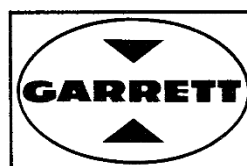




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# HONEYWELL-GARRETT RETIREES CLUB OF ARIZONA BYLAWS

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AUGUST 18, 2023

## **HONEYWELL-GARRETT RETIREES CLUB OF ARIZONA BYLAWS**

### **1 NAME**

- 1.1 The name of the organization shall be HONEYWELL-GARRETT RETIREES CLUB OF ARIZONA (HGRC), 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**

- 3.1 CLUB member - A retiree from the Phoenix area AiResearch division, Garrett division, legacy Garrett divisions of AlliedSignal or legacy Garrett divisions of Honeywell Aerospace 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.
- 3.2 SURVIVING SPOUSE member - The spouse of a deceased CLUB member who has elected to remain as a CLUB member.

### **4 MEMBERSHIP**

- 4.1 Any retiree as defined in the “Definitions” paragraph may apply to be a CLUB Member. The CLUB shall post a membership application form on the CLUB website at [www.garrettreteesaz.com](http://www.garrettreteesaz.com).
- 4.2 Annually, CLUB members shall receive notice of dues, both current and past due. 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 be terminated 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. 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 President

- 6.1.1 The President shall preside at all CLUB Board and CLUB member meetings.
- 6.1.2 The President shall enforce the CLUB bylaws
- 6.1.3 The President shall decide questions of order and issue the determination except as may be appealed to the CLUB membership.
- 6.1.4 The President shall be a member ex-officio of all committees.
- 6.1.5 The President shall be authorized to commit funds and sign checks against the Club account.

6.2 Vice President

- 6.2.1 The Vice President shall assist the President in all phases of the operation of the CLUB.
- 6.2.2 The Vice President shall assume the duties of the President during the President's absence.
- 6.2.3 The Vice President shall be responsible for the selection of speakers for the CLUB meetings.
- 6.2.4 The Vice President shall arrange for audio-visual equipment for CLUB meetings.

6.3 Recording Secretary

- 6.3.1 The Recording Secretary shall record, maintain, and publish the minutes of all proceedings of the CLUB.
- 6.3.2 The Recording Secretary may publish the results of proceedings in the CLUB newsletter.

6.4 Treasurer

- 6.4.1 The Treasurer shall deposit all monies received in an approved financial institution in the name of the CLUB.
- 6.4.2 The Treasurer shall make payment for CLUB expenses and donations and maintain records of all financial accounts and transactions of the CLUB.
- 6.4.3 The Treasurer shall maintain receipts for all CLUB expenditures.
- 6.4.4 The Treasurer shall provide a financial report at the CLUB meetings.
- 6.4.5 The Treasurer shall be audited yearly by two CLUB Board officers as selected by the President.
- 6.4.6 The Treasurer shall recommend to the CLUB Board the dues amount for the next year.
- 6.4.7 The Treasurer shall ensure filing of the appropriate Internal Revenue Service forms for non-profit 501(c)(3) corporations.

7 DIRECTOR RESPONSIBILITIES

7.1 Statutory Agent

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

7.2 Newsletter Editor

- 7.2.1 The Newsletter Editor shall publish the CLUB newsletter titled "Cliff Notes" to include a summary of the previous CLUB Member meeting and other information of general interest such as upcoming meeting speakers, social events, scholarship status, fix-it guys activities, member passing's and dues notice. The schedule is monthly except for July and August.

7.3 Membership Director

- 7.3.1 The Membership Director shall maintain a record of CLUB member name and spouse name.
- 7.3.2 The Membership Director shall maintain a record of CLUB member address, city, state, zip code, phone, email address.
- 7.3.3 The Membership Director shall maintain a record of CLUB member status as to active, deceased or surviving spouse.
- 7.3.4 The Membership Director shall maintain a record of dues payments for each CLUB member.
- 7.3.5 The Membership Director shall arrange for dues notices to 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.
  - 7.3.5.1 The dues notice shall include instructions that 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.
- 7.3.6 The Membership Director shall inform the spouse of a deceased CLUB Member that membership dues are no longer required should the spouse decide to continue membership.
- 7.3.7 The Membership Director shall provide the CLUB Treasurer with dues payments received.
- 7.3.8 The Membership Director shall coordinate the publication of the Membership Directory.
- 7.3.9 The Membership Director shall arrange for and ensure payment of a United States Postal Service (USPS) post office box.
- 7.3.10 The Membership Director shall arrange for the distribution of CLUB USPS mail.
- 7.3.11 The Membership Director shall arrange for the distribution of electronic mail to the appropriate Board members as directed by those officers or directors.
- 7.3.12 The Membership Director shall ensure the USPS mailing address appears on the CLUB website
- 7.4 Social Director
  - 7.4.1 The Social Director shall purchase, write, and send get-well ~~and/or condolence~~ cards to CLUB members.
  - 7.4.2 The Social Director shall purchase, write, and send condolence cards to deceased CLUB members' surviving spouse and/or surviving family.
  - 7.4.3 The Social Director shall purchase and set up refreshments for the CLUB meetings.
  - 7.4.4 Shall arrange for the setup and take-down of refreshments at CLUB meetings.
  - 7.4.5 The Social Director may hold a 50-50 raffle at the CLUB meetings and CLUB events.

7.5 Events Director

7.5.1 The Events Director shall arrange for a monthly meeting place.

7.5.2 The Events Director may organize and execute ~~special~~ events such as luncheons, picnics, tours and travel.

7.6 Website Director

7.6.1 The Website Director shall maintain a CLUB website with information as provided by the CLUB President.

7.6.2 The Website Director shall ensure the existence of and the maintenance of the CLUB domain name.

7.7 At Large Director(s)

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

7.9 Fix-It Guys Director

7.9.1 The Fix-IT Guys is a joint group from the three local retirees clubs whose purpose is to provide handyman assistance to CLUB members.

7.9.2 Fix-It Guys Director shall arrange for information about the “Fix-It” services to CLUB membership including the purpose and intent of the group.

7.9.3 Fix-It Guys Director shall arrange for a team of volunteer handymen.

7.9.4 Fix-It Guys Director shall coordinate assignments for requested repairs.

7.9.5 Fix-It Guys Director shall inform the Treasurer of required compensation for the handyman's travel mileage.

7.10 Scholarship Fund Director

7.10.1 The purpose of the Scholarship Fund is to award funds to eligible college students that are descendants of a CLUB member and attending either Arizona State University, the University of Arizona or Northern Arizona University. The Scholarship Director shall propose the eligibility requirements for the student applicant. The proposal shall be approved by the Board.

7.10.2 Upon approval of eligibility requirements from the Board, the Scholarship Fund Director shall provide an electronic application form that shall be posted on the CLUB's website.

7.10.3 The Scholarship Fund Director 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.

7.10.4 The Scholarship Fund Director 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.

7.10.5 The Scholarship Fund Director shall determine the award amounts based on donations received, student curriculum, and student performance.

7.10.6 The CLUB board shall approve the award amounts.

## 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, as defined in these bylaws, shall be required to pay dues for one member.

9.3 Member’s spouses do not pay dues and can attend all meetings and events.

## 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 REVISIONS AND AMENDMENTS

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

12.2 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.

12.3 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.

## 13 DISBURSEMENT OF REMAINING FUNDS

13.1 If the Club is dissolved, all remaining funds will be distributed to local nonprofit organizations.