

Approved
Board of Directors
June 26, 2017



Green Valley Recreation, Inc.
Application for GVR Club Status

Please complete the following application and enclosures in their entirety. Incomplete applications will not be accepted.

1. Proposed name of your club: The GVR AmigOs Men's Club

2. You must have a ***minimum of thirty-five (35) GVR members*** to apply for "Club Status." Does your group have thirty-five (35) or more interested GVR members? YES NO

3. Is the mission or purpose of your group consistent with GVR's mission: "*To provide recreational and social opportunities to enhance the quality of our members' lives.*" Please explain below:
Yes. 1) to provide the opportunity to form friendship among GVR men and 2) to promote activities to assist GVR men in becoming acquainted with the Green Valley area.

4. Why is your group seeking GVR "Club Status?" Circle all that apply:

| | |
|------------------------|---------------------------|
| Reservation Preference | Family space issues |
| Insurance | High interest in activity |
| GVR support | Storage |
| Need of dues | Better operation of group |
| Tax purposes | Other _____ |

5. How will this club benefit GVR and the membership?
see #3

6. In the space below, please describe, in detail, the purpose, plan and charge of your group.
see #3

7. Does your group understand that facility reservations are not guaranteed and your meeting space may vary from year to year? YES NO
8. What type of facility will you be requesting? (Note: Your group must be able to maintain 50% of the assigned facility space at all times)
- | | |
|--------------------------------------------------------|--------------------------------------------------------|
| Art Room | Dedicated space (such as the hobby shops) |
| <input checked="" type="checkbox"/> Large meeting room | <input checked="" type="checkbox"/> Small meeting room |
| Auditorium | Swimming pool |
| Outdoor facilities | Stage |
| Dance floor | Other _____ |
9. What days of the week will your group request to meet? (Note: You are only pennitted two regularly scheduled activities each week)
- Monday Tuesday Wednesday Thursday Friday Saturday Sunday
10. What time of day will your group request to meet? AM PM BOTH
11. Your group must be self-supporting in movable equipment, supplies, repairs and instructors through your own dues structure. Specialized equipment to meet the desires of a club shall not be financially supported by GVR dues or income. GVR *does* supply basic services such as facilities, utilities, custodial/maintenance support, fixtures, tables, chairs and initial equipment basic to the activity. Is your group willing to be self-supporting? YES NO
12. Does your group agree to leave all meeting rooms, kitchens, outdoor facilities, etc. in the condition you found them in? YES NO
13. Will your group need any regular set-up or staff services? YES NO
14. GVR clubs are open to all members of GVR and members shall not be refused admission to any GVR Club. Is your group willing to include interested new members? YES NO
15. In the space below, please describe, in detail, any special qualifications or skills needed for your activity.
16. Is your group willing to provide orientation, instruction and training for new members if necessary? YES NO
17. Does your group understand GVR's guest policy as stated in the GVR Bylaws? YES NO
18. Is your group willing to maintain an effective monitoring system to verify that all members attending your meetings/activities are all GVR members and eligible guests? YES NO Please explain.
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19. Is your group willing to maintain monthly attendance records and report such to GVR? YES NO Please explain: _____

20. Are the members of your group willing to abide by GVR Policies and Procedures, GVR Bylaws, and the Code of Conduct? YES NO

21. Is your group willing to have at least one membership meeting a year to elect new officers, review club bylaws and report this information to GVR on an annual basis? YES NO

22. Is your group willing to preserve club records for a minimum of 3 years? YES NO

23. Is your group willing to furnish necessary insurance on any equipment not owned by GVR brought onto GVR premises; e.g., musical instruments, tape players, computers, radios, etc.? YES NO

24. Is your group willing to submit a yearly financial statement, account balances, income, and make proper reporting to the IRS? YES NO

25. Is your group willing to submit an updated membership roster, equipment inventory list, and other requested items to GVR annually? YES NO

Name, address and telephone number of your group's contact person:

Name: Manuel Rivers

Address: _____

Phone: _____

GVR CLUB OFFICERS' INFORMATION

This form must be completed in its entirety.

CLUB NAME GVR AmigOs Men's Club

| | GVR# | NAME | ADDRESS (Include Zip code) | PHONE NUMBER EMAIL ADDRESS |
|-----------------------|------|--------------------------------------------------|-------------------------------|-------------------------------|
| President | | Tom Krueger | | |
| Vice President | | Manuel Rivers | | |
| Secretary | | Michael Cichy | | |
| Treasurer | | Philip Nicolay | | |
| Other | | William Becker Clint Brown William Stewart | | |
| | | | | |

1. Who is the GVR Facility Reservation Contact?
 (This person is responsible for reserving the facility and signing the GVR contract)

Harry Hughes
 Name

 Telephone number

2. Is there an Alternate Facility Reservation Contact?

Clint Brown
 Name

 Telephone number

3. What are your Annual Dues?

\$ 10/yr

Note: After you hold your Annual Club Meeting, or if a change of Directors takes place anytime during the year, please advise GVR Club Administrator Karen Rans immediately with the new officer's names. Please call (520) 838-0153 or send e-mail karen@gvrec.org. Thank you.

(Please see the other side for additional information)

GVR AmigOs Men's Club Bylaws

ARTICLE I - Name

The official name of the organization shall be GVR AmigOs Men's Club, hereinafter known as the Club.

ARTICLE II - Purpose

The purpose of the Club shall be: (1) to provide the opportunity to form friendships among GVR men and (2) to promote activities that will assist men in becoming acquainted with each other and with the Green Valley area. All activities conducted by the Club and its members shall be in accordance with the GVR Bylaws, Corporate Policy Manual and GVR Code of Conduct.

ARTICLE III - Membership

- A. All members holding GVR membership or tenant cards in good standing with GVR are entitled to join and participate in any meeting or activity, until the maximum capacity of the facility being used is reached. Membership shall not be denied to GVR members in good standing.
- B. Any member who has not paid dues, fees or assessments to GVR or the Club as of the time such payment becomes delinquent shall be removed from the Club's roster.
- C. The Club shall not grant honorary membership or the equivalent to anyone NOT a GVR member.
- D. Guest policies and guest cards are privileges extended to GVR members to use all GVR facilities subject to the current rules and regulations put forth through Board policy and as defined in the GVR Bylaws. Eligible guests may attend any Club event with a Club member.
- E. A GVR member who has not joined the Club may attend Club activities as a guest on a space-available basis, but may not participate in voting. Since Interest Group participation is a benefit of Club membership, guests who repeatedly attend Interest Group activities shall be encouraged to join the Club.
- F. All members and guests shall abide by the published GVR Rules and Regulations and the member Code of Conduct. Violations will jeopardize the privileges of the offending individual through removal from the Club's membership roster and/or possible GVR suspension procedures.

ARTICLE IV - Board of Directors

- A. The governing body (hereinafter referred to as the Board) shall consist of four Officers and three members-at-large who are elected by a majority vote of members in attendance at the Annual Meeting. The Board shall perform duties as prescribed by these Bylaws and by the parliamentary authority adopted by this Club. The Board shall handle the general supervision of the affairs of the Club between Annual meetings, fix the hour and place of the Annual meeting, make recommendations to the membership and perform other duties as desired by the Club. The President or a minimum of four Board members may call meetings of the Board. The Board shall

meet at least four times during the fiscal year. Board members may participate in meetings via conference call and Board members may vote in person or by e-mail. E-mail votes shall become part of the next month's Board meeting minutes.

- B. The Officers of the Club shall consist of a President, Vice President, Secretary and Treasurer. The Board shall enforce the Club's written Policies, the Club's Bylaws, GVR Bylaws, the Corporate Policy Manual and GVR Club Rules and Regulations.
- C. The initial Board shall be determined in any manner necessary to establish the Club and shall serve until the first Annual Meeting, at which a Board shall be elected to serve a term of one year. At the second Annual Meeting, the offices of President and Secretary and the positions of Members at Large shall be elected for a one-year term. The offices of Treasurer and Vice President shall be elected for a two-year term. Thereafter, all Board officers, but not the Members at Large, shall serve two-year terms. Board members may serve a total of four consecutive years. In the event that there is no one willing to serve in any of these positions, a Board member who has served four consecutive years shall be eligible to run for any open position on the Board. All elections shall take place at the Annual Meeting. For uncontested positions, the vote shall be by standing count or a show of hands. For contested positions, the vote shall be by secret ballot. Nominations for election to the Board may be made by any member in attendance at the Annual Meeting.
- D. Responsibilities of Officers:
- E. President - The President shall preside at all meetings of the Club and shall carry out all orders and resolutions of the Club. The President shall be the executor of all Club funds and may approve all individual expenditures up to \$100.00. Expenditures over and above this amount must be approved by a quorum of the Board. (See last paragraph in this section for Board quorum). The President will be contact person with GVR. The President shall also be an ex-officio member of all standing committees except the Nominating committee.
- F. Vice President - In the absence of the President, the Vice President shall perform all duties of the President and when so acting shall have all powers of the President.
- G. Secretary - Prepares minutes of the Annual Meeting and all Board meetings. Retains routine correspondence and other administrative records for three years prior to the current year. Certain permanent records such as membership lists, year-end financial statement, Employer Identification Number, tax exemption, etc. shall be retained for the life of the Club. The Secretary shall sign all formal written communications.
- H. Treasurer - Deposits Club monies in the Club's bank accounts, makes authorized disbursements, keeps accurate records, prepares monthly financial reports for the Board and a year-end financial report for the Annual Meeting, and has books, records and papers available upon request of any member.
- I. A quorum for transaction of business at a Board meeting shall be four Board members.

ARTICLE V - Committees

- A. Standing committees shall be Publicity, Finance, Membership, Interest Groups and Event Planning. The Treasurer shall chair the Finance committee. Each of the other committees shall be chaired by a committee member chosen by a majority of the members of the committee. In addition, the President shall appoint a Database Administrator, who will serve on the Membership committee, and a Webmaster, who will serve on the Publicity committee; both shall be considered ex-officio members of the Board.
- B. The President shall appoint an ad hoc Nominating committee two months prior to the Annual Meeting. The Nominating committee is the only committee on which the President cannot serve.

ARTICLE VI - Membership Meetings

- A. The Club's Annual Meeting shall be during the month of November of each fiscal year.
- B. Notice of the Annual Meeting shall be made by mail, email or telephone at least fourteen days in advance of the meeting and shall set forth, specifically, the nature of the business to be transacted.
- C. A quorum for transaction of business at the Annual Meeting shall be one-tenth or 10% of the entire membership in good standing.
- D. Robert's Rules of Order shall govern the Club in all cases in which they are applicable and in which they are not inconsistent with the Club's Bylaws or any special rules of order the Club may adopt.

ARTICLE VII - Dues and Fiscal Period

- A. The fiscal year shall be January 1 through December 31. The Club shall prepare a year-end financial statement within 30 days following close of the fiscal year. Such statement shall be available to all members at any reasonable time.
- B. At the First Annual Meeting, the Board shall recommend an annual budget, including the initial amount of annual dues, for final approval from the general membership. Thereafter, the Board shall approve an annual budget by a majority vote of the Board members and present it to the membership at the Annual Meeting with an opportunity for the general membership to ask questions.
- C. Dues shall be due by February 1st. Non-payment of dues shall result in removal of the member's name from the Club's membership roster. The amount of initial dues shall be included in the budget adopted at the first Annual Meeting. Thereafter, any proposed increase in dues shall be voted upon by the members at the next Annual Meeting.

ARTICLE VIII - Vacancies

The Vice President shall perform the duties and exercise the powers of the President during absence or disability. If the Vice President is unable to accept these responsibilities, the Board shall appoint a new President to fill the remainder of the term. If any other office should become vacant, the remainder of the term shall be filled by appointment by the President with approval from the Board of Directors.

ARTICLE IX - Amendments

The Board of Directors of the Club may make amendments to these Bylaws with a majority affirmative vote of the membership. The Club must submit any amendments proposed to GVR staff for approval, prior to adoption.

ARTICLE X - Monitoring

An effective monitoring system shall be maintained by Club Officers to ensure that only members and eligible guests are in attendance at meetings and activities of the Club and that the GVR Code of Conduct is followed. All participants shall register on a log sheet each time they attend any meeting, program or activity.

ARTICLE XI - Dissolution

Upon dissolution of the Club all assets, after all bills are paid, shall be transferred to GVR.

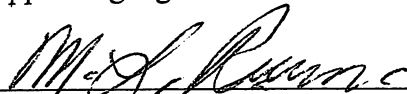
ARTICLE XII - Bylaws

A copy of these approved Bylaws shall be available to the general membership at the Annual Meeting. All elected Officers and Committee Chairpersons shall be furnished with a copy of the GVR Bylaws and the current approved Club Bylaws after each election.

Bylaws History:

Charter Bylaws presented to GVR April 2017

Approving signatures:



GVR AmigOs Men's Club



Date

Green Valley Recreation

Date