

Sun City Palm Desert Community Association (SCPDCA)

Rainbow Circle of Friends & Family

A Chartered Club

STANDARD OPERATING PROCEDURES

(Policies & 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>, email via rainbowsuncity1@gmail.com using a graphical email system (Mailchimp) for e-blasts and newsletters.

CHANGES TO STANDARD OPERATING PROCEDURES

The Standard Operating Procedures (SOPs) 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 SOPs, 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 after the year has begun will join at the full membership rate. The dues will be posted on the RCFF website and members will be notified in late June that it is time to renew via email. Dues can either be paid by Zelle through their private bank account or pay by check and put in mailbox #37 at Mountain View Clubhouse. Annual Dues are 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 guest fee when food at a General Meeting is provided by the Rainbow Club and as advertised in advance.
4. The RCFF strives to provide an environment of dignity, integrity, inclusiveness, and enjoyment. If a member of RCFF commits any act that causes discredit or disrepute to another member, and/or the RCFF, or fails to comply with the rules and regulations of RCFF or the Sun City Palm Desert Home Association, disciplinary action will follow the SCPDCA Association disciplinary procedures and

remedies.

OFFICERS

Executive Board: The Executive Board consists of the President, Vice President, Secretary, Membership/Communications Director and Treasurer. These five (5) offices are elected and rotated every other year by the Membership on a staggered basis per the By-laws [Article III, Section B]. The term of office is July 1 through June 30) and the officers are the only persons able to vote on Club issues. Delegates to the Board: Support and assist with RCFF activities/events and will substitute for other Board members as needed. Help plan events/meetings. Attend Board meetings when requested and as it applies to their function. The position of Membership/Communications is a fluid position, more akin to a Director at Large. This person is a voting Board Member who represents the entire membership, not a specific program or role, providing strategic input and taking on special projects or committees as needed, without a fixed portfolio like the other Officers.

MEETINGS

1. General Membership Meetings are scheduled by the Board and at the discretion of the Board with a minimum of two (2) meetings per year. These two meetings are usually the Welcome Back Event in October and the End of the Year Event in May. Activities will be posted on the website, sent via email with reminders, and published in the SCPDCA News & Views Magazine.
2. Minutes will be taken at both General Meetings and Board Meetings by the Secretary. The Membership Minutes posted on the website. The Membership will need to review and approve the General Meeting Minutes at the next General Meeting. Board Meeting Minutes will be approved by the Board at each subsequent Board Meeting.
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. The Executive Session is not a public meeting, and guests will be asked to leave.

GENERAL INFORMATION:

1. To sign up to attend an event, members will go to the RC website: rainbow.scpdcaclubs.com/rainbowcircle or rsvp on the email link provided in the email sent to members advertising the event or meeting. This will allow the Board to plan accordingly for the appropriate number of people attending for seating or food purposes.
2. The process while attending an event is as follows:
 - (a) Check in at the registration table.
 - (b) Obtain name tag.
 - (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 RCFF 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 the event is cancelled by the Board.

4. Subscription Services utilized by the Club (Including but not limited to Mailchimp, Jotform, Google Drive) are only to be accessible by current Board Members. Membership lists, forms responses, and any other identifying member information cannot be disseminated to nor used by the general Club population.

5. Only one Board Member will be the direct contact with the HOA for the purposes of scheduling events, room acquisition, and contracting for catering. It is suggested that the President be this contact person. Other Board Members may need to communicate with the HOA for specific tasks relevant to their position (News & Views submissions, Form CA-17 Membership Roster, Budget Reports, etc.).

LIABILITY

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Approved by the Rainbow Board: _____ December 2025 _____