



AGENDA

BOARD OF DIRECTORS MEETING

Monday, February 7, 2022 - 2pm

West Center Auditorium / Zoom

*Code of Conduct

Directors: Mike Zelenak (President), Nina Campfield (Vice President), Ted Boyett (Secretary), Donna Coon (Treasurer), Mark McIntosh (Assistant Secretary), Randy Howard (Assistant Treasurer), Kathi Bachelor, Carol Crothers, Christine Gallegos, Connie Griffin, Bart Hillyer, Bev Lawless, Scott Somers (non-voting)

<u>AGENDA TOPIC</u>	<u>PRESENTER</u>	<u>EXHIBIT</u>	<u>ACTION</u>
1. Call to Order / Roll Call – Establish Quorum	Zelenak		
2. Adopt Agenda	Zelenak	Y	Y
3. New Business			
A. Review CPM Parts 1 - 3	Campfield	Y	Y
4. Member Comments - (Limited to two (2) minutes)			
5. Adjournment			



Green Valley Recreation, Inc.

Board of Directors Special Meeting

Approve CPM Amendments, Parts 1-3

Prepared By: Nina Campfield	Meeting Date: February 7, 2022
Presented By: Nina Campfield	Consent Agenda: No

<p>Originating Committee: Board Affairs Committee</p>
<p>Background: The Board Affairs Committee has been working to amend the Corporate Policy Manual by re-organizing, removing redundancies, eliminating conflicting items and removing items that are inconsistent with the Bylaws or Arizona Revised Statutes. These amended sections include all changes that have been made since the original re-organization was made in June of 2021.</p> <p>The changes have been approved by legal counsel.</p> <p>The BAC recommends that the board approve the amendments.</p>
<p>Motion: Move that Parts 1-3 of the amended CPM be approved.</p>
<p>Strategic Plan Focus Area: Goal 5 – Good Governance</p>
<p>Attachments: Redlined and Clean versions: CPM Part 1 Membership and Facilities CPM Part 2 Board of Directors CPM Part 3 Committees</p>

PART 1

MEMBERSHIP AND FACILITIES

SECTION 1 ~~==~~ DUES AND FEES

1.1.1 General

~~All Fees, Annual Dues, Service Fees~~dues and ~~Delinquency charges~~fees shall be established each year by the approval of a majority of Directors in office. ~~Special assessments for any purpose, provided that should the Board fail to establish the amount of a particular fee, it shall require approval of a majority of Directors in office, and a vote of at least a majority of the Members voting.~~remain unchanged from the previous year.

1.1.2 Annual Dues

1. The Board shall establish membership dues for each fiscal year on or before December 10. In establishing annual dues, the Fiscal Affairs Committee and the Board of Directors shall use the following formula as a starting point. The sum of 50% of the CPI (W) percentage increase/decrease through September of the current year and 50% of the Social Security percentage increase/decrease for the current year. To the extent permitted by law, the Committee and Board may deviate from this formula in establishing the dues after taking into consideration all relevant factors including, but not limited to, projected operating costs, maintenance projects, and appropriate reserves. These dues are payable on or before January 1 of that same fiscal year.
2. Upon the initial purchase of a property in a deed-restricted subdivision, the annual dues shall be prorated as of the date of closing. When an owner of property in a subdivision which is not master deed restricted subjects his property to a GVR deed restriction, the annual dues shall be prorated as of the date the property is made subject to the voluntary deed restriction.
3. Commercial Residential/Care Facility (CRCF) membership properties shall pay annual dues in an amount equal to the then-current annual dues multiplied by the number of units in the facility, regardless of whether or not such units are occupied.

1.1.3. ~~—~~ Annual Dues Installment Payment Plan

1. Payment plans are available to Members who prefer to pay annual dues in monthly installments rather than in one lump sum, subject to the limitation in (3) below.

2. The fees for setup and administrative costs associated with a payment plan will be established by the Board.
3. A GVR property must be owner-occupied in order to qualify for a payment plan.
4. The past and current month's payments will be charged and must be paid at the time the plan is set up.
5. If a member requests a payment plan, his/her account may be subject to all applicable finance charges.
6. Members will only be able to use the payment plan with an Automatic Clearing House (ACH) Debit.
7. At the time of the request, future finance charges will stop unless the member defaults on payments. If the account is defaulted, all past applicable finance charges that would have been charged will become due.
8. Members may continue to use GVR facilities and attend programs if they are current with their payments.

1.1.4.

1.1.4 Due Date and Effect of Nonpayment of Annual Dues.

1. Annual dues are due and payable on or before January 1st.
2. Any dues, fees, or assessments that are not paid in full ten (10) days after their due dates shall be deemed delinquent and subject to a late fee as determined by the Board.
3. If a member's account remains delinquent as of May 1, the account will be referred to counsel for collection, including, but not limited to, the recording of a notice of lien against the member's property and the initiation of legal proceedings against the delinquent member and/or his property. Collection costs, including, but not limited to, attorney's fees and court costs, shall be the responsibility of the delinquent members.
4. A member who has entered into an approved payment plan with GVR and is in compliance with the terms thereof shall not be considered delinquent.

1.1.5 Initial Fees

1. The Initial Fee may be adjusted annually by the Board based on the Department of Labor CPI (Consumer Price Index), "all items, Western Urban Region," rounded to the nearest dollar amount.
2. The initial fee ~~is due at~~applies upon the ~~timesale~~ of ~~the closing of escrow on~~ a deed-restricted ~~membership~~GVR property ~~from a developer to a third party~~ or ~~at the time~~upon an owner ~~elects~~selecting to voluntarily deed-restrict property for GVR membership.

3. An owner paying an Initial Fee shall be exempt from paying the ~~Property Acquisition Capital~~ Membership Change Fee on that property.
4. A portion of the revenue from Initial Fees is to be used to fund contributions to the Initiatives Reserve Fund as determined by the Board.

~~1.1.5. Property Acquisition Capital~~ 6 Membership Change Fee

1. Upon transfer of title ~~to~~ of a GVR membership property, the new owner shall pay a ~~Property Acquisition Capital~~ Membership Change Fee.
- ~~2. The GVR Member is entitled to a refund of the Property Acquisition Capital~~ Membership Change Fee shall be refunded if the ~~titleholder(s) own a single GVR membership property, and held title to~~ new owner was a single GVR membership property member within 365 days prior:
- ~~3.2. When acquiring one or more additional GVR membership properties, to~~ the ~~new~~ new owner shall pay the ~~Property Acquisition Capital Fee for each such additional property, except for transfer of title, as described in #2 of this section E~~ and owns no other GVR property.
- ~~4.3. Revenue from the Property Acquisition Capital~~ Membership Change Fees may be used as will most effectively further the general purpose of the Corporation to provide for current and future needs. A portion of the revenue from Membership Change Fee is to be used to fund contributions to the Initiatives Reserve Fund as determined by the Board.
4. 1.1.6 The Membership Change Fee does not apply to the transfer of title for estate purposes (e.g., into a trust).

1.1.7 Other Fees:

A fee for service is payment for the work involved in an operation that benefits individual members, as distinct from the entire membership.

1. The Board has established fees for services:
 - a) **Transfer Disclosure Fees:** There shall be a charge for the processing of ~~the transfer of a membership~~ disclosure documents upon the transfer of title ~~to~~ of a membership property.
 - b) **Tenant Fees:** Upon application, tenant cards shall be issued to a person leasing GVR membership property. There will be a charge for a tenant card.
2. The authority to establish and modify operational fees is delegated to GVR Administration as part of the ongoing day-to-day

management of the organization. Such fees fall in the following broad categories.

- a) **Programmatic Fees:** These fees are established to provide cost recovery of direct expenses related to entertainment, participation, and instructional programs.
- b) **Facility Fees:** These fees are established to provide cost recovery related exclusively to the use of facility space and/or equipment by outside groups and member usage beyond the basic services of GVR. Such fees include, but are not limited to, reservation fees, time incremental facility usage fees, equipment fees, custodial and technician fees, catering. Damage deposits are required.
- c) **Administrative Fees:** These fees are established to provide cost recovery for miscellaneous services provided to members and outside parties. Such fees include but are not limited to, photocopying, facsimile, computer, facility keys, card replacement and publications.
- d) **Processing Fees:** These fees are established to provide cost recovery for labor and overhead generated through business transaction to members and outside parties. Such fees will be attached to all transactional business including, but not limited to, member dues, programs, instructional courses, and rentals.

1.1.7-8 Member Payment Transactions

~~1. A member payment transaction can be defined as any purchase (dues, program, concert, instructional course or rental) that takes place involving the exchange of cash, check, debit, or credit card with a member.~~

~~2.1.~~ Member payment transactions are subject to a processing fee.

~~3.2.~~ Forms of payment accepted include:

~~a.a)~~ Legal ~~Tender~~tender (Cash)

~~b.b)~~ Checks payable to Green Valley Recreation in U.S. dollars.

~~e.c)~~ Money ~~Orders~~orders or ~~Cashier's Checks~~cashier's checks

~~d.d)~~ Traveler's ~~Checks~~checks

~~e.e)~~ Credit or ~~Debit Cards~~debit cards

~~1.~~• Visa

~~2.~~• Master Card

• ~~Discover Card~~

• ~~American Express~~

~~f.f)~~ Automatic Clearing House (ACH) Debit

1.1.8 Delinquencies

A. General

The Board shall ensure the establishment of:

1. ~~Payment due dates for initial fees, annual membership dues, fees for services and assessments.~~
2. ~~Penalties for late payments.~~

B. Effect of Non-Payment

1. ~~Annual dues are due and payable on or before January 1st.~~
2. ~~Any dues, fees, or assessments that are not paid in full ten (10) days after their due dates shall be deemed delinquent and subject to a late fee as determined by the Board.~~
3. ~~If a member's account remains delinquent as of May 1, the account will be referred to counsel for collection, including, but not limited to, the recording of a notice of lien against the member's property and the initiation of legal proceedings against the delinquent member and/or his property. Collection costs, including, but not limited to, attorney's fees and court costs, shall be the responsibility of the delinquent members.~~
4. ~~A member who has entered into an approved payment plan with GVR and is in compliance with the terms thereof shall not be considered delinquent.~~

SECTION 2 - USE OF GVR FACILITIES

1.2.1. Identification Cards

It is the policy of GVR that each authorized user of GVR facilities be issued a GVR identification card as set forth herein.

1. A GVR identification card shall be issued to each GVR member, each Assigned Member, each CRCF user and each Life Care user.
2. A spouse of a GVR member shall be issued a GVR membership identification card ~~regardless of whether the spouse is on title to the property~~ unless the spouse has disclaimed interest in the property.
3. If a GVR property is held in a trust, each trustee shall be issued a GVR identification card unless the trust specifies otherwise.
4. If a GVR property is owned by a corporation, LLC, or similar entity, a GVR identification card shall be issued to up to two (2) officers or managing partners.
5. Additional Card Holder:
 - a) Complimentary Cardholder ID: GVR identification shall be issued at no fee for one (1) ~~Additional Card Holder where the~~ individual

- ~~is~~ residing with a sole owner GVR member or sole Assigned Member ~~and upon~~ proof of residency ~~has been provided to GVR.~~
- b) ~~For Complimentary Guest ID: a fee~~ single only annual guest card shall be issued to sole-owner GVR members for no fee where there is no other person residing with the GVR member.
- b)c) ~~Additional cardholder: for a fee,~~ established by the Board of Directors, GVR identification shall be issued to other ~~Additional Card Holders where~~ individuals upon proof of residency ~~has been provided to GVR.~~

1.2.2. ~~Guest Policy~~

- ~~1. Guest privileges are intended for temporary visitors of a Regular Member, Assigned Member, Tenant, or CRCF Resident or~~ GVR Members, Assigned Members, Life Care User of GVR and who live outside a twenty (20) mile radius of established GVR Boundaries. In general, guest cards are provided for visitors who are staying in a GVR household with the member or who are staying in a local commercial hotel as a guest of the member.
- ~~2. Anyone residing in a non-GVR property within the jurisdiction of the corporation is not an eligible guest.~~
- ~~3. GVR Members, Assigned Members and CRCF residents may purchase an Annual Guest Card for a fee determined by the Board of Directors. GVR Members, Assigned Members and CRCF residents may also purchase daily guest cards for an additional fee. Limit one (1) Annual Guest Card per household. The Annual Guest Card~~ annual guest card which allows for an unlimited number of guests and guest visits. ~~Daily Guest passes allow for unlimited number of guests on specific days only.~~
- ~~4. No more than one (1) Annual Guest Card may be purchased by an individual(s) owning GVR properties regardless of the number of properties owned.~~
 - ~~1. Annual Guest Cards may not be purchased for properties which are tenant occupied. Tenants may purchase Daily Guest passes for a fee determined by the Board of Directors.~~
- ~~6.1. Annual Guest Cards are~~ Annual guest cards are valid through the end of the calendar year ~~(December 31).~~ ~~Annual Guest Card and fees are not prorated.~~ No more than one (1) Annual guest card may be purchased by a GVR Member regardless of the number of properties owned and may not be purchased for tenant-occupied properties.
 2. GVR Members, Assigned Members, Life Care Members, and CRCF residents may purchase daily guest cards which allow for an unlimited number of guests on a specific day.

~~7.3.~~ Adult guests 18 years of age and older are required to have a valid guest card when visiting GVR facilities. Multiple guests visiting the same facility may use the same Annual Guest Card.

~~8.4.~~ Guests under the age of 18 do not require guest cards and must be accompanied by a ~~GVR-issued card carrying an~~ adult with privileges to use GVR facilities.

~~5.~~ Replacement of a lost or damaged ~~Annual Guest Card~~ annual guest card must be obtained at a ~~GVR Member Services~~ customer service office. ~~The for a~~ fee ~~for replacement cards is determined~~ established by the Board of Directors. Lost cards will be deactivated to prevent future use of the card. Damaged cards must be returned to a GVR Member Services office before a replacement card will be issued.

~~10~~ ~~6.~~ Guest cards are required for all general facility use and club activities. However, guest cards are not required for ticketed GVR events where guests pay a higher ticket price than the member price.

~~11~~ ~~7.~~ At management's discretion, guest usage of GVR facilities may be limited to non-primetime hours. Signage will be added to all facility gates reminding individuals that each person must swipe (or 'tap' for proximity cards) a GVR-issued ID Card. ~~In addition, members and guests who abuse GVR ID card privileges may be subject to sanctions and penalties up to and including fines and/or loss of privileges, as determined by the Board of Directors. Rules governing board authorized sanctions and penalties will be publicized to the general membership.~~

~~12.~~ A Single User Only annual guest card provides access to GVR facilities for only one individual guest at a time and shall be issued in the name of the sole owner GVR member requesting the card.

~~13.~~ A Single User Only Annual guest card shall be issued to sole owner GVR members for no fee where there is no other person residing with the GVR member.

1.2.3. Life Care PrivilegeMembers

1. Life Care ~~Users~~ Members are former GVR members in good standing who currently reside in a life care facility in the ~~Greater~~ greater Green Valley area and have requested, ~~for a fee, to have GVR privileges extended to them~~ the use of GVR facilities.

2. ~~The former GVR member of a membership property~~ Life Care Members must make an annual application for privileges in the Membership ~~office~~ Office.

3. ~~An individual~~ Life Care Members shall pay an annual non-refundable fee ~~will be charged at a rate determined~~ established by the Board,

~~either for~~ which is pro-rated the ~~full~~ first year ~~or prorated as required. This fee is non-refundable.~~

~~4. A "Life Care Facility" is defined as a continuing care retirement community, assisted living community, as well as those communities defined in the Arizona State Statutes regarding Life Care Contracts.~~

~~5.4.~~ 5.4. A distinctive identification card will be issued by GVR, which will permit the individual to use GVR facilities, register for programs and attend club functions.

~~6. Along with the following limitations, Life Care Users are subject to the same rules and regulations as all GVR Members.~~

~~7. Life Care Users are subject to the following:~~

~~a) May not serve on the Board of Directors or be a member of a Committee of the Board.~~

~~b) May not vote for any membership issues.~~

~~c) Life Care Users may purchase guest cards following the same guidelines established for guests of any GVR Member.~~

1.2.4 Code of Conduct

—It is the policy of Green Valley Recreation, Inc. to treat all people with dignity, respect and equality regardless of age, race, color, ancestry, country of origin, disability, ethnicity, marital status, family status, veteran status, gender, religion, sexual orientation or gender identity.

~~A.1.~~ A.1. Users of GVR facilities are required to comply with GVR published rules and regulations.

~~B.2.~~ B.2. Users are expected to show common courtesy to employees, directors, volunteers and other members and guests.

~~C.3.~~ C.3. Users shall refrain from using offensive language and behavior.

~~D.4.~~ D.4. Members are responsible for the conduct of their guests.

~~E.5.~~ E.5. Violation of the above codes of conduct may result in a member having his/her rights and privileges suspended, as well as those of their guests or tenants.

SECTION 3 - GVR FACILITIES

1.2.53.1 General Facilities Rules and Regulations

~~A.~~ A. GVR facilities are established for use and enjoyment of GVR members, eligible guests and visitors who abide by the GVR Member Code of Conduct.

- ~~B.~~ The use of facilities by nonmembers shall not interfere with the effectiveness of the recreation operation.
- ~~C.~~ Members, guests, and visitors who use GVR facilities and equipment, do so at their own risk, and shall indemnify and hold harmless GVR, its employees and agents.
- ~~D.~~ B. All GVR facility reservations and arrangements shall be made through the central reservation office located at the Administrative Offices. A GVR Facility Reservation Agreement must be completed for all facility reservations and rentals. Any group, entity or individual that is not wholly comprised of GVR members utilizing a GVR facility MUST state their purpose and sign the "Rental Agreement". This MUST be signed by a person or persons authorized to speak for the group, as part of the application process.
- ~~E.~~ C. All members and guests are required to carry their membership cards or other authorized GVR identification while using GVR facilities. Individuals must produce GVR identification when requested by staff or any staff-authorized volunteer. Members and guests are required to sign-in or swipe their membership card. Clubs and other authorized groups must provide an attendance roster or similar document which lists each person utilizing a GVR facility.
- ~~F.~~ D. Staff and staff-authorized volunteers are empowered to enforce rules and regulations.
- ~~G.~~ E. GVR member and nonmember individuals and groups may rent facilities subject to current rules, regulations, and fees. GVR members have priority in facility rentals over nonmembers.
- ~~H.~~ GVR member individuals and groups have priority in facility rentals before nonmember individuals and groups.
- ~~I.~~ The Chief Executive officer may authorize use of GVR facilities on a complimentary or fee basis for any GVR sponsored, GVR co-sponsored, or GVR Foundation event or activity. Authorization of GVR Foundation activities are subject to terms of the GVR/GVR Foundation Resource Sharing Agreement (see APPENDIX I – BOARD POLICIES, Subsection 4).
- ~~J.~~ F. GVR classes may preempt drop-in use of GVR facilities.
- ~~K.~~ Fees may be charged to recover the cost of any specialized services, events or programs.
- ~~L.~~ GVR facilities will not be used by any member for commercial purposes. Personal sales resulting from hobby pursuits are permitted.
- ~~M.~~ G. Individual members, visitors, guests, and groups using or renting GVR facilities are responsible for maintaining those facilities in a neat and orderly condition.

- ~~N.~~ H. Printed materials made available to attendees during the meeting/rental period must be removed at the end of the rental period.
- ~~O.~~ I. Individuals who damage GVR equipment due to improper or careless use are responsible for the repair or replacement of that equipment. Members are responsible for damages caused by their guests.
- ~~P.~~ J. Special GVR shop/facility rules and regulations must be complied with by individual members, visitors, guests, and groups.
- ~~Q.~~ No alcoholic beverages shall be sold on GVR premises without a valid special sales permit or liquor license. (See Section VIII, Subsection 4 for the complete Liquor Policy.)
- ~~R.~~ K. Non-member "Personal Assistants" may accompany a member to a GVR facility in order to help them with walking, showering, dressing or undressing, or with other non-therapeutic tasks as necessary and may not use GVR facilities for their own personal use.
- L. GVR reserves the right to deny the use of its facilities by members or nonmembers for any of the following reasons as determined in the sole discretion of the CEO:
 1. There is a reasonable concern that the individual or group may advocate or promote an activity that is prohibited by local, state or federal law.
 2. There is a reasonable concern that the individual or group may advocate discrimination based on sex, age, race, ethnicity, nationality, disability, sexual orientation, gender identity, or religion.
 3. There is a reasonable concern that use of facilities by an individual or group could lead to a civil disruption.
 4. There is a reasonable concern that the individual or group promotes a position that may be adverse to GVR.
 5. There is a reasonable concern about other legal or safety issues.

1.3.3 - Use of GVR Facilities

- ~~S.~~ A. Animals are not permitted in or on GVR property, with the exception of Service animals, unless otherwise authorized by the GVR Chief Executive officer (CEO) to accommodate community events or other special circumstances.
- ~~T.~~ B. No firearms are allowed on ~~your person on~~ any GVR property or in any GVR facilities except law enforcement or licensed security.

- U. C. It is the policy of Green Valley Recreation, Inc. to provide and__ maintain a Drug-Free Environment for its members and employees. As such, Green Valley Recreation, Inc. prohibits the use of illegal drugs on GVR premises.
- D. Pursuant to the Smoke-Free Arizona Act (A.R.S. §36-601.01), GVR prohibits smoking in all indoor facilities and outside areas within 20 feet of all entrances and windows. Smoking is prohibited in pool areas and in all GVR vehicles. Smoking will be allowed in designated outdoor areas only.
- E. GVR prohibits vaping in all non-smoking areas, including in all indoor facilities and areas within 20 feet of all entrances and windows. Vaping is prohibited in pool areas and in all GVR vehicles. Vaping will be allowed in designated outdoor areas and wherever smoking is allowed.
- F. GVR facilities will not be used by any member for commercial purposes with the following exceptions:
 - a) with the prior written approval of GVR administration, a GVR member may temporarily display items for sale at a particular facility if they are intended to assist or benefit those using that facility to participate in the associated/related activity; and
 - b) personal sales resulting from hobby pursuits.It is the responsibility of each individual seller to obtain an Arizona Transaction Privilege Tax License.
- G. LIQUOR POLICY
 - a) The sale of intoxicating beverages is not permitted on GVR premises without a special sales permit or liquor license and appropriate liquor liability policy. Prior to applying for a liquor license, permission must be received from the GVR Chief Executive Officer.
 - b) Members are permitted to bring their own beverages (BYOB) to an activity, if allowed by the host. However, written permission must be obtained from GVR at the time the reservation agreement is signed or prior to the event or activity. No alcohol may be stored in a GVR facility.

1.3.4 - Political Activities

- A. GVR members may circulate petitions and/or solicit support or opposition of GVR candidates or ballot issues in GVR facility lobby

areas, common areas, and parking lots as long as such activities do not interfere with GVR operations or facility reservations or violate fire code regulations as determined by GVR staff.

B. Surveys, opinion polls and questionnaires related to GVR affairs, and distributed on GVR property, may be circulated by members only after being reviewed by GVR administration for accuracy and suitability.

~~V. C. _____~~ GVR facility areas may be rented for political party meetings, campaign events, polling places, and informational presentations such as candidate forums or town hall meetings, whether related to GVR elections or outside political causes, subject to space availability ~~and GVR fees at nonmember rates, regardless of GVR member affiliation.~~

~~W. D. _____~~ Advertising or promotional signage for non-GVR elected positions (e.g., public sector election campaigns), including solicitation of support/opposition regarding candidates or ballot issues is NOT permitted on GVR property except as follows: (1) within rented meeting space during the rental period; or (2) in public areas and parking lots of a GVR facility being used as a polling place on election day or as an early voting site during the period of early voting.

~~1.2.6. _____~~ **3.5 - Special Facility Use Rules and Regulations** Uses

~~A. General Usage~~

- ~~1. GVR facilities are provided for the use of GVR members and their guests.~~
- ~~1. GVR reserves the right to deny access to GVR facilities by anyone (member or non-member). Reasons for denial of use include, but may not be limited to the following:~~
 - ~~a. If there is a reasonable concern that the group may advocate or promote an activity that is prohibited by local, state or federal statute.~~
 - ~~b. It is determined that the group is involved in a discriminatory endeavor.~~
 - ~~c. There is a reasonable concern that appearance of the group could lead to a civil disruption.~~
 - ~~d. There are other legal or safety concerns.~~
 - ~~e. The CEO has the authority and discretion to make all final decisions~~
- ~~3. The Chief Executive Officer may authorize the use of GVR facilities for any GVR sponsored event of community interest.~~

- ~~3. GVR facilities may be used by any group, entity or individual that is not wholly comprised of GVR members, subject to appropriate rental agreements and fees.~~
- ~~4. An "indemnity clause" that has been reviewed and approved by GVR's legal counsel, MUST be included within the "Rental Agreement".~~A.
~~Any group, entity or individual that is not wholly comprised of GVR members utilizing a GVR facility MUST state their purpose and sign the "Rental Agreement". This MUST be signed by a person or persons authorized to speak for the group, as part of the application process.~~
- ~~5. GVR classes may preempt drop in use of GVR facilities.~~
- ~~6. Use of meeting rooms must authorized in accordance with the established reservation procedure before occupancy.~~
- ~~7. Non member "personal assistants may accompany a member to a GVR facility in order to help them with walking, showering, dressing or undressing, or with other non therapeutic tasks as necessary and may not use GVR facilities for the own personal use.~~

~~B.~~ **B.** Use of Hobby Shops and Studios

 These facilities are monitored by volunteers. When asked, members and guests must show their GVR membership or guest cards to use the facilities. Clubs have the right to restrict use of club facilities to club members only.

~~C.~~ **B.** Use of Kitchens

 GVR kitchens are classified as catering kitchens. Food preparation and cooking is not allowed. Kitchen facilities may be used for warming pre-cooked food or for chilling cold entrées.

~~D.~~ **C.** Use of Caterers

 Caterers must be registered and approved by GVR in order to work in GVR facilities. Contact the central reservation office located at the Administrative Offices for a current list of approved caterers.

~~E.~~ **D.** Use of Storage

1. **1.** GVR may provide small storage space, at no cost, to Clubs if space is available.
2. **2.** Clubs may provide locks.
3. **3.** GVR is not liable for any property lost, damaged or stolen while in storage.

~~F.~~ **E.** Use of Equipment

___ GVR may provide and maintain furniture and equipment in the facilities for the recreational use of its members.

~~G.~~ **F.** ___ GVR Pool Management Policies

- ~~1.~~ **1.** GVR offers heated swimming pools and spas for member use.
- ~~2.~~ **2.** Hours of operation are established and posted by GVR administration.
- ~~3.~~ **3.** GVR pools shall operate in compliance with Pima County Code Title 8, Chapter 8.322, "Swimming Pool and Spas," and any other applicable Pima County regulations.
- ~~4.~~ **4.** ~~The Pima County Health Department classifies GVR pools as "semi-public" per the following guidance: "A swimming pool on the premises of, or part of, but not limited to a hotel, motel, trailer court, apartment house, country club, camp, health club, condominium, homeowners association, or similar establishment where the primary business of the establishment is not the operation of the swimming facilities, and where admission to the use of the pool is included in the fee, or considerations paid or given for the primary use of the premises."~~
- ~~5.~~ **4.** GVR staff has authority to close a swimming pool or spa if they determine that its operation and use presents danger to individuals.
- ~~6.~~ **5.** GVR follows the guidelines provided by the National Lightning Safety Institute (NLSI) to determine when to close indoor and outdoor swimming pools, spas and showers due to lightning as a safety precaution. As of August 2014, NLSI guidelines state:
 - ~~a.~~ **a.** Both outdoor and indoor pools and showers will be evacuated before or when lightning gets five miles away.
 - ~~b.~~ **b.** At the first signs of thunder or lightning, all pool and shower activities will be suspended until 30 minutes after the last observed thunder or lightning.
(Adopted 08/26/14) ~~;~~

H. **1.3.6 Rentals and Fees**

- ~~1.~~ **A.** The Chief Executive officer will implement a Board-approved fee schedule for rental of GVR facilities. The CEO is authorized to waive facility rental fees in special circumstances, as deemed appropriate.
- ~~2.~~ **B.** Rental fees for groups composed solely of GVR members shall be waived; however, all individuals and groups (whether member or

nonmember) may be charged fees for special computer and technology setups; Internet connections; LED projection; special sound system or lighting requirements, overtime cleanup charges, or labor charges for special setup needs which require additional personnel.

3. ~~C.~~ GVR is interested in supporting community service events, and may rent its facilities on a fee basis for such events whenever it is practical to do so. A community service event is normally sponsored by a non-profit organization or local government agency. A community service event is normally sponsored by a non-profit organization or local government agency. GVR facilities are routinely used as polling facilities during elections.

D. The Chief Executive officer may authorize use of GVR facilities on a complimentary or fee basis for any GVR-sponsored, GVR co-sponsored, or GVR Foundation event or activity. Authorization of GVR Foundation activities are subject to terms of the GVR/GVR Foundation Resource Sharing Agreement (see APPENDIX I – BOARD POLICIES, Subsection 4).

~~I. GVR Property Rights~~

~~GVR legal counsel has affirmed that GVR's Bylaws do not provide members with the unlimited use of its facilities for any and all purposes, and that as a private property owner, 'GVR may deny the use of its facilities to member and nonmember individuals and groups without abridging the freedom of speech and assembly granted by the Arizona Constitution.' (GVR Legal Opinion, May 20, 2015)~~

~~J. Denial of Use of GVR Facilities~~

- ~~1. Based on GVR legal review and opinion, GVR reserves the right to deny the use of its facilities by member or nonmember individuals or groups whose purposes are deemed contrary or adverse to GVR's as determined in the sole discretion of the CEO.~~
- ~~2. A decision by the CEO to deny use of GVR facilities shall be based on one or more of the following conditions:~~
 - ~~a. There is a reasonable concern that the individual or group may advocate or promote any activity that is prohibited by local, state or federal statute.~~
 - ~~b. There is a reasonable concern that the individual or group is involved in discriminatory behavior based on sex, age, race, ethnicity, nationality, disability, sexual orientation, gender identity, religious and political opinions.~~
 - ~~c. There is a reasonable concern that use of facilities by an individual or group could lead to a civil disruption.~~

- d. ~~There is a reasonable concern that the individual or group promotes a position that may be detrimental to GVR.~~
- e. ~~There is a reasonable concern about other legal or safety issues.~~

~~f. _____~~

~~**K. Smoke-Free Zone at Facilities**~~

- ~~1. The *Smoke-Free Arizona Act (ARS§36-601.01)* requires GVR to establish a Smoke-Free zone at all facilities. The purpose of the Smoke-Free Arizona Act is to protect individuals from the harmful effects of second hand smoke in enclosed public places.~~
- ~~2. To comply with this law, GVR prohibits smoking in all non-smoking areas, including enclosed areas and areas within 20 feet of all entrances and windows. Smoking is prohibited in all indoor facility areas, pool areas and in all GVR vehicles.~~
- ~~3. Smoking will be allowed in designated outdoor areas only.~~

~~**L. Vaping-Free Zone at Facilities**~~

- ~~1. GVR prohibits vaping in all non-smoking areas, including enclosed areas and areas within 20 feet of all entrances and windows. Vaping is prohibited in all indoor facility areas, pool areas and in all GVR vehicles.~~
- ~~2. Vaping will be allowed in designated outdoor areas and wherever smoking is allowed.~~

~~**M. CIRCULATION OF GVR RELATED POLITICAL MATERIALS, GVR-RELATED SURVEYS, POLLS, QUESTIONNAIRES**~~

~~**A.** GVR petitions, solicitation of support or opposition regarding GVR candidates or ballot issues by GVR members shall only be permitted in GVR facility lobby areas, common areas, or curbsides and parking lots. Further guidance may be found in the *GVR Corporate Operations Manual*.~~

~~**B.** Surveys, opinion polls and questionnaires related to GVR affairs, and distributed on GVR property, may be circulated by members only after being reviewed by GVR administration for accuracy and suitability.~~

E. Fees may be charged to recover the cost of any specialized services, events or programs.

SECTION 34 - SUSPENSION OF PRIVILEGES

1.34.1 Suspension for Delinquency

Any GVR Member who has not paid dues, fees or assessments as of the time such payment is due becomes delinquent and shall automatically be declared a 'Member Not in Good Standing.' Any GVR Member Not in Good Standing and his/her Additional Card Holder, Assigned Member and/or Tenants and Guests shall not be entitled to use GVR facilities. The delinquent member shall not hold any office, nor vote in any election. Upon payment of all delinquent dues, penalties, fees, assessments, ~~and accrued interest~~ together with the cost of collection, said ~~members~~member shall be restored to good standing.

1.34.2 Suspension for Conduct

1. ~~A member~~Any cardholder who violates the established rules and regulations of GVR is subject to suspension of privileges. Copies of rules and regulations are posted within GVR facilities. ~~The GVR Code of Conduct is supplied to all members.~~
2. The Chief Executive ~~officer~~Officer or designee has the authority to determine if a violation is major or minor. The Chief Executive ~~officer~~Officer or designee is authorized to immediately deny any ~~member~~individual access to facilities for a period of up to ten (10) days for minor violations, including, but not limited to, failure to provide his/her membership card or other GVR identification card. In the event of a major violation, including but not limited to violation of any law, physical confrontation, verbal abuse, the Chief Executive officer or designee shall have the authority to immediately deny any ~~member~~individual access to facilities until the violation can be investigated ~~and the Board can take action.~~
3. Minor Incidents - Upon receipt of a complaint from a GVR member or staff the Chief Executive ~~officer~~Officer or designee will investigate the complaint as follows:
 - a) Contact the person who filed the complaint.
 - b) Contact witnesses or those parties to the incident which resulted in the complaint.
 - c) Contact the ~~member~~individual(s) against whom the complaint was filed, either in person or by phone. If direct contact is not available, the contact may be made by email or letter.
 - d) The Chief Executive ~~officer~~Officer shall then determine if the complaint is valid. If the complaint is determined to be valid, the ~~member~~individual(s) may be subject to counseling, either in person or by letter, or may be subject to suspension of any or all privileges, and/or facilities for a period not to exceed ten (10) calendar days. The decision of the Chief Executive officer is final.

4. Major Incidents – Chief Executive officer or designee shall take immediate action and personally handle the situation as follows:
 - a) Contact the President of the Board immediately.
 - b) The Chief Executive officer, the President of the Board of Directors and the chairperson for the Board Affairs Committee shall conduct an investigation within two (2) weeks. They shall convene a meeting with the ~~member~~individual and/or a representative against whom the complaint was lodged as well as the complainant, if the ~~member~~individual(s) so desire. During the process, the accusing party has the right to submit verbal or written information subject to rebuttal by the accused and witnesses, if any.
 - c) Upon completion of the above, a report on the findings of the investigation, along with recommended actions will be presented to the Board of Directors.
5. The Board of Directors will convene in an Executive Session within two (2) weeks to review the report, discuss the particulars of the incident and decide on the appropriate action. If a majority of Board members then in office determines that a suspension is warranted, the duration and nature of ~~that~~the suspension must also be determined. The suspension may apply to the use of all GVR facilities or select facilities.
 - ~~d~~)a) The original suspension determined by the Chief Executive officer shall be extended until this process has been accomplished.
 - ~~e~~)b) If the Board decides to continue the suspension, the Chief Executive officer shall send the ~~member~~individual and/or representative a written "Notice of Suspension" within 48 hours of the Board's decision. The "Notice of Suspension" shall include the details of the suspension, as well as the appeal procedure.
 - ~~f~~)c) If the ~~member~~individual and/or representative opts to appeal the Board's suspension of a major issue, the Chief Executive officer, will notify the Board President and will appoint an ~~independent Appeals~~ appeals officer or officers to hear the appeal. The Chief Executive officer will provide the ~~member and/or representative~~individual with the date, time and location for presentation of that appeal. The suspension shall continue until the process has been completed. A written response may be presented in lieu of a personal appearance. The Appeals officer(s) shall be authorized to decide if the proposed suspension should be upheld, reduced or cancelled. Unless the Appeals officer(s) decides that the suspension should be cancelled or be reduced, the decision of the Board of Directors shall be final.

~~1.3.3~~ **Effects of Suspension**

- ~~1. A Suspended Member is an individual, not a household. Any GVR cardholder who has been determined to have violated GVR rules and regulations or otherwise deemed as a "Suspended Member" by the GVR Board of Directors shall be restricted from use of GVR facilities. This suspension may include suspension of use from all GVR facilities, or may be select facilities, as decided on by the Board.~~
- ~~2. A suspended member shall retain the rights to vote but not to hold office.~~
- ~~3. The suspended member shall be responsible for all dues, fees and assessments.~~

PART 1

MEMBERSHIP AND FACILITIES

SECTION 1 – DUES AND FEES

1.1.1 General

Annual dues and fees shall be established each year by the approval of a majority of Directors in office, provided that should the Board fail to establish the amount of a particular fee, it shall remain unchanged from the previous year.

1.1.2 Annual Dues

1. The Board shall establish membership dues for each fiscal year on or before December 10. In establishing annual dues, the Fiscal Affairs Committee and the Board of Directors shall use the following formula as a starting point. The sum of 50% of the CPI (W) percentage increase/decrease through September of the current year and 50% of the Social Security percentage increase/decrease for the current year. To the extent permitted by law, the Committee and Board may deviate from this formula in establishing the dues after taking into consideration all relevant factors including, but not limited to, projected operating costs, maintenance projects, and appropriate reserves. These dues are payable on or before January 1 of that same fiscal year.
2. Upon the initial purchase of a property in a deed-restricted subdivision, the annual dues shall be prorated as of the date of closing. When an owner of property in a subdivision which is not master deed restricted subjects his property to a GVR deed restriction, the annual dues shall be prorated as of the date the property is made subject to the voluntary deed restriction.
3. Commercial Residential/Care Facility (CRCF) membership properties shall pay annual dues in an amount equal to the then-current annual dues multiplied by the number of units in the facility, regardless of whether or not such units are occupied.

1.1.3 Annual Dues Installment Payment Plan

1. Payment plans are available to Members who prefer to pay annual dues in monthly installments rather than in one lump sum, subject to the limitation in (3) below.
2. The fees for setup and administrative costs associated with a payment plan will be established by the Board.

3. A GVR property must be owner-occupied in order to qualify for a payment plan.
4. The past and current month's payments will be charged and must be paid at the time the plan is set up.
5. If a member requests a payment plan, his/her account may be subject to all applicable finance charges.
6. Members will only be able to use the payment plan with an Automatic Clearing House (ACH) Debit.
7. At the time of the request, future finance charges will stop unless the member defaults on payments. If the account is defaulted, all past applicable finance charges that would have been charged will become due.
8. Members may continue to use GVR facilities and attend programs if they are current with their payments.

1.1.4 Due Date and Effect of Nonpayment of Annual Dues.

1. Annual dues are due and payable on or before January 1st.
2. Any dues, fees, or assessments that are not paid in full ten (10) days after their due dates shall be deemed delinquent and subject to a late fee as determined by the Board.
3. If a member's account remains delinquent as of May 1, the account will be referred to counsel for collection, including, but not limited to, the recording of a notice of lien against the member's property and the initiation of legal proceedings against the delinquent member and/or his property. Collection costs, including, but not limited to, attorney's fees and court costs, shall be the responsibility of the delinquent members.
4. A member who has entered into an approved payment plan with GVR and is in compliance with the terms thereof shall not be considered delinquent.

1.1.5 Initial Fees

1. The Initial Fee may be adjusted annually by the Board based on the Department of Labor CPI (Consumer Price Index), "all items, Western Urban Region," rounded to the nearest dollar amount.
2. The initial fee applies upon the sale of a deed-restricted GVR property from a developer to a third party or upon an owner electing to voluntarily deed-restrict property for GVR membership.
3. An owner paying an Initial Fee shall be exempt from paying the Membership Change Fee on that property.
4. A portion of the revenue from Initial Fees is to be used to fund contributions to the Initiatives Reserve Fund as determined by the Board.

1.1.6 Membership Change Fee

1. Upon transfer of title of a GVR membership property, the new owner shall pay a Membership Change Fee.
2. The Membership Change Fee shall be refunded if the new owner was a GVR member within 365 days prior to the transfer of title and owns no other GVR property.
3. Revenue from the Membership Change Fees may be used as will most effectively further the general purpose of the Corporation to provide for current and future needs. A portion of the revenue from Membership Change Fee is to be used to fund contributions to the Initiatives Reserve Fund as determined by the Board.
4. The Membership Change Fee does not apply to the transfer of title for estate purposes (e.g., into a trust).

1.1.7 Other Fees

A fee for service is payment for the work involved in an operation that benefits individual members, as distinct from the entire membership.

1. The Board has established fees for services:
 - a) **Disclosure Fees:** There shall be a charge for the processing of disclosure documents upon the transfer of title of a membership property.
 - b) **Tenant Fees:** Upon application, tenant cards shall be issued to a person leasing GVR membership property. There will be a charge for a tenant card.
2. The authority to establish and modify operational fees is delegated to GVR Administration as part of the ongoing day-to-day management of the organization. Such fees fall in the following broad categories.
 - a) **Programmatic Fees:** These fees are established to provide cost recovery of direct expenses related to entertainment, participation, and instructional programs.
 - b) **Facility Fees:** These fees are established to provide cost recovery related exclusively to the use of facility space and/or equipment by outside groups and member usage beyond the basic services of GVR. Such fees include, but are not limited to, reservation fees, time incremental facility usage fees, equipment fees, custodial and technician fees, catering. Damage deposits are required.
 - c) **Administrative Fees:** These fees are established to provide cost recovery for miscellaneous services provided to members and outside parties. Such fees include but are not limited to, photocopying, facsimile, computer, facility keys, card replacement and publications.

- d) **Processing Fees:** These fees are established to provide cost recovery for labor and overhead generated through business transaction to members and outside parties. Such fees will be attached to all transactional business including, but not limited to, member dues, programs, instructional courses, and rentals.

1.1.8 Member Payment Transactions

1. Member payment transactions are subject to a processing fee.
2. Forms of payment accepted include:
 - a) Legal tender (Cash)
 - b) Checks payable to Green Valley Recreation in U.S. dollars.
 - c) Money orders or cashier's checks
 - d) Traveler's checks
 - e) Credit or debit cards
 - Visa
 - Master Card
 - Discover Card
 - American Express
 - f) Automatic Clearing House (ACH) Debit

SECTION 2 - USE OF GVR FACILITIES

1.2.1 Identification Cards

It is the policy of GVR that each authorized user of GVR facilities be issued a GVR identification card as set forth herein.

1. A GVR identification card shall be issued to each GVR member, each Assigned Member, each CRCF user and each Life Care user.
2. A spouse of a GVR member shall be issued a GVR membership identification card unless the spouse has disclaimed interest in the property.
3. If a GVR property is held in a trust, each trustee shall be issued a GVR identification card unless the trust specifies otherwise.
4. If a GVR property is owned by a corporation, LLC, or similar entity, a GVR identification card shall be issued to up to two (2) officers or managing partners.
5. Additional Card Holder:
 - a) Complimentary Cardholder ID: GVR identification shall be issued at no fee for one (1) individual residing with a sole owner GVR member or sole Assigned Member upon proof of residency.
 - b) Complimentary Guest ID: a single only annual guest card shall be issued to sole-owner GVR members for no fee where there is no other person residing with the GVR member.

- c) Additional cardholder: for a fee, established by the Board of Directors, GVR identification shall be issued to other individuals upon proof of residency.

1.2.2 Guest Policy

1. GVR Members, Assigned Members, Life Care Members and CRCF residents may purchase one (1) annual guest card which allows for an unlimited number of guests and guest visits. Annual guest cards are valid through the end of the calendar year and fees are not prorated. No more than one (1) Annual guest card may be purchased by a GVR Member regardless of the number of properties owned and may not be purchased for tenant-occupied properties.
2. GVR Members, Assigned Members, Life Care Members, and CRCF residents may purchase daily guest cards which allow for an unlimited number of guests on a specific day.
3. Adult guests 18 years of age and older are required to have a valid guest card when visiting GVR facilities. Multiple guests visiting the same facility may use the same Annual Guest Card.
4. Guests under the age of 18 do not require guest cards and must be accompanied by an adult with privileges to use GVR facilities.
5. Replacement of a lost or damaged annual guest card must be obtained at a customer service office for a fee established by the Board of Directors. Lost cards will be deactivated to prevent future use of the card. Damaged cards must be returned to a GVR Member Services office before a replacement card will be issued.
6. Guest cards are required for all general facility use and club activities. However, guest cards are not required for ticketed GVR events where guests pay a higher ticket price than the member price.
7. At management's discretion, guest usage of GVR facilities may be limited to non-primetime hours. Signage will be added to all facility gates reminding individuals that each person must swipe (or 'tap' for proximity cards) a GVR-issued ID Card.

1.2.3 Life Care Members

1. Life Care Members are former GVR members in good standing who currently reside in a life care facility in the greater Green Valley area and have requested the use of GVR facilities.
2. Life Care Members must make annual application for privileges in the Membership Office.
3. Life Care Members shall pay an annual non-refundable fee established by the Board, which is pro-rated the first year.

4. A distinctive identification card will be issued by GVR, which will permit the individual to use GVR facilities, register for programs and attend club functions.

1.2.4 Code of Conduct

It is the policy of Green Valley Recreation, Inc. to treat all people with dignity, respect and equality regardless of age, race, color, ancestry, country of origin, disability, ethnicity, marital status, family status, veteran status, gender, religion, sexual orientation or gender identity.

1. Users of GVR facilities are required to comply with GVR published rules and regulations.
2. Users are expected to show common courtesy to employees, directors, volunteers and other members and guests.
3. Users shall refrain from using offensive language and behavior.
4. Members are responsible for the conduct of their guests.
5. Violation of the above codes of conduct may result in a member having his/her rights and privileges suspended, as well as those of their guests or tenants.

SECTION 3 - GVR FACILITIES

1.3.1 General Facilities Rules and Regulations

- A. GVR facilities are established for use and enjoyment of GVR members, eligible guests and visitors who abide by the GVR Member Code of Conduct.
- B. All GVR facility reservations and arrangements shall be made through the central reservation office located at the Administrative Offices. A GVR Facility Reservation Agreement must be completed for all facility reservations and rentals. Any group, entity or individual that is not wholly comprised of GVR members utilizing a GVR facility MUST state their purpose and sign the "Rental Agreement". This MUST be signed by a person or persons authorized to speak for the group, as part of the application process.
- C. All members and guests are required to carry their membership cards or other authorized GVR identification while using GVR facilities. Individuals must produce GVR identification when requested by staff or any staff-authorized volunteer. Members and guests are required to sign-in or swipe their membership card. Clubs and other authorized groups must provide an

attendance roster or similar document which lists each person utilizing a GVR facility.

- D. Staff and staff-authorized volunteers are empowered to enforce rules and regulations.
- E. GVR member and nonmember individuals and groups may rent facilities subject to current rules, regulations, and fees. GVR members have priority in facility rentals over nonmembers.
- F. GVR classes may preempt drop-in use of GVR facilities.
- G. Individual members, visitors, guests, and groups using or renting GVR facilities are responsible for maintaining those facilities in a neat and orderly condition.
- H. Printed materials made available to attendees during the meeting/rental period must be removed at the end of the rental period.
- I. Individuals who damage GVR equipment due to improper or careless use are responsible for the repair or replacement of that equipment. Members are responsible for damages caused by their guests.
- J. Special GVR shop/facility rules and regulations must be complied with by individual members, visitors, guests, and groups.
- K. Non-member "Personal Assistants" may accompany a member to a GVR facility in order to help them with walking, showering, dressing or undressing, or with other non-therapeutic tasks as necessary and may not use GVR facilities for their own personal use.
- L. GVR reserves the right to deny the use of its facilities by members or nonmembers for any of the following reasons as determined in the sole discretion of the CEO:
 - 1. There is a reasonable concern that the individual or group may advocate or promote an activity that is prohibited by local, state or federal law.
 - 2. There is a reasonable concern that the individual or group may advocate discrimination based on sex, age, race, ethnicity, nationality, disability, sexual orientation, gender identity, or religion.
 - 3. There is a reasonable concern that use of facilities by an individual or group could lead to a civil disruption.
 - 4. There is a reasonable concern that the individual or group promotes a position that may be adverse to GVR.
 - 5. There is a reasonable concern about other legal or safety issues.

1.3.3 - Use of GVR Facilities

- A. Animals are not permitted in or on GVR property, with the exception of Service animals, unless otherwise authorized by the GVR Chief Executive officer (CEO) to accommodate community events or other special circumstances.
- B. No firearms are allowed on any GVR property or in any GVR facilities except law enforcement or licensed security.
- C. It is the policy of Green Valley Recreation, Inc. to provide and maintain a Drug-Free Environment for its members and employees. As such, Green Valley Recreation, Inc. prohibits the use of illegal drugs on GVR premises.
- D. Pursuant to the Smoke-Free Arizona Act (A.R.S. §36-601.01), GVR prohibits smoking in all indoor facilities and outside areas within 20 feet of all entrances and windows. Smoking is prohibited in pool areas and in all GVR vehicles. Smoking will be allowed in designated outdoor areas only.
- E. GVR prohibits vaping in all non-smoking areas, including in all indoor facilities and areas within 20 feet of all entrances and windows. Vaping is prohibited in pool areas and in all GVR vehicles. Vaping will be allowed in designated outdoor areas and wherever smoking is allowed.
- F. GVR facilities will not be used by any member for commercial purposes with the following exceptions:
 - a) with the prior written approval of GVR administration, a GVR member may temporarily display items for sale at a particular facility if they are intended to assist or benefit those using that facility to participate in the associated/related activity; and
 - b) personal sales resulting from hobby pursuits.It is the responsibility of each individual seller to obtain an Arizona Transaction Privilege Tax License.
- G. LIQUOR POLICY
 - a) The sale of intoxicating beverages is not permitted on GVR premises without a special sales permit or liquor license and appropriate liquor liability policy. Prior to applying for a liquor license, permission must be received from the GVR Chief Executive Officer.
 - b) Members are permitted to bring their own beverages (BYOB) to an activity, if allowed by the host. However, written permission must be obtained from GVR at the time the reservation agreement is signed or prior to the event or activity. No alcohol may be stored in a GVR

facility.

1.3.4 - Political Activities

- A. GVR members may circulate petitions and/or solicit support or opposition of GVR candidates or ballot issues in GVR facility lobby areas, common areas, and parking lots as long as such activities do not interfere with GVR operations or facility reservations or violate fire code regulations as determined by GVR staff.
- B. Surveys, opinion polls and questionnaires related to GVR affairs, and distributed on GVR property, may be circulated by members only after being reviewed by GVR administration for accuracy and suitability.
- C. GVR facility areas may be rented for political party meetings, campaign events, polling places, and informational presentations such as candidate forums or town hall meetings, whether related to GVR elections or outside political causes, subject to space availability.
- D. Advertising or promotional signage for non-GVR elected positions (e.g., public sector election campaigns), including solicitation of support/opposition regarding candidates or ballot issues is NOT permitted on GVR property except as follows: (1) within rented meeting space during the rental period; or (2) in public areas and parking lots of a GVR facility being used as a polling place on election day or as an early voting site during the period of early voting.

1.3.5 - Special Uses

- A. Use of Hobby Shops and Studios
These facilities are monitored by volunteers. When asked, members and guests must show their GVR membership or guest cards to use the facilities. Clubs have the right to restrict use of club facilities to club members only.
- B. Use of Kitchens
GVR kitchens are classified as catering kitchens. Food preparation and cooking is not allowed. Kitchen facilities may be used for warming pre-cooked food or for chilling cold entrées.
- C. Use of Caterers
Caterers must be registered and approved by GVR in order to work in GVR facilities. Contact the central reservation office located at the Administrative Offices for a current list of approved caterers.
- D. Use of Storage

1. GVR may provide small storage space, at no cost, to Clubs if space is available.
 2. Clubs may provide locks.
 3. GVR is not liable for any property lost, damaged or stolen while in storage.
- E. Use of Equipment
GVR may provide and maintain furniture and equipment in the facilities for the recreational use of its members.
- F. GVR Pool Management Policies
1. GVR offers heated swimming pools and spas for member use.
 2. Hours of operation are established and posted by GVR administration.
 3. GVR pools shall operate in compliance with Pima County Code Title 8, Chapter 8.322, "Swimming Pool and Spas," and any other applicable Pima County regulations.
 4. GVR staff has authority to close a swimming pool or spa if they determine that its operation and use presents danger to individuals.
 5. GVR follows the guidelines provided by the National Lightning Safety Institute (NLSI) to determine when to close indoor and outdoor swimming pools, spas and showers due to lightning as a safety precaution. As of August 2014, NLSI guidelines state:
 - a. Both outdoor and indoor pools and showers will be evacuated before or when lightning gets five miles away.
 - b. At the first signs of thunder or lightning, all pool and shower activities will be suspended until 30 minutes after the last observed thunder or lightning. (Adopted 08/26/14)

1.3.6 Rentals and Fees

- A. The Chief Executive officer will implement a Board-approved fee schedule for rental of GVR facilities. The CEO is authorized to waive facility rental fees in special circumstances, as deemed appropriate.
- B. Rental fees for groups composed solely of GVR members shall be waived; however, all individuals and groups (whether member or nonmember) may be charged fees for special computer and technology setups; Internet connections; LED projection; special sound system or lighting requirements, overtime cleanup charges, or labor charges for special setup needs which require additional personnel.

- C. GVR is interested in supporting community service events, and may rent its facilities on a fee basis for such events whenever it is practical to do so. A community service event is normally sponsored by a non-profit organization or local government agency.
- D. The Chief Executive officer may authorize use of GVR facilities on a complimentary or fee basis for any GVR-sponsored, GVR co-sponsored, or GVR Foundation event or activity. Authorization of GVR Foundation activities are subject to terms of the GVR/GVR Foundation Resource Sharing Agreement (see APPENDIX I – BOARD POLICIES, Subsection 4).
- E. Fees may be charged to recover the cost of any specialized services, events or programs.

SECTION 4 - SUSPENSION OF PRIVILEGES

1.4.1 Suspension for Delinquency

Any GVR Member who has not paid dues, fees or assessments as of the time such payment is due becomes delinquent and shall automatically be declared a 'Member Not in Good Standing.' Any GVR Member Not in Good Standing and his/her Additional Card Holder, Assigned Member and/or Tenants and Guests shall not be entitled to use GVR facilities. The delinquent member shall not hold any office, nor vote in any election. Upon payment of all delinquent dues, penalties, fees, assessments, together with the cost of collection, said member shall be restored to good standing.

1.4.2 Suspension for Conduct

1. Any cardholder who violates the established rules and regulations of GVR is subject to suspension of privileges. Copies of rules and regulations are posted within GVR facilities.
2. The Chief Executive Officer or designee has the authority to determine if a violation is major or minor. The Chief Executive Officer or designee is authorized to immediately deny any individual access to facilities for a period of up to ten (10) days for minor violations, including, but not limited to, failure to provide his/her membership card or other GVR identification card. In the event of a major violation, including but not limited to violation of any law, physical confrontation, verbal abuse, the Chief Executive officer or designee shall have the authority to immediately deny any individual access to facilities until the violation can be investigated.

3. Minor Incidents - Upon receipt of a complaint from a GVR member or staff the Chief Executive Officer or designee will investigate the complaint as follows:
 - a) Contact the person who filed the complaint.
 - b) Contact witnesses or those parties to the incident which resulted in the complaint.
 - c) Contact the individual(s) against whom the complaint was filed, either in person or by phone. If direct contact is not available, the contact may be made by email or letter.
 - d) The Chief Executive Officer shall then determine if the complaint is valid. If the complaint is determined to be valid, the individual(s) may be subject to counseling, either in person or by letter, or may be subject to suspension of any or all privileges, and/or facilities for a period not to exceed ten (10) calendar days. The decision of the Chief Executive officer is final.
4. Major Incidents - Chief Executive officer or designee shall take immediate action and personally handle the situation as follows:
 - a) Contact the President of the Board immediately.
 - b) The Chief Executive officer, the President of the Board of Directors and the chairperson for the Board Affairs Committee shall conduct an investigation within two (2) weeks. They shall convene a meeting with the individual and/or a representative against whom the complaint was lodged as well as the complainant, if the individual(s) so desire. During the process, the accusing party has the right to submit verbal or written information subject to rebuttal by the accused and witnesses, if any.
 - c) Upon completion of the above, a report on the findings of the investigation, along with recommended actions will be presented to the Board of Directors.
5. The Board of Directors will convene in an Executive Session within two (2) weeks to review the report, discuss the particulars of the incident and decide on the appropriate action. If a majority of Board members then in office determines that a suspension is warranted, the duration and nature of the suspension must be determined. The suspension may apply to the use of all GVR facilities or select facilities.
 - a) The original suspension determined by the Chief Executive officer shall be extended until this process has been accomplished.
 - b) If the Board decides to continue the suspension, the Chief Executive officer shall send the individual and/or representative a written "Notice of Suspension" within 48 hours of the Board's

decision. The "Notice of Suspension" shall include the details of the suspension, as well as the appeal procedure.

- c) If the individual and/or representative opts to appeal the Board's suspension of a major issue, the Chief Executive officer, will notify the Board President and will appoint an appeals officer or officers to hear the appeal. The Chief Executive officer will provide the individual with the date, time and location for presentation of that appeal. The suspension shall continue until the process has been completed. A written response may be presented in lieu of a personal appearance. The Appeals officer(s) shall be authorized to decide if the proposed suspension should be upheld, reduced or cancelled. Unless the Appeals officer(s) decides that the suspension should be cancelled or be reduced, the decision of the Board of Directors shall be final.

PART 2

— BOARD OF DIRECTORS

SECTION 1—— POWERS, DUTIES, AND RESPONSIBILITIES

~~2.1.1 Responsibilities.~~ The Board is responsible for governing in a manner that emphasizes strategic leadership rather than administrative detail. It is to be proactive in its decision making and maintain a clear delineation between staff and Board roles. In this spirit, the Board will:

Develop and approve an **2.1.1 Responsibilities**

1. Participate in development, review and approval of annual ~~budget~~budgets and ensure proper financial controls are in place.
2. Recruit ~~and orient~~candidates, ensure orientation of new Board members and assess Board performance.
- ~~3. Select and evaluate the Chief Executive officer on at least an annual basis.~~
- ~~4. Focus on the intended long-term goals of the organization, not on the administrative or programmatic means of attaining these goals.~~
- ~~5.~~3. Establish~~Evaluate~~ and establish policies which address~~addressing~~ (a) the ~~products/services~~ (based on needs vs costs vs member benefits). ~~(b) Ethical and other boundaries for which the staff shall be held accountable, (c) Board~~Board and Committee roles and responsibilities, and ~~(d)~~ Board/Committee/staff relationship.
- ~~6. Discipline itself as to attendance, speak with one voice and adhere to policy governance.~~
- ~~7. Be accountable to the membership by competently, conscientiously and effectively executing its governing obligations.~~

2.1.2.—— Powers of The Board —~~updated 5/24/2017~~

1. ~~The Board shall be the governing Board of Directors of GVR, establishing policies and monitoring compliance with those policies. The Board shall participate~~In addition to the powers of the Board as set forth in the Bylaws or otherwise authorized by state law, the Board shall also have the power to do the following:
 - ~~2.1.~~ Participate in developing, tracking and maintaining a "5 Year Strategic Plan" (Strategic Plan)" and "5-Year Capital Plan (Capital Plan)" to assist GVR in shaping its future. ~~The Strategic~~

~~Plan and its annual update shall help drive the 5-year plan for GVR.~~ Towards that end, the following policies are an integral part of the plan:

- a. Annual Strategic Plan Updating – Each year the Board shall review and update the Strategic Plan and carry it forward one additional year.
- b. Integration with Programs and Services – The Strategic Plan and ~~5-Year~~Capital Plan shall be approved by the Board and provided to Board committees, CEO, and GVR staff to facilitate the development of policy recommendations by committees and action plans by the CEO and staff which pursue the fulfillment of plan objectives.
- c. Integration with the Budget Process – The objectives contained in the GVR ~~5-year plan~~Strategic Plan shall provide the primary basis upon which annual budget recommendations are made.
- d. Progress Updates to the Board – ~~The 5-year~~Strategic plan shall be a standing element report of Board and Board committee meetings, relevant to the charge of each particular committee. Written status ~~papers~~reports will be provided to the Board ~~prior to annual retreats~~at least annually.

2.1.3 ~~Director~~ Principles of Governance

The Board is responsible for governing in a manner that emphasizes strategic leadership rather than administrative detail, with focus on the intended long-term goals of the organization rather than the administrative or programmatic means of attaining these goals. It is to be proactive in its decision-making and maintain a clear delineation between staff, Board and Committee roles (see Part 3 – Committees). In this spirit, the Board will:

1. Discipline itself as to attendance, speak with one voice and adhere to the principles of good governance as established herein.
2. Be responsible to the membership by competently, conscientiously and effectively executing its governing obligations.
3. Govern with an emphasis on the following: (a) outward vision rather than internal processes, (b) encouragement of diversity in viewpoints, (c) strategic leadership rather than administrative detail, (d) clear distinction of CEO and BOD roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) striving to be proactive rather than reactive.

2.1.4 Vacancies

1. Any vacancy on the Board of Directors, shall, if possible, be filled by an unsuccessful candidate from the most ~~recent election. Priority will be given to the candidate who received the higher number of votes.~~recently completed election.
2. The Board President will contact unsuccessful candidates in ~~an~~the order ~~based on~~of the number of votes each received, ~~(from highest to lowest),~~ to determine willingness to fill the ~~Board~~-vacancy.
3. If there is no unsuccessful candidate from the most ~~recent~~recently completed election who is willing and able to serve as a ~~Successor Director~~successor director, the Nominations & Elections Committee shall recruit individuals from among regular members in good standing to ~~serve as a Successor Director~~fill the vacancy, and will present a slate of candidates to the Board of Directors.
4. Candidates for the ~~Successor Director~~vacant position shall:
 - a. Complete an application and answers to a list of questions prepared by the Nominations & Elections Committee for Board consideration, and
 - b. Address the Board prior to the election of the Successor Director at a meeting of the Board of Directors where the election of ~~Successor Director~~the director shall occur.
5. The Board will vote by secret ballot to elect ~~a Successor Director~~the director from among the slate of candidates presented by the Nominations & Elections Committee.

SECTION 2—. OFFICER ELECTIONS

2.2.1 — General

1. Election of Board officers will be done by secret ballot. This is applicable to both the nominating ballots and the electing ballots.
- 1.2. Nominations from the floor will not be accepted.
- 2.3. Election for each office follows its seniority in the Bylaws: President, Vice President, Secretary, Treasurer, Assistant Secretary, and Assistant Treasurer.
- 3.4. The present President, or in his/her stead, the ~~Chief Executive officer~~CEO shall administer the election until the new President has been elected.

2.2.2 The Nominating Ballot

1. The President (chair) will ask that nominating ballots be distributed to each Director.
2. Each Director receiving a vote is nominated for that office.
3. A nominating ballot cannot take the place of an electing ballot.
4. Board members may nominate themselves for any Board office.
5. Nominees must verbally indicate their willingness to serve before the electing ballot is distributed.
6. The chair will announce the names of the nominees and the number of nominations each received prior to the distribution of electing ballots.

2.2.3 The Electing Ballot

1. A nominee is considered "elected" if he/she receives a plurality of the votes cast.
2. Balloting ~~should~~**shall** be repeated as many times as necessary to obtain a plurality vote for one candidate. The nominee receiving the lowest number of votes is never removed from the next ballot.
3. If a stalemate persists, the rules may be suspended in order to consider alternatives such as eliminating the candidate with the lowest number of votes. The motion to suspend the rules is not debatable and requires a 2/3 vote to pass.

SECTION 3— BOARD MEETINGS AND WORK SESSIONS

~~2.3.1. Rules of Order for Agenda Preparation—Adopted 06/03/14~~

2.3.1 RULES OF ORDER FOR AGENDA PREPARATION

1. Items for agenda consideration are submitted in writing to the President and CEO (or their respective designee) by 12p.m. (noon) six (6) business days prior to the date of the Board meeting or Work Session.
 - a) Exhibits submitted by Board members must include any motion background materials, recommended action, and rationale required for an understanding of the issue.
 - b) Board members may request that the President place items on a Board meeting agenda at any time. If the deadline for agenda preparation is not met, the item will be placed on the next Board meeting agenda.

- c) If there is no action item, the President may put the subject on the agenda of a work session.
 - d) The President shall accept all appropriate agenda items that are submitted with written justification.
2. A proposed meeting agenda is developed by the Board President and CEO by close of business four (4) business days prior to the Board meeting. The proposed agenda is distributed to Directors ~~either~~ via email and/or by placing the document(s) within online Board files.
 3. Two (2) business days prior to the Board meeting the proposed agenda will be sent to the Board of Directors, posted on the GVR website, and distributed to members via an e-blast ~~sent to members~~.
 4. Directors vote to approve the proposed agenda at the Board Meeting. ~~The~~Prior to the vote, the agenda may be amended by a ~~two-thirds (2/3)~~ simple majority vote of Directors present. After approval of the agenda, it may only be amended by a two-thirds majority vote of the Directors present.
 5. Regular Board meeting ~~agenda~~agendas will include a consent agenda; a Consent Agenda is a meeting practice which packages routine committee reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item.
 6. The agenda shall be made available to GVR members on the GVR website and at the Board meeting in hardcopy.
 7. Work sessions are for informal discussion or informational purposes only. Agenda preparation and distribution follow the same rules as for board meetings except as specifically noted.

2.3.2 Protocol and Conduct for Board Meetings ~~updated 5/24/16~~

- ~~1.~~ 1. Board meetings, work sessions and committee meetings which are open to the general membership shall be announced in all available electronic and print media and are open to the general membership.
- ~~2.~~ Special 2. The President shall preside over all meetings and work sessions of the Board may be called by. If the President is unable or the Vice President, duerefuses to special circumstances or preside at the request of any two (2) Directors. Directors will be given two (2) days written notification of any special a regular meeting. An agenda will be provided once, the highest-ranking officer in attendance shall preside over the meeting is set. If no officers are willing to preside over a meeting, the officers in attendance, by majority vote, shall select a director to preside over the meeting.

3. 3. Meetings shall be conducted under the latest edition of Robert's Rules of Order, Newly Revised, unless otherwise determined by the Board.
4. 4. Regular Board meetings shall be held at least quarterly, at a place and time determined by the Board.
5. 5. The Board will use the following small board protocol during Board meetings:
- a) Board members do not have to stand, but should be recognized by the President to speak or make motions.
 - b) Motions must be seconded.
 - c) Each board member may speak for no more than ten (10) minutes per topic.
 - d) Informal discussion is allowed on non-motion topics.
 - e) To vote on a subject, a formal motion must be made and seconded.
 - e)f) Votes will be taken by a show of hands (or vocal, if attending electronically).
 - f) ~~To vote on a subject, a formal motion must be made.~~
 - g) The President need not stand when putting items to a vote.
 - h) The President may debate, make motions and vote.
6. No action may be taken by the Board at Work Sessions.
6. 7. GVR members shall be permitted to address the ~~Presiding~~presiding officer ~~of the~~ at a Board Meeting or Work Session to provide input, subject to the following protocols:
- a)a) Member comments shall be addressed to the ~~Presiding~~presiding officer and shall ~~not~~ address only the topic under discussion, not the actions of one or more individual directors.
 - e)b) No member may speak until recognized by the ~~Presiding~~presiding officer. No member may interrupt another member while he/she is speaking.
 - d)c) Members shall act in a courteous and civil manner.
 - e)d) A member must identify him/herself by name and provide their GVR ~~Number~~number or GVR property address prior to addressing the ~~Presiding~~presiding officer.
 - f)e) Members are encouraged to provide written comments in addition to verbal remarks.
 - e)f) Members may speak to action items being considered at each regular or special ~~session~~meeting of the Board after all Directors ~~had~~ have had an opportunity to speak to the issue and for no more than ~~one (1) minute~~two (2) minutes, unless additional time is allotted by the ~~Presiding~~presiding officer.
 - h)g) Members may speak for no more than two (2) minutes on any GVR-related issue prior to adjournment of each regular

or special session of the Board, unless additional time is allotted by the ~~Presiding~~presiding officer.

i)h) If the ~~President or Presiding~~presiding officer ~~shall determine~~determines, in his/her sole discretion, that a member's conduct violates one or more rules of proper protocol for receiving member comments ~~at Board of Directors meetings~~, the ~~Presiding~~presiding officer may require the member to leave the meeting or move to recess or adjourn the meeting.

~~7.~~ 8. Board meetings shall not be adjourned until all agenda items have been considered, except by a two-thirds (2/3) affirmative vote of the Directors in attendance or as set forth in 7(h) above.

~~2.3.4.~~ 3 **Minutes of Board Meetings** ~~—updated 9/25/2018~~

1. The ~~Director of Administrative Services~~CEO, or ~~other~~his or her designee, shall take minutes at regular, annual ~~and~~, special and work session Board meetings.
2. Minutes shall be retained with other corporate documents in a secure location.
3. Recordings of all open Board meetings shall be made and kept under the custody of the ~~Director of Administrative Services~~CEO in the Administrative Offices until the minutes have been approved.
4. Minutes of the Board meetings will list the names of the Directors who make and second each motion, voting Directors in the minority of each vote ~~as well as~~, and any Director abstaining from ~~said vote. The person providing the second will not be named in the minutes.~~each vote. Minutes of Board meetings shall contain summaries of the actions taken at the meeting, including directions given to staff. Committee reports which are "informational only" will not be summarized in the minutes. These reports will be noted "received and placed on file." Member comments are not part of the minutes. DRAFT Board minutes shall be posted to the website as "not yet approved" prior to formal approval by the Board of Directors.

~~SECTION 4 — CODE OF CONDUCT~~

5. Minutes of work sessions are published as "Highlights".

SECTION 4. CODE OF CONDUCT

2.4.1 -Board Code of Conduct ~~—updated 8/26/2020~~

The Board of Directors of Green Valley Recreation (GVR) commits itself and its members to ethical, effective and businesslike conduct, and to that end, directors must abide by the following:

1. Directors must act in the best interests of GVR without self-interest or personal bias for or against any individual or group of individuals.
 2. Directors must conduct themselves in a courteous, professional and businesslike manner at meetings and in their personal interactions with each other, GVR members, and staff.
 3. Directors may not accept any gifts or personal benefits, present or future, which could compromise, or give the appearance of compromising, their independence of judgment. Directors must disclose, in an open meeting, any actual or potential conflicts of interest, including, but not limited to, any personal or professional relationship with a company or individual seeking a business relationship with GVR, and shall not participate in any discussions or votes regarding such matters.
 4. Directors must be properly prepared for Board and Committee meetings, having read all relevant background material provided for same.
 5. Except as expressly authorized by the Board, directors shall not attempt to exercise individual authority over GVR matters by doing any of the following:
 - Interfering with the duties of GVR staff or contractors or giving direction to any GVR employee or contractor.
 - Communicating with the press concerning a GVR matter for or on behalf of GVR.
 - Communicating with GVR members in violation of the Email Policy set forth in the CPM.
 6. Directors must not disclose confidential information addressed in an executive session or in a communication with legal counsel without the express authorization of the Board.
 7. Directors must be respectful of differing opinions of fellow directors. Directors are expected to support duly-adopted Board decisions despite any personal disagreement therewith.
 8. Directors are prohibited from engaging in the following conduct which shall be deemed outside of the scope of their duties as directors for purposes of indemnification:
 - a) Making a verbal or written statement (on social media or otherwise) that is defamatory of any GVR director, employee, contractor or member; or
 - b) Harassing, threatening or attempting to intimidate a GVR director, employee, contractor or member.
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2.4.2 Code Enforcement ~~Procedures~~Procedures

In order to ensure compliance with the Board Code of Conduct for Green Valley Recreation, Inc. ("Code"), the Code will be enforced as follows:

1. An allegation of a Code violation shall be presented to the Board President who shall then call and be in charge of all proceedings to investigate the allegation. If the allegation is against the President or the President is not able to accept such responsibility, then the allegation shall be presented to the Vice President, and if the Vice President is unable to perform such duty, to the Secretary.
2. Because allegations of Code violations are considered to be a personnel issue, all Board proceedings to investigate the allegation shall be conducted in executive session. The executive session shall be called as soon as possible to ensure that the allegation is resolved prior to any meeting in which the Board will conduct other business in order to avoid any appearance of impropriety.
3. Any director against whom an allegation is made has the right to attend the executive session and present his/her defense; provided, however, that he/she may not be present or participate in any discussion and/or votes regarding the alleged violation. If the accused director refuses to attend the executive session called to discuss the alleged violation, the director will have waived his/her right to present a defense to the allegation. A finding of a Code violation requires the affirmative vote of at least two-thirds (2/3) of the directors at the executive session.
4. If a director is found to be in violation of the Code, the directors, by a majority vote at that same meeting, shall determine which, if any, of the following sanctions to impose:
 - a) Written admonishment;
 - b) Removal from office per A.R.S. §10-3843(B);
 - c) Public censure (in an open meeting);
 - d) Request for director's resignation; and/or
 - e) Election to recall director.

SECTION 5 - MISCELLANEOUS

2.5.1 Use of Legal Counsel – updated 5/22/2019

1. The President or Vice-President shall make initial contact with GVR’s legal counsel on all Board and Board committee matters when needed. Committee chairs needing a legal opinion shall provide the question(s) to the President or Vice-President ~~or~~ and shall not contact the attorney directly.
2. GVR contracts, Bylaw changes and all similar documents shall be submitted to legal counsel for review and comment prior to approval by the Board.
3. The President may assign the ~~Chief Executive Officer~~CEO to make contact with GVR’s legal counsel, as needed.
4. The ~~Chief Executive Officer~~CEO shall make the initial legal contact, when needed, on GVR operational matters.

2.5.2 Director Requests for Records/Data/Information (Adopted 7/28/2021)

1. Requests by directors for GVR records/data/information must be made in writing, ~~detailing the reason for needing to review the records/data/information, and shall be~~ directed to the CEO and include the reason(s) for the request.
2. The CEO shall reply to a director’s request as follows:
 - a. If the CEO determines that the time requirement to satisfy the request is nominal and that the information stated in the request relates to a matter under consideration by the Board or a committee, the CEO shall provide the information as soon as practical to all directors.
 - b. Should the CEO determine that the request requires more than a nominal amount of time and/or pertains to a matter not under consideration by the Board ~~or a committee,~~ the CEO will forward the request to the GVR Board ~~or the appropriate committee~~ to be placed on the agenda of the next meeting. ~~–If the request is approved by the Board or committee,~~ the CEO shall ~~provide~~post the ~~requested records/data/information~~ to the Board website as soon as practical ~~to all directors.~~

PART 2 – BOARD OF DIRECTORS

SECTION 1. POWERS, DUTIES, AND RESPONSIBILITIES

2.1.1 Responsibilities

1. Participate in development, review and approval of annual budgets and ensure proper financial controls are in place.
2. Recruit candidates, ensure orientation of new Board members and assess Board performance
3. Evaluate and establish policies addressing (a) services based on needs vs costs vs member benefits,(b) Board and Committee roles and responsibilities, and (c) Board/Committee/staff relationship.

2.1.2 Powers of The Board

In addition to the powers of the Board as set forth in the Bylaws or otherwise authorized by state law, the Board shall also have the power to do the following:

1. Participate in developing, tracking and maintaining a “5 Year Strategic Plan (Strategic Plan)” and “5-Year Capital Plan (Capital Plan)” to assist GVR in shaping its future. Towards that end, the following policies are an integral part of the plan:
 - a. Annual Strategic Plan Updating – Each year the Board shall review and update the Strategic Plan and carry it forward one additional year.
 - b. Integration with Programs and Services – The Strategic Plan and Capital Plan shall be approved by the Board and provided to Board committees, CEO, and GVR staff to facilitate the development of policy recommendations by committees and action plans by the CEO and staff which pursue the fulfillment of plan objectives.
 - c. Integration with the Budget Process – The objectives contained in the GVR Strategic Plan shall provide the primary basis upon which annual budget recommendations are made.
 - d. Progress Updates to the Board – The Strategic plan shall be a standing element report of Board and Board committee meetings, relevant to the charge of each particular committee. Written status reports will be provided to the Board at least annually.

2.1.3 Principles of Governance

The Board is responsible for governing in a manner that emphasizes strategic leadership rather than administrative detail, with focus on the intended long-term goals of the organization rather than the administrative or programmatic means of attaining these goals. It is to be proactive in its decision-making and maintain a clear delineation between staff, Board and Committee roles (see Part 3 – Committees). In this spirit, the Board will:

1. Discipline itself as to attendance, speak with one voice and adhere to the principles of good governance as established herein.
2. Be responsible to the membership by competently, conscientiously and effectively executing its governing obligations.
3. Govern with an emphasis on the following: (a) outward vision rather than internal processes, (b) encouragement of diversity in viewpoints, (c) strategic leadership rather than administrative detail, (d) clear distinction of CEO and BOD roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) striving to be proactive rather than reactive.

2.1.4 Vacancies

1. Any vacancy on the Board of Directors, shall, if possible, be filled by an unsuccessful candidate from the most recently completed election.
2. The Board President will contact unsuccessful candidates in the order of the number of votes each received (from highest to lowest), to determine willingness to fill the vacancy.
3. If there is no unsuccessful candidate from the most recently completed election who is willing and able to serve as a successor director, the Nominations & Elections Committee shall recruit individuals from among regular members in good standing to fill the vacancy, and will present a slate of candidates to the Board of Directors.
4. Candidates for the vacant position shall:
 - a. Complete an application and answers to a list of questions prepared by the Nominations & Elections Committee for Board consideration, and
 - b. Address the Board prior to the election of the Successor Director at a meeting of the Board of Directors where the election of the director shall occur.
5. The Board will vote by secret ballot to elect the director from among the slate of candidates presented by the Nominations & Elections Committee.

SECTION 2. OFFICER ELECTIONS

2.2.1 General

1. Election of Board officers will be done by secret ballot. This is applicable to both the nominating ballots and the electing ballots.
2. Nominations from the floor will not be accepted.
3. Election for each office follows its seniority in the Bylaws: President, Vice President, Secretary, Treasurer, Assistant Secretary, and Assistant Treasurer.
4. The present President, or in his/her stead, the CEO shall administer the election until the new President has been elected.

2.2.2 The Nominating Ballot

1. The President (chair) will ask that nominating ballots be distributed to each Director.
2. Each Director receiving a vote is nominated for that office.
3. A nominating ballot cannot take the place of an electing ballot.
4. Board members may nominate themselves for any Board office.
5. Nominees must verbally indicate their willingness to serve before the electing ballot is distributed.
6. The chair will announce the names of the nominees and the number of nominations each received prior to the distribution of electing ballots.

2.2.3 The Electing Ballot

1. A nominee is considered "elected" if he/she receives a plurality of the votes cast.
2. Balloting shall be repeated as many times as necessary to obtain a plurality vote for one candidate. The nominee receiving the lowest number of votes is never removed from the next ballot.
3. If a stalemate persists, the rules may be suspended in order to consider alternatives such as eliminating the candidate with the lowest number of votes. The motion to suspend the rules is not debatable and requires a 2/3 vote to pass.

SECTION 3. BOARD MEETINGS AND WORK SESSIONS

2.3.1 RULES OF ORDER FOR AGENDA PREPARATION

1. Items for agenda consideration are submitted in writing to the President and CEO (or their respective designee) by 12p.m. (noon) six (6) business days prior to the date of the Board meeting or Work Session.
 - a) Exhibits submitted by Board members must include any motion background materials, recommended action, and rationale required for an understanding of the issue.
 - b) Board members may request that the President place items on a Board meeting agenda at any time. If the deadline for agenda preparation is not met, the item will be placed on the next Board meeting agenda.
 - c) If there is no action item, the President may put the subject on the agenda of a work session.
 - d) The President shall accept all appropriate agenda items that are submitted with written justification.
2. A proposed meeting agenda is developed by the Board President and CEO by close of business four (4) business days prior to the Board meeting. The proposed agenda is distributed to Directors via email and/or by placing the document(s) within online Board files.
3. Two (2) business days prior to the Board meeting the proposed agenda will be sent to the Board of Directors, posted on the GVR website, and distributed to members via an e-blast.
4. Directors vote to approve the proposed agenda at the Board Meeting. Prior to the vote, the agenda may be amended by a simple majority vote of Directors present. After approval of the agenda, it may only be amended by a two-thirds majority vote of the Directors present.
5. Regular Board meeting agendas will include a consent agenda; a Consent Agenda is a meeting practice which packages routine committee reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item.
6. The agenda shall be made available to GVR members on the GVR website and at the Board meeting in hardcopy.
7. Work sessions are for informal discussion or informational purposes only. Agenda preparation and distribution follow the same rules as for board meetings except as specifically noted.

2.3.2 Protocol and Conduct for Board Meetings

1. Board meetings, work sessions and committee meetings which are open to the general membership shall be announced in all available electronic and print media.

2. The President shall preside over all meetings and work sessions of the Board. If the President is unable or refuses to preside at a regular meeting, the highest-ranking officer in attendance shall preside over the meeting. If no officers are willing to preside over a meeting, the officers in attendance, by majority vote, shall select a director to preside over the meeting.
3. Meetings shall be conducted under the latest edition of Robert's Rules of Order, Newly Revised, unless otherwise determined by the Board.
4. Regular Board meetings shall be held at least quarterly, at a place and time determined by the Board.
5. The Board will use the following small board protocol during Board meetings:
 - a) Board members do not have to stand, but should be recognized by the President to speak or make motions.
 - b) Motions must be seconded.
 - c) Each board member may speak for no more than ten (10) minutes per topic.
 - d) Informal discussion is allowed on non-motion topics.
 - e) To vote on a subject, a formal motion must be made and seconded.
 - f) Votes will be taken by a show of hands (or vocal, if attending electronically).
 - g) The President need not stand when putting items to a vote.
 - h) The President may debate, make motions and vote.
6. No action may be taken by the Board at Work Sessions.
7. GVR members shall be permitted to address the presiding officer at a Board Meeting or Work Session to provide input, subject to the following protocols:
 - a) Member comments shall be addressed to the presiding officer and shall address only the topic under discussion, not the actions of one or more individual directors.
 - b) No member may speak until recognized by the presiding officer. No member may interrupt another member while he/she is speaking.
 - c) Members shall act in a courteous and civil manner.
 - d) A member must identify him/herself by name and GVR number or GVR property address prior to addressing the presiding officer.
 - e) Members are encouraged to provide written comments in addition to verbal remarks.
 - f) Members may speak to action items being considered at each regular or special meeting of the Board after all Directors have had an opportunity to speak to the issue and

for no more than two (2) minutes, unless additional time is allotted by the presiding officer.

- g) Members may speak for no more than two (2) minutes on any GVR-related issue prior to adjournment of each regular or special session of the Board, unless additional time is allotted by the presiding officer.
- h) If the presiding officer determines, in his/her sole discretion, that a member's conduct violates one or more rules of proper protocol for receiving member comments, the presiding officer may require the member to leave the meeting or move to recess or adjourn the meeting.

8. Board meetings shall not be adjourned until all agenda items have been considered, except by a two-thirds (2/3) affirmative vote of the Directors in attendance or as set forth in 7(h) above.

2.3.3 Minutes of Meetings

1. The CEO, or his or her designee, shall take minutes at regular, annual, special and work session Board meetings.
2. Minutes shall be retained with other corporate documents in a secure location.
3. Recordings of all open Board meetings shall be made and kept under the custody of the CEO in the Administrative Offices until the minutes have been approved.
4. Minutes of the Board meetings will list the names of the Directors who make and second each motion, voting Directors in the minority of each vote, and any Director abstaining from each vote. Minutes of Board meetings shall contain summaries of the actions taken at the meeting, including directions given to staff. Committee reports which are "informational only" will not be summarized in the minutes. These reports will be noted "received and placed on file." Member comments are not part of the minutes. DRAFT Board minutes shall be posted to the website as "not yet approved" prior to formal approval by the Board of Directors.
5. Minutes of work sessions are published as "Highlights".

SECTION 4. CODE OF CONDUCT

2.4.1 Board Code of Conduct

The Board of Directors of Green Valley Recreation (GVR) commits itself and its members to ethical, effective and businesslike conduct, and to that end, directors must abide by the following:

1. Directors must act in the best interests of GVR without self-interest or personal bias for or against any individual or group of individuals.
2. Directors must conduct themselves in a courteous, professional and businesslike manner at meetings and in their personal interactions with each other, GVR members, and staff.
3. Directors may not accept any gifts or personal benefits, present or future, which could compromise, or give the appearance of compromising, their independence of judgment. Directors must disclose, in an open meeting, any actual or potential conflicts of interest, including, but not limited to, any personal or professional relationship with a company or individual seeking a business relationship with GVR, and shall not participate in any discussions or votes regarding such matters.
4. Directors must be properly prepared for Board and Committee meetings, having read all relevant background material provided for same.
5. Except as expressly authorized by the Board, directors shall not attempt to exercise individual authority over GVR matters by doing any of the following:
 - Interfering with the duties of GVR staff or contractors or giving direction to any GVR employee or contractor.
 - Communicating with the press concerning a GVR matter for or on behalf of GVR.
 - Communicating with GVR members in violation of the Email Policy set forth in the CPM.
6. Directors must not disclose confidential information addressed in an executive session or in a communication with legal counsel without the express authorization of the Board.
7. Directors must be respectful of differing opinions of fellow directors. Directors are expected to support duly-adopted Board decisions despite any personal disagreement therewith.
8. Directors are prohibited from engaging in the following conduct which shall be deemed outside of the scope of their duties as directors for purposes of indemnification:
 - a) Making a verbal or written statement (on social media or otherwise) that is defamatory of any GVR director, employee, contractor or member; or
 - b) Harassing, threatening or attempting to intimidate a GVR director, employee, contractor or member.

2.4.2 Code Enforcement Procedures

In order to ensure compliance with the Board Code of Conduct for Green Valley Recreation, Inc. ("Code"), the Code will be enforced as follows:

1. An allegation of a Code violation shall be presented to the Board President who shall then call and be in charge of all proceedings to investigate the allegation. If the allegation is against the President or the President is not able to accept such responsibility, then the allegation shall be presented to the Vice President, and if the Vice President is unable to perform such duty, to the Secretary.
2. Because allegations of Code violations are considered to be a personnel issue, all Board proceedings to investigate the allegation shall be conducted in executive session. The executive session shall be called as soon as possible to ensure that the allegation is resolved prior to any meeting in which the Board will conduct other business in order to avoid any appearance of impropriety.
3. Any director against whom an allegation is made has the right to attend the executive session and present his/her defense; provided, however, that he/she may not be present or participate in any discussion and/or votes regarding the alleged violation. If the accused director refuses to attend the executive session called to discuss the alleged violation, the director will have waived his/her right to present a defense to the allegation. A finding of a Code violation requires the affirmative vote of at least two-thirds (2/3) of the directors at the executive session.
4. If a director is found to be in violation of the Code, the directors, by a majority vote at that same meeting, shall determine which, if any, of the following sanctions to impose:
 - a) Written admonishment;
 - b) Removal from office per A.R.S. §10-3843(B);
 - c) Public censure (in an open meeting);
 - d) Request for director's resignation; and/or
 - e) Election to recall director.

SECTION 5 - MISCELLANEOUS

2.5.1 Use of Legal Counsel – updated 5/22/2019 REMOVE DATE??

1. The President or Vice-President shall make initial contact with GVR's legal counsel on all Board and Board committee matters when needed. Committee chairs needing a legal opinion shall

provide the question(s) to the President or Vice-President and shall not contact the attorney directly.

2. GVR contracts, Bylaw changes and all similar documents shall be submitted to legal counsel for review and comment prior to approval by the Board.
3. The President may assign the CEO to make contact with GVR's legal counsel, as needed.
4. The CEO shall make the initial legal contact, when needed, on GVR operational matters.

**2.5.2 Director Requests for Records/Data/Information
(Adopted 7/28/2021) REMOVE DATE????**

1. Requests by directors for GVR records/data/information must be made in writing directed to the CEO and include the reason(s) for the request.
2. The CEO shall reply to a director's request as follows:
 - a. If the CEO determines that the time requirement to satisfy the request is nominal and that the information stated in the request relates to a matter under consideration by the Board or a committee, the CEO shall provide the information as soon as practical to all directors.
 - b. Should the CEO determine that the request requires more than a nominal amount of time and/or pertains to a matter not under consideration by the Board, the CEO will forward the request to the GVR Board to be placed on the agenda of the next meeting. If the request is approved by the Board, the CEO shall post the records/data/information to the Board website as soon as practical.

PART 3 COMMITTEES

SECTION 1 - GENERAL

3.1.1 Terms of Board Committee Chairpersons

Board standing Committee Chairpersons shall remain active until the appointment of new Committee Chairpersons.

3.1.2. ~~—~~ Committees of The Board of Directors (updated September 30, 2020)

- ~~1. Standing and Special/Ad Hoc~~ 1. Committee Chairpersons must be Directors. Chairpersons shall be nominated by the President, subject to approval of the Board.
2. The Board will establish the duties and responsibilities of the committees. Each committee shall make policy recommendations to the Board for consideration.
- ~~3. Committee meetings will normally be open to all GVR members, but may be held in closed session, at the discretion of the committee or subcommittee chairperson~~ Committees are not required to follow Robert's Rules of Order.
- ~~4. The President may establish special or ad hoc committees comprised of members/assigned members in good standing, Directors and Administrative Staff.~~
- ~~5. Committees are not required to follow Robert's Rules of Order.~~
- ~~4.~~ 6. Meetings shall be set by the Chairperson and shall be conducted as needed, but not less than quarterly.
- ~~7. Committee members shall be GVR members in good standing, appointed by the Chairperson, and staff members selected by the Chief Executive officer.~~ 5. To the extent possible, (a) committees will include members knowledgeable about the functionality of that specific committee.
- ~~8. Directors may attend any GVR committee meeting, whether open or closed. To attend a meeting from a remote site, and (b) shall include, as much as possible, those GVR members who submit a request shall be made by email to the volunteer for the particular committee. The Committee Chair may solicit volunteers when there is an insufficient number of volunteers for the particular committee chairperson at least three business days prior to the meeting. Directors will be provided with all materials otherwise provided to committee members.~~

6. Members of each standing committee member shall serve one year terms and may serve consecutive terms. Ad hoc or special committee members may serve longer terms as determined by the Board.
7. In order to serve on a committee, members must sign a Confidentiality Agreement and Directors must have signed the Board Code of Conduct.

SECTION 2 - BOARD AFFAIRS COMMITTEE

3.2.1. ~~—~~ Duties and Responsibilities

- ~~a.~~ 1. Recommend modifications in organizational policies and governing values to help guide the Board in achieving its strategic goals. Assist the Board in effectively carrying out its governing functions in such a manner so as to clearly delineate the roles and responsibilities between governance and management.
- ~~b.~~ 2. Review and recommend ~~revisions~~ amendments, when appropriate, to the governing documents of the Corporation.
- ~~c. Endeavor to maintain a community link with residents of the greater Green Valley community.~~
- ~~d.~~ 3. Review and recommend Board action on group applications for GVR "Club Status."
- ~~e.~~ 4. Where appropriate, recommend modification to GVR club policies, in keeping with the best interest of the Corporation.
- ~~f. Review~~ Forward all proposed amendments to the Articles of Incorporation, the Corporate Policy Manual, and the Bylaws for updates and revisions. Changes may be editorial, necessary for continuity between governing documents, necessary due to changes made in Board or committees meetings, or proposed by member input.
- ~~g.~~ 5. ~~Forward all proposed revisions to the Articles of Incorporation and Bylaws to legal counsel for opinion, including the effect on tax exempt status. After consultation, the specific wording of the recommended modifications~~ review. Proposed amendments, as may be revised by counsel, shall be forwarded to the Board for ~~their~~ review and appropriate action.
- ~~h.~~ 6. Develop pro and/or con statements for ballot proposals being submitted to the membership for a vote. GVR members are strongly encouraged to present their positions to the committee for consideration, and possible inclusion, in the pro and /or con statements.

- i.7. Meet with Club officers to adjudicate any disputes concerning the Annual Club Agreement.
- j.8. ~~If a committee wishes~~ With respect to ~~make changes~~ amendments to the ~~Corporate Policy Manual (CPM):~~ proposed by other committees, the following protocol applies:
- The committee will provide a paragraph stating the purpose and goal of the proposed changes amendment(s) to the Board Affairs Committee (BAC).
 - If the BAC approves the purpose and intent, of the proposed amendment(s), the BAC will forward to GVR's legal counsel to draft ~~changes~~ the amendment(s).
 - The draft changes amendment(s) will be presented to the BAC and the committee submitting the request.
 - If approved by both the BAC and the committee, the draft will be forwarded as a recommendation to ~~GVR~~ the Board ~~of Directors~~ for approval.

SECTION 3 - FISCAL AFFAIRS COMMITTEE

3.3.1 Membership Considerations

To the extent possible, the committee will include members knowledgeable about capital projects and ~~members~~ with experience in financial management: and GAAP (Generally Accepted Accounting Principles).

3.3.2 Responsibilities

- 2.1. Review and assist in presenting the annual budgets to the Board. Such review will consist of recommending Reserve funding, the disposition of ~~the Revenue/Expense Adjustment, any Surplus~~ and the amount transfers of ~~the Capital Fund~~ Operating Cash ~~Account~~.
- 3.2. Monitor progress toward achievement of annual ~~fiscal~~ financial objectives.
- 4.3. Review financial statements ~~(, including but not limited to~~ operations, capital analysis, Statement of Financial Position, Summary Statement of Activities, Statement of Changes in Net Assets and ~~balance sheet)~~, Investment Portfolios, and report to the Board, as appropriate.
- 5.4. Coordinate with the GVR Audit Committee: and GVR Investment Committee.
- 6.5. Review and recommend policy to assure financial ~~control~~ controls.

~~7.6. RecommendAfter reviewing staff input, recommend~~ the establishment and the amount of ~~tenant~~dues, fees, ~~membership dues, initial fees, transfer fees,~~ and assessments.

~~7. Coordinate with the Planning and Evaluation Committee as it relates to proposed expenditures for capital improvements.~~

~~7.8. RecommendAfter reviewing staff input, recommend~~ the financing method to be adopted for specific major projects recommended by the Planning and Evaluation Committee for Board approval.

~~8.7. Coordinate with the Planning and Evaluation Committee as it relates to proposed expenditures for capital improvements.~~

SECTION 4 - PLANNING AND EVALUATION COMMITTEE

3.4.1_ Membership Considerations

To the extent possible, the committee will include members knowledgeable about capital projects and ~~members with~~ experience in financial management.

3.4.2 Responsibilities

1. To review and discuss, on an annual basis, the capital evaluation requirements, and any documents required for club and miscellaneous capital funding requests submitted to the P&E Committee.
2. To be knowledgeable of the Strategic Plan, Long-term Capital Plan, and Center Assessment Survey to ensure that all capital-funding recommendations comply with these plans.
3. To identify issues and trends that could contribute to the update of aforementioned plans.

SECTION 5 - AUDIT COMMITTEE

3.5.1_ Membership

~~The Audit Committee shall consist of two or more GVR~~To the extent possible, the committee will include members ~~who should have knowledge~~knowledgeable of financial reporting and internal control procedures.

—3.5.2 Responsibilities

1. The Audit Committee functions in the capacity of an overseer of GVR's financial reporting process and internal controls. The committee is the conduit between GVR and the independent

auditing firm. The Committee is not involved in the Corporation's daily accounting functions.

2. The principal functions of the Audit Committee are:

- ~~b)~~a) _____ To recommend a CPA firm to the GVR Board to act as the corporation's independent auditor.
- ~~e)~~b) _____ To review the independent auditor's terms of engagement.
- ~~d)~~c) _____ To review the results of each audit including opinion qualifications or expectations.
- ~~e)~~d) _____ To review the auditor's management letter and GVR management's response.
- ~~f)~~e) _____ To review issues and disputes that may arise between GVR management and the independent auditor during an audit.
- ~~g)~~f) _____ To review the adequacy of internal financial controls with GVR management and the audit firm.

SECTION 6 - NOMINATIONS & ELECTIONS COMMITTEE

~~3.6.1.~~ Membership

- ~~1. The Chairperson shall be a Director, recommended by the President and approved by the Board of Directors.~~
- ~~2. There shall be at least one (1) other Director on the committee, and a minimum than two (2) GVR members who do not serve on the Board selected by the Committee Chairperson. Committee members shall be members of GVR, selected by the Committee Chairperson. _____~~
- 1. The members of the Committee selected by the Chairperson shall represent various GVR geographic areas to the extent possible. ~~Committee members will serve a one (1) year term, provided however, any~~
- 2. Any member of the Committee who becomes a candidate for election to the Board of Directors shall resign from the Committee immediately.
NOTE: refer to CPM Section VI, Subsection 4(B)(1) and (7)
- ~~3. An Administrative staff person will serve on the Committee and will be selected by the CEO.
NOTE: refer to CPM Section VI, Subsection 4(B) (7)~~
- 4. _____

3.6.2. Responsibilities

- 1. Nominations

- a) Determine the ~~qualifications and~~ eligibility of each candidate as verified by the GVR staff to be a member in good standing.
- b) Submit a slate of qualified candidates to the Board of Directors at least one hundred and twenty (120) days prior to the Annual Meeting.
- c) Post the slate of candidates to the membership no less than ninety (90) days prior to the Annual Meeting and determine how candidates shall be presented to the membership.
- d) ~~Obtain names of~~ Staff will determine the eligibility and good standing of any candidates submitted by nomination petition ~~to the Secretary, within the deadline (sixty (60) days prior to the annual~~ Annual Meeting and advise the Secretary of the Board. The Secretary will forward to the N&E Chair, who will bring the names to the next Board of Directors meeting), ~~if any, and determine the qualifications and eligibility of same.~~

2. Election Process

- a) Recommend to the Board a record date to determine the eligible roster of voting members which shall be no more than thirty (30) days prior to the election. If Board of Directors fails to set a record date, the record date shall be the date of ballot delivery thirty (30) days prior to the first day that votes may be cast.
- b) Submit the final slate of candidates for the ballot to the CEO.
- c) Establish a list of members eligible to vote as of the record date and provide this list to any outside agency conducting the election, if necessary.
- d) Establish the deadline for the return of ballots which shall be no later than 4:00 pm on a date at least five (5) days before the Annual Meeting.
- e) Verify that the final ballot and ballot materials have been reviewed and approved by GVR's general counsel.
- f) The ballot reply shall display all information deemed necessary for validation purposes for use by the Committee.
- ~~g) Each candidate shall appoint two (2) GVR members, who are in good standing, to participate in the validation and counting of paper ballots.~~
- hg) The counting of ballots, at the discretion of the Board of Directors may be conducted by an independent organization (e.g., Pima County Elections or electronic voting firm), in

which case the results shall be obtained from the organization by the GVR CEO or his designated representative. The results shall be shared with the Nominations and Elections~~Election~~ Chairperson ~~or their representative.~~

3. Election Results

- a) The Committee shall ~~have~~confirm the validation/counting process ~~completed~~ at least two (2) business days prior to the date of the Annual Meeting or Special Meeting.
- b) At the conclusion of the election, obtain the results of the election, including the establishment of a quorum.
- c) The Chairperson shall notify the GVR Board Secretary of Directors of the results of the election.
- ~~d) In the election of Directors, if~~d) If there are fewer than fifty (50) valid votes separating the last successful candidate and the first unsuccessful candidate in ~~the~~an election of directors, or less than a fifty (50) vote difference on any other ballot issue, then the Board may, at its sole discretion, order a recount.
- e) The ~~Committee~~ Chairperson shall report the establishment of a quorum and the election results at the Annual Meeting. Successful candidates shall be announced in the order of the total votes received. The results of the ballot for any other matters shall be announced in the order in which the items appeared on the ballot.

4. **Post-Election:**

At the conclusion of the election, the ballot materials and the results thereof shall be submitted to the CEO. The CEO will maintain ~~these~~the results of the election in GVR's permanent records and the ballot materials for ~~a period not less than~~at least three (3) years in accordance with the Arizona Nonprofit Corporation Act.

5. **Board Orientation & Training**

Arrange~~Shall suggest topics to GVR staff for inclusion of~~ appropriate in-service training, as ~~required~~needed, for the Board. Ensure~~Shall ensure~~ that Board orientation programs are held annually, normally in April and coinciding with the seating of new Board of Directors.

SECTION 7 - INVESTMENTS COMMITTEE **(updated 2/24/21)**

3.7.1 Membership

The Investments Committee ("IC") shall consist of at least two Green Valley Recreation Inc. ("GVR") members in addition to the IC Chairperson who shall be a director. The IC Chairperson shall be nominated by the President with Board approval. The IC chairperson and IC members should be knowledgeable in the investment of financial assets and, to the extent practical, experienced in investment management and/or investment oversight.

3.7.2 ~~3.7.2~~ Responsibilities.

The IC has the following specific _____ responsibilities and duties with respect to the Investment Advisors (IAs):

1. Make timely recommendations to the Board of Directors concerning:
 - ~~a) a.~~—The hiring, termination, and replacement of the Investment Manager and/or Investment Adviser (collectively, the "IM/IA") for each of the accounts that comprise the IAs.
 - ~~b) b.~~—The terms and wording for any contract between GVR and an IM/IA.
 - ~~c) c.~~—The specific wording and specifications for the Investment Policy Statement ("IPS") set forth in Appendix I, Subsection 3 that governs each of the accounts that comprise the IAs and any changes thereto.
2. Perform the following ongoing functions:
 - ~~a) a.~~—Complete due diligence and evaluation of each IM/IA at the end of each quarter or more frequently if required.
 - ~~b) b.~~—Monitor the IM/IAs to confirm compliance with the _____ applicable IPS.
3. Make timely reports, in accordance with the IPS, to the CFO, CEO and Board of Directors of the following:
 - ~~a) a.~~—A serious and meaningful violation of the IPS.
 - ~~b) b.~~—A potential replacement of an existing IM/IA.
 - ~~c) c.~~—Any update requested by the Board of Directors.
4. Collaborate with the CEO/CFO concerning the following:
 - ~~a) a.~~—What information and analysis the CEO/CFO will provide to the IC for the purpose of enabling the IC to perform its duties.

~~b) b.~~ The specific actions required by the CEO/CFO in order to bring an IM/IA back into compliance with its applicable IPS.

5. In the process of completing its duties, the IC will generate the following documents:

~~a) a.~~ An IPS for each of the accounts that comprise the IAs.

~~b) b.~~ An investment management contract for each IM/IA hired by GVR.

~~c) c.~~ Minutes of each meeting of the IC.

PART 3 COMMITTEES

SECTION 1 - GENERAL

3.1.1 Terms of Board Committee Chairpersons

Board standing Committee Chairpersons shall remain active until the appointment of new Committee Chairpersons.

3.1.2 Committees of The Board of Directors (updated September 30, 2020)

1. Committee Chairpersons must be Directors. Chairpersons shall be nominated by the President, subject to approval of the Board.
2. The Board will establish the duties and responsibilities of the committees. Each committee shall make policy recommendations to the Board for consideration.
3. Committees are not required to follow Robert's Rules of Order.
4. Meetings shall be set by the Chairperson and shall be conducted as needed, but not less than quarterly.
5. To the extent possible, (a) committees will include members knowledgeable about the functionality of that specific committee and (b) shall include, as much as possible, those GVR members who submit a request to volunteer for the particular committee. The Committee Chair may solicit volunteers when there is an insufficient number of volunteers for the particular committee.
6. Members of each standing committee member shall serve one year terms and may serve consecutive terms. Ad hoc or special committee members may serve longer terms as determined by the Board.
7. In order to serve on a committee, members must sign a Confidentiality Agreement and Directors must have signed the Board Code of Conduct.

SECTION 2 - BOARD AFFAIRS COMMITTEE

3.2.1 Duties and Responsibilities

1. Recommend modifications in organizational policies and governing values to help guide the Board in achieving its strategic goals. Assist the Board in effectively carrying out its governing

functions in such a manner so as to clearly delineate the roles and responsibilities between governance and management.

2. Review and recommend amendments, when appropriate, to the governing documents of the Corporation.
3. Review and recommend Board action on group applications for GVR "Club Status."
4. Where appropriate, recommend modification to GVR club policies, in keeping with the best interest of the Corporation.
5. Forward all proposed amendments to the governing documents to counsel for review. Proposed amendments, as may be revised by counsel, shall be forwarded to the Board for review and appropriate action.
6. Develop pro and/or con statements for ballot proposals being submitted to the membership for a vote. GVR members are strongly encouraged to present their positions to the committee for consideration, and possible inclusion, in the pro and/or con statements.
7. Meet with Club officers to adjudicate any disputes concerning the Annual Club Agreement.
8. With respect to amendments to the CPM proposed by other committees, the following protocol applies:
 - a. The committee will provide a paragraph stating the purpose and goal of the proposed amendment(s) to the Board Affairs Committee (BAC).
 - b. If the BAC approves the purpose and intent of the proposed amendment(s), the BAC will forward to GVR's legal counsel to draft the amendment(s).
 - c. The draft amendment(s) will be presented to the BAC and the committee submitting the request.
 - d. If approved by both the BAC and the committee, the draft will be forwarded as a recommendation to the Board for approval.

SECTION 3 - FISCAL AFFAIRS COMMITTEE

3.3.1 Membership Considerations

To the extent possible, the committee will include members knowledgeable about capital projects and with experience in financial management and GAAP (Generally Accepted Accounting Principles).

3.3.2 Responsibilities

1. Review and assist in presenting the annual budgets to the Board. Such review will consist of recommending Reserve

funding, the disposition of any Surplus and the transfers of Operating Cash.

2. Monitor progress toward achievement of annual financial objectives.
3. Review financial statements, including but not limited to operations, capital analysis, Statement of Financial Position, Summary Statement of Activities , Statement of Changes in Net Assets and Investment Portfolios, and report to the Board as appropriate.
4. Coordinate with the GVR Audit Committee and GVR Investment Committee.
5. Review and recommend policy to assure financial controls.
6. After reviewing staff input, recommend the establishment and the amount of dues, fees, and assessments.
7. Coordinate with the Planning and Evaluation Committee as it relates to proposed expenditures for capital improvements.
8. After reviewing staff input, recommend the financing method to be adopted for specific major projects recommended by the Planning and Evaluation Committee for Board approval.

SECTION 4 - PLANNING AND EVALUATION COMMITTEE

3.4.1 Membership Considerations

To the extent possible, the committee will include members knowledgeable about capital projects and experience in financial management.

3.4.2 Responsibilities

1. To review and discuss, on an annual basis, the capital evaluation requirements and any documents required for club and miscellaneous capital funding requests submitted to the P&E Committee.
2. To be knowledgeable of the Strategic Plan, Long-term Capital Plan, and Center Assessment Survey to ensure that all capital-funding recommendations comply with these plans.
3. To identify issues and trends that could contribute to the update of aforementioned plans.

SECTION 5 - AUDIT COMMITTEE

3.5.1 Membership

To the extent possible, the committee will include members knowledgeable of financial reporting and internal control procedures.

3.5.2 Responsibilities

1. The Audit Committee functions in the capacity of an overseer of GVR's financial reporting process and internal controls. The committee is the conduit between GVR and the independent auditing firm. The Committee is not involved in the Corporation's daily accounting functions.
2. The principal functions of the Audit Committee are:
 - a) To recommend a CPA firm to the GVR Board to act as the corporation's independent auditor.
 - b) To review the independent auditor's terms of engagement.
 - c) To review the results of each audit including opinion qualifications or expectations.
 - d) To review the auditor's management letter and GVR management's response.
 - e) To review issues and disputes that may arise between GVR management and the independent auditor during an audit.
 - f) To review the adequacy of internal financial controls with GVR management and the audit firm.

SECTION 6 - NOMINATIONS & ELECTIONS COMMITTEE

3.6.1 Membership

1. The members of the Committee selected by the Chairperson shall represent various GVR geographic areas to the extent possible.
2. Any member of the Committee who becomes a candidate for election to the Board of Directors shall resign from the Committee immediately.
- 4.

3.6.2. Responsibilities

1. Nominations
 - a) Determine the eligibility of each candidate as verified by the GVR staff to be a member in good standing.

- b) Submit a slate of qualified candidates to the Board of Directors at least one hundred and twenty (120) days prior to the Annual Meeting.
- c) Post the slate of candidates to the membership no less than ninety (90) days prior to the Annual Meeting and determine how candidates shall be presented to the membership.
- d) Staff will determine the eligibility and good standing of any candidates submitted by nomination petition within 60 days prior to the Annual Meeting and advise the Secretary of the Board. The Secretary will forward to the N&E Chair, who will bring the names to the next Board of Directors meeting.

2. Election Process

- a) Recommend to the Board a record date to determine the eligible roster of voting members which shall be no more than thirty (30) days prior to the election. If Board of Directors fails to set a record date, the record date shall be thirty (30) days prior to the first day that votes may be cast.
- b) Submit the final slate of candidates for the ballot to the CEO.
- c) Establish a list of members eligible to vote as of the record date and provide this list to any outside agency conducting the election, if necessary.
- d) Establish the deadline for the return of ballots which shall be no later than 4:00 pm on a date at least five (5) days before the Annual Meeting.
- e) Verify that the final ballot and ballot materials have been reviewed and approved by GVR's general counsel.
- f) The ballot reply shall display all information deemed necessary for validation purposes for use by the Committee.
- g) The counting of ballots, at the discretion of the Board of Directors may be conducted by an independent organization (e.g., Pima County Elections or electronic voting firm), in which case the results shall be obtained from the organization by the GVR CEO or his designated representative. The results shall be shared with the Nominations and Election Chairperson.

NOTE: refer to Bylaws Article V, Section 3

3. Election Results

- a) The Committee shall confirm the validation/counting process at least two (2) business days prior to the date of the Annual Meeting or Special Meeting.

- b) At the conclusion of the election, obtain the results of the election, including the establishment of a quorum.
- c) The Chairperson shall notify the GVR Board of Directors of the results of the election.
- d) If there are fewer than fifty (50) valid votes separating the last successful candidate and the first unsuccessful candidate in an election of directors, or less than a fifty (50) vote difference on any other ballot issue, then the Board may, at its sole discretion, order a recount.
- e) The Chairperson shall report the establishment of a quorum and the election results at the Annual Meeting. Successful candidates shall be announced in the order of the total votes received. The results of the ballot for any other matters shall be announced in the order in which the items appeared on the ballot.

4. Post-Election:

At the conclusion of the election, the ballot materials and the results thereof shall be submitted to the CEO. The CEO will maintain the results of the election in GVR's permanent records and the ballot materials for at least three (3) years in accordance with the Arizona Nonprofit Corporation Act.

5. Board Orientation & Training

Shall suggest topics to GVR staff for inclusion of appropriate in-service training, as needed, for the Board. Shall ensure that Board orientation programs are held annually, normally in April and coinciding with the seating of new Board of Directors.

SECTION 7 - INVESTMENTS COMMITTEE (updated 2/24/21)

3.7.1 Membership

The Investments Committee ("IC") shall consist of at least two Green Valley Recreation Inc. ("GVR") members in addition to the IC Chairperson who shall be a director. The IC Chairperson shall be nominated by the President with Board approval. The IC chairperson and IC members should be knowledgeable in the investment of financial assets and, to the extent practical,

experienced in investment management and/or investment oversight.

3.7.2 Responsibilities.

The IC has the following specific responsibilities and duties with respect to the Investment Advisors (IAs):

1. Make timely recommendations to the Board of Directors concerning:
 - a) The hiring, termination, and replacement of the Investment Manager and/or Investment Adviser (collectively, the "IM/IA") for each of the accounts that comprise the IAs.
 - b) The terms and wording for any contract between GVR and an IM/IA.
 - c) The specific wording and specifications for the Investment Policy Statement ("IPS") set forth in Appendix I, Subsection 3 that governs each of the accounts that comprise the IAs and any changes thereto.
2. Perform the following ongoing functions:
 - a) Complete due diligence and evaluation of each IM/IA at the end of each quarter or more frequently if required.
 - b) Monitor the IM/IAs to confirm compliance with the applicable IPS.
3. Make timely reports, in accordance with the IPS, to the CFO, CEO and Board of Directors of the following:
 - a) A serious and meaningful violation of the IPS.
 - b) A potential replacement of an existing IM/IA.
 - c) Any update requested by the Board of Directors.
4. Collaborate with the CEO/CFO concerning the following:
 - a) What information and analysis the CEO/CFO will provide to the IC for the purpose of enabling the IC to perform its duties.
 - b) The specific actions required by the CEO/CFO in order to bring an IM/IA back into compliance with its applicable IPS.
5. In the process of completing its duties, the IC will generate the following documents:
 - a) An IPS for each of the accounts that comprise the IAs.
 - b) An investment management contract for each IM/IA hired by GVR.
 - c) Minutes of each meeting of the IC.