

**RULES AND REGULATIONS  
OF THE  
HATHA YOGA CLUB**

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ME

Revision of December 9, 2016

MEMBERSHIP APPROVAL 12-04-2016

PRESIDENT'S SIGNATURE:

*Conna Jensen* 12/9/16  
*Nancy Barr* 12/9/16

RCSC ACCEPTANCE: \_\_\_\_\_

Rules and Regulations Hatha Yoga Club

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## Rules and Regulations Hatha Yoga 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 instruction and chair yoga.

### 1. CLUB REQUIREMENTS:

The Club will be responsible for the following:

- a) The appropriate use of the Hatha Yoga Club facilities. Providing instructors, equipment and supplies from its own funds. Personal equipment will be the responsibility of the Club member.
- b) Conducting club affairs in compliance with the restated Articles of Incorporation BP12 and the Corporate By Laws of the Recreation Centers of Sun City, Inc.

### 2. MEMBERSHIP:

Membership is open to all persons in good standing 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.

Visitors (valid RCSC Cardholders) may attend one yoga session before joining the club and paying the annual dues.

### 3. CLUB COMMITTEES:

Committees shall be created on an as needed basis. This will be determined by the Hatha Yoga Club Executive Board. The chairperson of any committees shall be appointed by the Board.

### 4. EXECUTIVE BOARD:

The Executive Board shall be elected by a vote of the general club membership at the club's annual meeting. The 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. Expenditures of non-supply materials of no more than \$500.00 shall be authorized by the Board without approval by the membership. All positions shall be voting members of the Board. The term of office for each officer shall be two years. There is no limit to the number of times a person can be elected to the Board. The slate of officers shall be presented at the annual meeting for approval of the members.

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### 5. EXECUTIVE BOARD MEETINGS:

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

### 6. CLUB OFFICERS:

The Club's Executive Board shall consist of the President, First Vice President, Secretary, and Treasurer. Optional Executive Board members may include: A second Vice-President, Assistant Treasurer and Members-at-Large.

Responsibilities of the elected Board members are:

- a. President - administration of all Club activities, preside at all Executive Board and Members meetings, and perform all duties customary for the office. Naming chairpersons of committees and being responsible for all Recreation Center's reports and record keeping as required in BP12.
- b. First Vice President
- c. (Optional) Second Vice President
- d. Secretary - keeping minutes of all membership, executive board and special meetings. Making minutes readily available to members. Creating and posting a monthly calendar of classes and instructors. Assist in maintaining a roster of club membership.
- e. Treasurer - receiving all monies paid into the club and disbursing monies as authorized by the executive board. All expenditures are paid by check. Authorized signatures are president, treasurer and assistant treasurer. Keeping detail records of receipts and payments and submitting a report to the Board and at Membership meetings. Submitting all required financial statements to the RCSC charter club office on Form BP12-8, the State and Federal agencies by the designated deadlines. Keeping monthly attendance records.
- 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 responsibilities may vary due to circumstances that arise.

The elected officers of the club shall be sworn in at the annual meeting in December 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.

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### 7. CLUB GUEST POLICY:

*Yoga members in good standing may invite and escort a non-RCSC member to a yoga class during the period of May 1 through October 31 and December 20 through 31.*

The Guest Policy is as follows:

- a) Valid during the months of May through October and December 20 through 31. 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.*
- b) Guest MUST be escorted by a member of the club*
- c) Guest will pay a \$10 guest fee. The RCSC fee is included in the fee. NO punch cards or daily passes will be accepted*
- d) Guests must be 16 years or older*
- e) Does not pertain to chair classes, only mat classes*
- f) Guests MUST NOT displace a member.*

### 8. CLUB RECORDS & 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.

### 9. CLUB MONITORS:

A monitor shall be required at each yoga class. Monitors collect fees and insure that the member and the visitor sign-in sheets are signed. At each session attendance is kept and visitors sign a separate attendance list as well as a liability waiver. 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 and having fans circulate in half the room. The duties of the monitor are posted near the sign-in table. Members volunteer as monitors on a regular basis using monthly sign-up sheets.

### 10. DUES, FEES AND MEMBERSHIP BADGES:

The dues are annual - January thru December.

A fee is charged at every class. Visitors pay the same fees as members. 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.

### 11. CLUB MEMBERSHIP MEETINGS:

The General membership meeting will be held annually in December to elect officers and considered any pending business. A quorum for the transaction of business shall be 10% of the paid-up membership. 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

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BP-12 rules. Voting on Club issues will only be done in person by club members at the time of the vote.

### 12. INDEPENDENT CONTRACTORS:

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.

### 13. CLUB VISITORS:

A visitor is a current RCSC member and may attend only one yoga mat class before becoming a member of the club. Visitors pay the same fee as members. Membership is open to all RCSC cardholders.

### 14. INJURIES AND INCIDENTS:

If an incident or injury occurs during club use of RSCS facilities, the monitor on duty shall call 911. 2<sup>nd</sup> Response is to notify the Sundial pool monitor. An incident report shall be completed and filed by those witnessing the incident per RCSC BP: 12-16.

### 15. CLUB MEMBER DISCIPLINE:

Club members shall conduct themselves in a civil manner; not jeopardizing the rights, privileges and safety of themselves and 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). 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.