

HONEYWELL- GARRETT RETIREES' CLUB OF ARIZONA

OPERATING GUIDELINES

1. NAME

The name of the organization shall be **HONEYWELL-GARRETT RETIREES' CLUB OF ARIZONA**, hereinafter referred to as "The Club" or "HGRC".

2. PURPOSE

To be a nonprofit social club which provides active programs of interest and information to all retired Garrett, AlliedSignal and Honeywell employees who are Club members. Also, we provide support to local charities and student scholarships to families of active and deceased Club members.

3. MEMBERSHIP

3.1. Any AiResearch, Garrett, AlliedSignal or Honeywell retiree who has provided a current address to the Membership Chairperson and whose dues are paid up to date is eligible for membership.

3.2. It is the club's policy not to share our member rosters with non-members, nor to use or let anyone use the roster for the purpose of solicitation.

4. OFFICERS

The elected officers of The Club shall consist of:

4.1 A PRESIDENT, who shall:

4.1.1. preside at all general and Board of Director meetings.

4.1.2. enforce the guidelines of the Club.

4.1.3. decide questions of order and issue the determination except as may be appealed to the membership.

4.1.4. be a member ex-officio of all committees.

4.1.5. be authorized to commit funds and sign checks against the Club's account.

4.2. A VICE PRESIDENT, who shall:

4.2.1. assist the President in all phases of the operation of The Club.

4.2.2. assume the duties of the President during his/her absence.

4.2.3. be responsible for the selection and availability of speakers for the monthly meetings.

4.2.4. ensure meeting audio-visual system is prepared for the meeting.

4.3. A RECORDING SECRETARY, who shall:

4.3.1. Record, maintain, and publish the minutes of all proceedings of the Club.

4.3.2. These proceedings may be published in the newsletter.

4.4. A TREASURER, who shall:

4.4.1. maintain records of all financial accounts and transactions of The Club.

4.4.2. provide an up-to-date monthly financial report to the membership.

HONEYWELL- GARRETT RETIREES' CLUB OF ARIZONA

OPERATING GUIDELINES

- 4.4.3. make regular deposits of all monies received in an approved financial institution in the name of The Club. Write checks and distribute funds for expenses incurred by the Club or donations made by The Club.
- 4.4.4. be the authority for distribution of Club funds through an approved financial institution (Bank) in the form of a checking account, held by the treasurer and the president of The Club. Each of these officers independently will be authorized to issue checks from the Club's account, as required. Dual signatures will not be required on Club checks issued against The Club's checking account.
- 4.4.5. issue checks to any Board member for expenditures relating to Club activities. Receipts for said expenditures shall be presented to Treasurer at the end of each month.
- 4.4.6. be audited yearly by two club officers as selected by the president.
- 4.4.7. maintain an expense fund for the use of the Membership/Special Events Functional Chair for supplies and mailing purposes.
- 4.5. Each officer shall be elected for a term of one (1) year, starting June 1. The President and Vice President shall hold office for no more than two (2) consecutive years. The treasurer shall hold office, at the discretion of the Board, as long as he/she desires to serve and is elected by a majority of the membership present.
- 4.6. Vacancies resulting from officer resignation during the membership year shall be filled by a vote of the Board of Directors.
- 4.7. Routine election of officers shall be held at the April Member's Meeting and the candidate for each office with the highest membership vote shall be elected for that office.
- 4.8. Results of each year's election shall be announced during the May meeting and published in the May Newsletter.
5. BOARD OF DIRECTORS ("The Board")
 - 5.1. The primary purpose of the Board is to provide oversight to the management and direction of club activity. The Board is accountable to the membership at large.
 - 5.2. Membership of the Board of Directors

The Board of Directors shall consist of the four elected Officers and appointed Directors, the exact number based on Club needs.

Elected Officers appoint Directors who serve at the pleasure of the Officers. Directors have voting privileges. Directors shall hold their positions at the discretion of the Board.
 - 5.3 Powers and Duties

Subject to the provisions of these Guidelines and to such action as may be taken from time to time by the Club at an official meeting, the Board of Directors will control and manage the affairs of the Club. The Board of Directors may also establish committees and or create additional Directors with prescribed duties based on Club needs.
 - 5.4 Meetings

HONEYWELL- GARRETT RETIREES' CLUB OF ARIZONA

OPERATING GUIDELINES

The Board will conduct at least six meetings per year. Officers and Directors who miss three or more meetings during the year may be temporarily replaced by an Active Member of the Club appointed by the Board of Directors. All meetings are open to any Active Member. The number of non-Board Club Members attending could be limited by space available for such attendance.

5.5 Quorum

A Quorum will be constituted if fifty-percent plus one of the Board members are present providing that this includes at least two Club officers. . Members may attend by phone. If there is a requirement for a vote on Club matters that can't be done at a regular meeting, then the President can ask for a vote via email. For a valid vote, a Quorum must respond.

6. STANDING FUNCTIONS

The following functions perform important services to the Club and the Board. The persons performing each these functions are normally selected by the Board. Directors may be assigned to more than one Standing Function.

6.1. **Editor** – Publishes & edits the monthly newsletter “Cliff Notes”. The Cliff Notes shall include a summary of the previous Member’s meeting and other information of general interest.

6.2. **Membership** – Sends out dues notices and maintains accurate membership records. Maintains the master data baser for members.

6.3. **Social Secretary**

Sends get well and condolences cards, as necessary.

6.4. **Events Manager** -

Arranges, promotes, sells tickets, oversees and performs registration activities at the event. Receives money for 50/50 fund at each membership meeting, manages drawing process, then presents net proceeds to the Treasurer after the Membership meeting.

6.5. **Scholarship Committee** – The HGRC co-sponsors a scholarship program with the Honeywell Retiree Social Club (HRSC). This program is designed to benefit families of active and deceased Club members. The Club makes annual donations to the Scholarship fund and Members are encouraged to make individual, tax deductible donations as well. All program processes and forms can be retrieved from the HRSC web site directly or through a link from the HGRC web site.

6.6. **Webmaster** – The webmaster shall maintain an online presence for the Club in the form of an Internet site. The site shall contain items of interest to the general membership to include online copies of each Newsletter

6.7. **Refreshments and Outreach** -

Coordinator Chair purchases refreshments and sets up the snack bar prior to each Members’ Meeting. Collects donations for the snack funds and presents these donations to the Treasurer after each meeting.

6.8. **Director at Large** – Does not have a specific role. A member at large serves as a liaison to the general membership and may be assigned to specific functions depending upon Club needs.

HONEYWELL- GARRETT RETIREES' CLUB OF ARIZONA

OPERATING GUIDELINES

6.9. **Photographer** – The Club Photographer has the responsibility to take pictures of speakers at each meeting, candid pictures at meetings and each special function or field trip, and a portrait picture of each out-going president to be entered in album, and distribute photos to the Editor and/or Webmaster as appropriate.

6.10. **Fix-It Guys Handyman Program**

Sponsored by HGRC, HRSC and Aerospace Activity Club (ACC) retiree clubs, the purpose is to help the three Club's members and or surviving spouses, which may need assistance with handyman type repairs and will appreciate saving some money. Fix-It Guys are members of HGRC, HRSC and ACC. One Fix-It Guy is designated the Coordinator who serves as the contact person.

7. **CLUB CHARITABLE GIVING** – The Club donates to two types of recipients using two sources of funds.

7.1. First, from the Club dues, funds are allocated to local nonprofit charities. Consideration is given to charities that provided speakers to the monthly meetings. The charities are selected and funds are distributed at the May board meeting unless a speaker receives the funds at a Club meeting. A list of the charities that have been supported shall be posted on the Club website. Any Club member may suggest a charity for Board consideration.

7.2. Second, also from the Club dues, funds are donated to the Scholarship Foundation. In addition, the Club encourages members to donate directly to the Scholarship Foundation.

8. **ELECTION**

8.1. The Board shall present candidates at the April general meeting.

8.2. Elections are to be conducted during the April Member's meeting. Candidates with the most votes from the members in attendance are elected for the following year, beginning June 1.

8.3. Results of each year's election shall be announced during the May meeting and published in the May Newsletter.

9. **REVISIONS AND AMENDMENTS**

Revisions and Amendments to this Operating Guideline follow a procedure that starts with the Board and completes with a Club member's vote.

First, the Board has to approve the revisions and or amendments.

HONEYWELL- GARRETT RETIREES' CLUB OF ARIZONA

OPERATING GUIDELINES

Second, Club members are notified using the following procedure. 14 days prior to the Club meeting when the revisions and/or amendments vote is scheduled, an email notice will be sent out to all Club members. The email will have a link to the Club's website similar to the email link for the Club newsletter. For members who do not have email, paper copies will be available at the meeting.

Third, during the meeting, the Board will make a motion to approve the revisions and/or amendments, it will be seconded and then open for discussion by Club members. If there are any requested changes, the Board will review and, if required, revise the motion or reject the suggested changes. Once there are no more comments, the motion or revised motion will be brought to a vote. The motion passes if there is a vote of two-thirds (2/3) majority of members present.

10. DUES AND ASSESSMENTS

10.1. Board of Directors shall review dues amount each year to determine if it is appropriate (meets, club objectives, etc.). Changes in Club dues must be approved by a majority of members present at a Member's meeting. Proposed changes in dues will be published in The Club's monthly newsletter and the results of the vote will be published in the subsequent monthly newsletter.

10.2. Spouses of deceased members will be provided gratis membership to The Club. They shall also be provided free access to all special events.

10.3. GRC Member couples who are both Garrett, AlliedSignal, and/or Honeywell retirees and married will only be required to pay dues for one member.

11. MEMBER'S MEETINGS

The regular Membership meetings of The Club are to be held monthly, except for June, July, August and December. The December meeting is replaced by The Club's annual Christmas Charity Lunch.