

Rainbow Circle of Friends & Family

POLICIES AND PROCEDURES

COMMUNICATION:

The major means of communicating with the members is by the Rainbow Circle of Friends & Family (RC) website: <http://rainbow.scpdcaclubs.com/RainbowCircle> and email: rainbowsuncity1@gmail.com.

CHANGES TO POLICIES AND PROCEDURES:

The Policies and Procedures P/P will be reviewed each fiscal year (July 1, through June 30) by the Elected Board. Changes will be passed by a majority vote of the Elected Board. If changes are made to the P/P, changes and the effective date will be communicated to members by the President through email and posted on the RC website.

MEMBERSHIP:

1. Dues are paid on an annual basis and are non-refundable. The amount of the dues will be reviewed each year by the Elected Board and adjusted, as necessary. Individuals who join mid year will join at the full membership rate. The dues amount will be posted on the RC website. Dues can either be paid in cash in person, or PayPal (which can be utilized only when the member uses their bank account) on the website. <http://rainbow.scpdca.clubs/RainbowCircle> or pay by check and put in box #37 at Mountain View Clubhouse. Annual Dues is payable on a fiscal year (July 1, through June 30) as established by Sun City Palm Desert Home Association.

2. All new members and existing members will complete an annual Club membership form to join.

3. Guests will not be charged a fee when attending potluck dinners with a member. A guest member shall be charged a fee (same price that a member would pay) when food at a General Meeting is provided by the Rainbow Club.

4. The RC strives to provide an environment of dignity, integrity, inclusiveness, and enjoyment. In the event that any member of RC commits any act that causes discredit or disrepute to another member, and/or the RC, or fails to comply with the rules and regulations of RC or the Sun City Palm Desert Home Association, disciplinary action will follow the SCPDCA Association disciplinary procedures and remedies.

OFFICERS:

1. The Executive Board consists of the President, Vice President, Secretary, Communications Director and Treasurer. These five(5) offices are elected and rotated yearly (July 1, through June 30) by the Membership, and are the only persons able to vote on Club issues. Each officer serves a term of two years; however, beginning in 2022-23 there will be a continuation of the current board, if supported by the membership, for one more additional year. In 2023 rotation of officers to address continuity of services will be implemented. Two or three officers will remain on the board, and two or three new officers will be elected to the Board. In 2023-24 the rotational model will be in place for the continuity of services and leadership.

ADDITIONAL BOARD MEMBERS:

1. The following Board members are non voting but can be elected or appointed to the board. They volunteer, are nominated by the Nominating Committee, or referred to the board by another member or the newly Elected President.

Delegates at Large - (2) Support and assist with monthly activities/events and will substitute for other Board members as needed. Help plan events/meetings. Attend Board meetings.

MEETINGS:

1. Meetings are scheduled by the Board and at the discretion of the Board with a minimum of two (2) meetings per year. Agendas/activities will be posted on the website and sent via email reminders and published in the Sun City Home Association News & Views monthly magazine.

2. Minutes will be taken at both General Meetings and Board Meetings by the Secretary. The Membership Minutes will be posted on the website, and will indicate whether the minutes are a "Draft" or "Pending Membership approval". The Membership will need to review and approve General Meeting minutes. Board minutes will also be posted and require Board approval, thus "Draft" or "Pending Board approval" may be indicated.

3. Members who address the Board at a Board meeting are limited to five (5) minutes and must contact the President in advance of the meeting with a request to speak.

4. When necessary, the Board may vote to move to Executive Session regarding a topic. Executive Session is not a public meeting, and guests will be asked to leave.

GENERAL INFORMATION:

1. To sign up to attend an event, please go to the RC website: rainbow.scpdcaclubs.com/rainbowcircle/. This will allow the Board to plan accordingly for the appropriate number of persons attending.

2. The process while attending an event is as follows:

- (a) Check in at the registration table.
- (b) Obtain name tag and find a seat, team, chair (depending on activity).
- (c) At the conclusion of each meeting and/or event, a member and/or guest is asked to return their name tag.
- (d) All participants at RC events will be asked to follow HOA guidelines and/or Riverside county when these are mandated.

3. For fee events, money will not be refunded unless cancellation occurs by the cancellation deadline.

LIABILITY: Rainbow Circle Disclaimer & Privacy Policy

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Proposed Date to Membership _____4/24/22_____

Approved Date by Membership _____4/24/22_____

Proposed Date to HOA _____5/10/22_____

Approved Date by HOA _____