide assistance to the Auditor in reviewing the financial records of the Club.
3. Audits of Club Meeting Minutes and other required records will be at the direction of the Executive Board.

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

Section A – Club Events and Tournaments: Not Applicable. Hatha Yoga Club does not hold events or tournaments.

Section B – Club Activities: Not Applicable. Hatha Yoga Club does not hold special events or tournaments beyond the scope of those described in Article I, Section B and Article II, Sections A and B.

Section C – Club Sales: Not Applicable. Hatha Yoga Club does not sell goods.

Section D – Club Advertising and Marketing: Not Applicable. Hatha Yoga Club does not advertise or market itself beyond the scope of requirements described in BP-12.

Section E – Club Contributions and Raffles: Not Applicable. Hatha Yoga Club does not make contributions beyond the scope of requirements described in BP-12. Hatha Yoga Club does not conduct raffles.

ARTICLE IX – CLUB SAFETY, SECURITY AND CLUB MONITORS

Section A – Club Safety

All members must conduct themselves in a reasonable and safe manner.

If an incident or injury (as defined in the RCSC Incident Reporting documents) occurs, the Club will follow RCSC guidelines for reporting.

If an incident or injury occurs during club use of RCSC facilities, the monitor on duty or other designated person shall call 911. The second response is to notify the appropriate Center

~~Leader, pool monitor. An incident report shall be completed and filed by those witnessing the incident per RGSC BP: 12-17.~~

Section B – Club Security

1. Club facility (Yoga Room) access shall be at the discretion of the Board.
2. Individuals who are authorized Club access shall not allow unauthorized use or entry into Club facilities.
3. Loss of Club entry access keys shall be reported to the President promptly.
4. Personal items are not to be stored in the Yoga Room. The Club is not responsible for personal items left on site.

Section C - Club Monitors

1. A monitor ~~shall be~~ is required at each yoga class and will sit at the registration table until the door closes.
2. Monitors collect fees and ensure that the attendance sheets are signed by Members and that Visitors and Guests sign the attendance sheet as well as a liability waiver.
3. Monitors remind Members of the Hatha Yoga Club basic requirements such as removing shoes at the entrance, keeping the classroom thermostat between 74-78 degrees, silencing electronic devices, and affixing membership cards to the mat.
4. Monitors will ensure that fans circulate in half the room.
5. The duties of the monitor are posted near the sign-in table. ~~Monitors volunteer as monitors on a regular basis using monthly sign-up sheets.~~
6. Members are expected to volunteer to monitor on a regular basis.

Member refusal to comply with a monitor's direction or Club Rules & Regulations or Policies & Procedures may constitute grounds for removal from the Club and subsequent disciplinary action. Monitors may direct a member to leave the Club function for failure to comply and the Member Discipline protocol may be initiated, as outlined in Article X, section B.

At all times the Club Facility is in use, there must be a minimum of two individuals present on site, with at least one designated as a monitor and the other a club member. This requirement is waived during opening, closing, or while performing administrative duties, allowing for one person to be on site alone for a maximum of 20 minutes.

ARTICLE X – CLUB MEMBER CONDUCT AND DISCIPLINE

Section A – Club Member Conduct

Members must abide by all Club Rules & Regulations and Policies & Procedures.

All Club members shall conduct themselves in a civil manner, not jeopardizing the rights, privileges and safety of themselves or other members. A Club member's inappropriate conduct may include arguments, physical confrontations, or any behavior that places another person in reasonable apprehension of imminent physical injury or places the club in jeopardy. ~~(page 14 revised Board Policy 12, January, 2014)~~

Additionally, Members shall not be knowingly ill (e.g. cold, flu, virus) while attending Club functions.

Section B - Club Member Discipline

Any member doing so shall be subject to the disciplinary procedures explained in RCSC BP 12-17. Using Form BP 12-14 to report all such misconducts. Any club member displaying inappropriate behavior may be asked to leave immediately.

Any Member displaying inappropriate behavior shall be subject to the disciplinary procedures explained in RCSC BP 12-18 and may be asked to leave the Club function immediately to de-escalate the situation, for the protection of other Members and/or themselves, or to stabilize the Club environment and restore tranquility in the Club. Instances of inappropriate Member behavior or the removal of a Member from a Club function shall be reported using an RCSC

Club Member Conduct Report (BP 12-14). Members asked to leave may not return until the conclusion of the appropriate Conduct Report proceedings.

1. Conduct Reports

a. First Conduct Report

- i. The implicated Member is given a copy of the conduct report filed against them with the name of the writer removed.
- ii. The Club President or designated proxy will discuss the issue or incident with the member and witnesses. A written determination report will be filed in Club records after the member is counseled.

b. Second Conduct Report

- i. A hearing will be conducted with the Club Executive Board. The conduct report minus the author's name will be provided to the accused Member.
- ii. The Member accused may bring witness statements or witnesses that may be called individually as the Club Executive Board may have questions concerning the incident.
- iii. Hearing determination(s) may find that the Club Executive Board will assign 30 to 60 day suspension from the club. Longer periods of suspension (up to one year) will be determined by the severity of the offense.

2. Appeal

- a. The guilty or disciplined party has the right to appeal and may do so by contacting the RCSC Corporate office in writing within 10 days and asking for a hearing before the RCSC Board.
- b. The RCSC Corporate office will notify and conduct the hearing as per BP-29.

3. Board Member Conduct

- a. A written conduct report on an Executive Board member accused of violating Club rules or other serious violations must be submitted to the RCSC Corporate office for disposition. The RCSC Corporate office will schedule and conduct the hearing as per BP-29.

ARTICLE XI - AMENDING OR REVISING CLUB RULES AND POLICIES

Section A – General

1. All Club Rules, Policies, and Procedures are required to be published. No “verbal-only” Rules or Policies are authorized.
2. Changes to Club Rules & Regulations and Policies & Procedures are ultimately at the approval of the membership.

Section B – Amending Club Rules

1. Amending the Club Rules & Regulations requires a majority vote of the membership present at a meeting with a quorum specifically noticed to include such purpose.
2. All Rule changes require prior posting with the proposed language not less than 14 days prior to the meeting at which a vote to approve will be held.

Section C – Amending Club Policies and Procedures

1. A majority vote of the Board may establish or amend Club Policies and Procedures at a Board meeting with a quorum. The Board may not approve Policies and Procedures in conflict with the Club Rules or override a majority decision of the Membership.
2. The Membership has the authority to rescind or amend the Club Policies and Procedures through a majority vote during a Membership Meeting.

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.

DATE APPROVED BY THE CLUB MEMBERSHIP: _____

CLUB PRESIDENT: _____

RCSC APPROVAL: _____