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# HONEYWELL-GARRETT RETIREES CLUB OF ARIZONA BYLAWS

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June 18 2022

1 NAME

- 1.1 The name of the organization shall be HONEYWELL-GARRETT RETIREES CLUB OF ARIZONA, hereinafter referred to as CLUB.

2 PURPOSE

- 2.1 To be an incorporated nonprofit 501(c)(3) corporation that provides active programs of interest and information to CLUB members. Also, to provide donations to local charities and student scholarships.

3 DEFINITIONS AND ACRONYMS

- CLUB member - A retiree from either AiResearch, Garrett, AlliedSignal or Honeywell whose membership application has been approved and their dues payment has been received. The spouse of a CLUB member shall also be a CLUB member.
- SURVIVING SPOUSE member – The spouse of a deceased CLUB member who has elected to remain as a CLUB member.
- HGRC - Honeywell-Garrett Retirees Club of Arizona

4 MEMBERSHIP

- 4.1 Any retiree from either AiResearch, Garrett, AlliedSignal or Honeywell may apply to be a CLUB Member. The CLUB shall post a membership application form on the CLUB website.
- 4.2 Annually Members will receive notice for dues both current and past due if any. Payment shall be sent by the due date as directed by the notice. Allowances will be made for such things as possible change of address but membership shall become inactive after a two year period of non-payment.
- 4.3 The CLUB shall not share member rosters with non-members, nor allow use of the roster for the purpose of solicitation.
- 4.4 Membership Directory – The CLUB may periodically publish a membership directory for the CLUB members only.

5 CLUB BOARD

- 5.1 The CLUB Board shall consist of the four elected officers, a President, a Vice-President, a Recording Secretary, and a Treasurer. Also included on the CLUB Board are various Directors appointed by the elected officers based on Club needs.

- 5.2 The CLUB Board shall provide oversight to the management and direction of CLUB activity following the provisions of these bylaws. The CLUB Board is accountable to the CLUB membership at large. The CLUB Board may establish committees and/or create additional Directors with prescribed duties based on CLUB needs.
- 5.3 Election of elected officers shall be held each year at the April CLUB member meeting. A majority vote of CLUB members in attendance at the meeting shall determine the winners.
- 5.4 The President and Vice-President shall serve for a term of one (1) year starting June 1 and both are limited to two (2) consecutive terms.
- 5.4.1 The Treasurer and the Recording Secretary shall serve a term of one (1) year starting June 1 but the number of consecutive terms served shall be at the discretion of the CLUB Board.
- 5.4.2 Vacancies resulting from officer resignation shall be filled by a majority vote of the CLUB Board at the next CLUB member meeting.
- 5.4.3 Results of each year's election shall be announced during the May members meeting and published in the May Newsletter.
- 5.5 The CLUB Board shall conduct at least six meetings per year. Officers and Directors that miss three or more meetings during the year may be temporarily replaced by a Club Member appointed by the CLUB Board. CLUB Board meetings are open to CLUB Members.
- 5.6 A quorum will be constituted if fifty-percent plus one of the CLUB Board members are present providing that this includes at least two CLUB Board officers. CLUB members may attend by phone. If there is a requirement for a vote on a CLUB issue that can't be accomplished at a regular meeting, then the President can ask for a vote via email. For a valid vote, a quorum must respond.

## 6 CLUB BOARD OFFICER RESPONSIBILITIES

### 6.1 The President shall:

- preside at all CLUB Board and CLUB member meetings.
- enforce the CLUB bylaws.
- decide questions of order and issue the determination except as may be appealed to the CLUB membership.
- be a member ex-officio of all committees.
- be authorized to commit funds and sign checks against the Club account.
- Provide for a Webmaster Director either within membership or an outside business.

6.2 The Vice President shall:

- assist the President in all phases of the operation of the CLUB.
- assume the duties of the President during the President's absence.
- be responsible for the selection of speakers for the CLUB meetings.
- arrange for audio-visual equipment for CLUB meetings.

6.3 The Recording Secretary:

- shall record, maintain, and publish the minutes of all proceedings of the CLUB.
- may publish results of proceedings in the CLUB newsletter.

6.4 The Treasurer shall:

- deposit all monies received in an approved financial institution in the name of the CLUB.
- make payment for CLUB expenses and donations and maintain records of all financial accounts and transactions of the CLUB.
- maintain receipts for all CLUB expenditures.
- provide a financial report at the CLUB meetings.
- be audited yearly by two CLUB Board officers as selected by the president.
- recommend to the CLUB Board dues amount for the next year.

7 DIRECTOR RESPONSIBILITIES

7.1 Statutory Agent - shall adhere to the requirements of the Arizona Corporation Commission.

7.2 Editor - shall publish monthly, the CLUB newsletter titled "Cliff Notes". The Cliff Notes shall include a summary of the previous CLUB Member meeting and other information of general interest.

7.3 Membership Director shall:

- ensures adherence to membership bylaws.
- maintain a record of CLUB members that shall include:
  - CLUB member name and spouse name if applicable.
  - CLUB member address, city, state, zip code, phone, email address.
  - CLUB member status as to active, deceased or surviving spouse.

○ Record of dues payments of CLUB members

- arrange for dues notices be sent by Sept 15 annually to each CLUB member. The dues notice shall indicate that payment is due by the date of the CLUB member meeting in November otherwise a late payment penalty will be assessed. The CLUB member shall return the dues notice with the dues payment and any information changes such as mailing address, email address, phone number and spouse status.
- inform the spouse of a deceased CLUB Member that membership dues are no longer required should the spouse decide to continue membership.
- provide Treasurer with dues payments.
- coordinate the publication of the Membership Directory.

7.4 Social Director – shall purchase, write, and send get well cards and condolence cards to CLUB members.

7.5 Events Director shall:

- at CLUB member meetings, arrange for new member registration and collection of dues payments.
- at CLUB meetings, provide for a 50-50 raffle and provide the Treasurer with resulting funds.
- arrange for a CLUB post office box and handling of any incoming CLUB mail including annual dues. Coordinate with the Treasurer and Membership Director for any required payment for the mail box.
- shall attempt to contact a CLUB member for correct address when a CLUB dues notice is returned by the Postal Service to the CLUB post office box and inform Membership Director if Member no longer has a valid address.

7.6 Webmaster Director shall:

- maintain a CLUB website with information as provided by the CLUB President.
- ensure the existence of and the maintenance of the CLUB domain name.
- ensure and maintain the CLUB mailing address.

7.7 Refreshments Director shall:

- purchase refreshments for the CLUB meetings and provide Treasurer with purchase receipts.
- arrange for the setup and take down of refreshments at CLUB meetings.

- arrange for the collection of refreshment donations at the CLUB meetings and provide the Treasurer with resulting funds.

7.8 At Large Director shall be available for tasks as assigned by the President.

7.9 Photography Director shall:

- provide for photographs of CLUB meeting speakers.
- provide for candid photographs at CLUB meetings and special events and field trips.
- provide for a portrait photograph of an out-going CLUB President.
- provides for an album of out-going Presidents.
- provide all photos to the Editor Director and the Webmaster Director.

7.10 Fix-It Guys Director shall:

- arrange for information about the “Fix-It” services to CLUB membership including the purpose and intent of the group.
- arrange for a team of volunteer handymen.
- coordinate assignments for requested repairs.
- inform the Treasurer of required compensation for the handyman's travel mileage.

## 8 ELECTION of CLUB BOARD OFFICERS

8.1 The CLUB Board shall present the elected officer candidates at the April CLUB member meeting. Elections shall be immediately held. Candidates with the most votes from the CLUB members in attendance are elected.

8.2 Results of the election shall be announced during the May meeting and published in the May “Cliff Notes” Newsletter.

## 9 DUES AND ASSESSMENTS

9.1 The CLUB Board shall review the Treasurer’s recommended 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 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.

9.2 Married couples where each person is retired from Garrett, AlliedSignal, and/or Honeywell shall be required to pay dues for one member.

## 10 CLUB MEMBER MEETINGS

10.1 CLUB member meetings shall be held for the months of October through November and January through May. Note: In December, in place of a CLUB meeting a charity lunch is usually planned.

## 11 CLUB CHARITABLE GIVING FROM MEMBER DUES

11.1 The CLUB shall allocate funds to the CLUB Scholarship fund.

11.2 The CLUB shall contribute annually to local nonprofit charities approved by the Board.

11.3 Consideration shall be given to charities that provide speakers to the CLUB member meetings.

11.4 CLUB members may suggest a local nonprofit charity for consideration.

11.5 Following the selection of the charities, the CLUB Treasurer shall issue payment to the selections.

11.6 Selected charities shall be posted on the CLUB website.

## 12 SCHOLARSHIP COMMITTEE

12.1 The purpose of the Scholarship Committee is to award funds to eligible college students that are descendants of a CLUB member and also attending either Arizona State University, the University of Arizona, or Northern Arizona University.

12.2 The Scholarship Committee shall consist of a Chair, Vice-Chair, and Eligibility Reviewers, all selected by the CLUB Board. Note: It is desirable to have one reviewer for each university.

12.3 The Scholarship Committee shall determine the eligibility requirements for the student applicant and provide for an application form that shall be posted on the CLUB's website.

12.3.1 Eligibility requirements shall be approved by the CLUB Board.

12.4 The Scholarship Committee shall provide information in the CLUB newsletter alerting CLUB members of the opportunity for students to apply for a scholarship and the instructions for doing so.

12.5 The Scholarship Committee shall review all applications submitted for conformance to eligibility requirements and then notify the applicant if they met those requirements and thus are eligible for an award.

12.6 The Scholarship Committee shall determine the award amounts based on donations received, student curriculum, and student academic performance.

12.7 The CLUB treasurer is responsible for mailing checks to award winners.

12.8 The Scholarship Committee shall mail letters to all donors acknowledging receipt of their contributions for the year. The letters shall be sent by January 31.

12.9 The Scholarship Committee shall provide annual renewal of non-profit corporation 501 (c) (3) status as required by the Arizona Corporation Commission and the annual IRS notification.

### 13 REVISIONS AND AMENDMENTS

13.1 Proposed revisions to this document shall first be approved by the CLUB Board.

13.2 Once approved by the CLUB Board, CLUB members shall be notified via email, of the proposed revision fourteen days prior to the CLUB member meeting when the revisions vote is scheduled. The email shall have a link to the CLUB's website similar to the email link for the CLUB newsletter. For CLUB members who do not have email, paper copies shall be available at the CLUB meeting.

13.3 At the CLUB meeting for which the vote is to be taken, the CLUB Board shall make a motion to approve the revision, it shall be seconded and then open for discussion by CLUB members. If there are any requested changes, the CLUB Board shall 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.

### 14 DISBURSEMENT OF REMAINING FUNDS

14.1 In the event that the Club is dissolved, all remaining funds will be distributed to local nonprofit organizations.