



AGENDA

Board Affairs Committee

Tuesday, January 11, 2022

1:30 – 3:30pm

West Center, Room 2/Zoom

Committee: Nina Campfield (Chair), Joyce Finkelstein, Regina Ford, Connie Griffin, Lynn Janklow, Bev Lawless, David Messick, Tony Zabicki, Mike Zelenak (ex officio), Scott Somers (CEO), Nanci Moyo (Liaison/Administrative Supervisor)

<u>Agenda Topic</u>	<u>Action</u>
1. Call to Order	
2. Roll Call / Establish Quorum	
3. Approve December 14, 2021, Meeting Minutes	X
4. Chair Comments	
5. Reports	
1. Bylaws Subcommittee (Finkelstein)	
2. Governance Subcommittee (Lawless)	
6. Business	
1. Approve and forward to Board amended CPM Parts 1-4 [Exhibit]	X
2. Approve and forward to Board statement for Ballot regarding Bylaws [Exhibit]	X
3. Discuss club contributions and fund raising [Exhibit]	
7. Member Comments	
8. Adjournment	

Next Meeting: February 8, 2022, West Center, Room 2/Zoom, 1:30-3:00pm



Minutes

Board Affairs Committee

Tuesday, December 14, 2021

1:30 – 3:00 PM

West Center – Room 2 / Zoom

Committee: Nina Campfield (Chair), Joyce Finkelstein, Regina Ford, Connie Griffin, Lynn Janklow, Bev Lawless, David Messick, Tony Zabicki, Mike Zelenak (ex officio), Scott Somers (CEO), Nanci Moyo (Liaison/Administrative Supervisor)

Absent: Joyce Finkelstein

Visitors: 7

Agenda Topic

- I.** Call to Order
Chair Campfield called the meeting to order at 1:33pm, MST.
- II.** Roll Call / Establish Quorum
Roll call by Nanci Moyo. Quorum established.
- III.** Approve November 30, 2021 Meeting Minutes
MOTION: Messick moved, seconded to approve the November 30, 2021, Meeting Minutes as presented.
Passed: unanimous
- IV.** Chair Comments - None
- V.** Reports
 1. Bylaws Subcommittee (Finkelstein)
The Bylaws Committee had a successful Bylaws Forum, December 13, 2021, via Zoom. There were 24 in attendance. The questions and answers will be posted on the GVR website and the link will be sent in an eBlast.
 2. Governance Subcommittee (Lawless)
The December meeting was cancelled. At the next Governance meeting the committee will review open and closed committee meetings from the Bylaws and CPM to review for consistency.
- VI.** Business
 1. Approve and Recommend CPM Amendments – Parts 2 and 3
MOTION: Messick moved, seconded to accept the changes to the CPM Section Part 2 – Board of Directors section.
Passed: unanimous

Part 3 was discussed, but was not voted on at the meeting. It will be sent first to the Attorney for legal review.

2. Review, approve and recommend CPM Amendments – Part 4 – Tabled to the next meeting. Not discussed at this meeting.
3. Review, approve and recommend CPM Amendments – Part 5 Fiscal Affairs – Tabled to the next meeting. Not discussed at this meeting.
4. Review, approve and recommend CPM Amendments – balance of Part I.

**MOTION: Messick moved, seconded to forward Part 1 with changes to Attorney for review and to answer legal questions.
Passed: unanimous**

VII. Member Comments – Answered during meeting.

VIII. Adjournment

**MOTION: Messick moved, seconded to adjourned the meeting at 3:08pm.
Passed: unanimous.**

Next Meeting: January 11, 2022, West Center, Room 2 / Zoom, 1:30 – 3:30pm

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PART 1 MEMBERSHIP

SECTION 1 – DUES AND FEES (1.1.1 - 1.1.7 approved previously)

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

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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.

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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.

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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

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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. ~~B.~~ 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.
- C. No firearms are allowed on any GVR property or in any GVR facilities except law enforcement or licensed security.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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

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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.

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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)

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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

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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 **Updated _____, 2021**

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.

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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.

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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.

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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.

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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.

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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.

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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.

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2.3.2 Protocol and Conduct for Board Meetings

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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.

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Moved up [2]: No action may be taken by the Board at Work Sessions.

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- 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.

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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".

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SECTION 4. CODE OF CONDUCT

2.4.1 Board Code of Conduct

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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:

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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.

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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 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)

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. Except as set forth in (c), below, 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, and 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 to the Board website as soon as practical.

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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.

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

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1. 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 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.

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SECTION 2 - BOARD AFFAIRS COMMITTEE

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3.2.1 Duties and Responsibilities

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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).

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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.

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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.

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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.

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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.

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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.

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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

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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.

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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

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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.

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**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.

PART 4 - CEO

SECTION 1 - AUTHORITY OF THE CEO

4.1.1 General.

The Chief Executive Officer (CEO) is the sole employee reporting to the Board of Directors and is expected to understand, adhere to and implement the policies established by the Board of Directors. The CEO and Board shall work cooperatively to ensure that the policies established by the Board are carried out effectively. The CEO has overall responsibility for the operation of the corporation and is responsible for the planning and management of day-to-day operations. The CEO shall have responsibility for carrying out the decisions of the Board of Directors, including, but not limited to, how policies and goals are implemented; organization and control of resources; management of professional competence, and full control over operations, organizational behavior, subordinate managers and employees, human resource development, annual budget construction, execution of Board approved budgets, and the implementation of action items within each program area. The CEO provides organizational leadership to staff and support for the Board in achieving GVR's vision, completing its mission, and executing its strategic plan. The CEO serves as the community liaison and is responsible for enhancing the visibility of the organization locally, regionally and nationally. The CEO serves as the Public Information officer for GVR. The CEO may delegate authority to staff, as appropriate.

4.1.2 Fiscal Authority

The CEO shall:

1. In conjunction with the Chief Financial Officer, develop the annual budget for Board approval which ensures maintenance of facilities, availability of member programs, and operation of the Corporation in accordance with the Strategic Plan.
2. ~~Ensure that revenues are deposited into appropriate accounts in a timely manner.~~
3. Manage expenditures within the approved budget without incurring indebtedness.
4. Develop and maintain sound financial practices in accordance with GVR's 501(c)(4) designation.
5. Implement fiscal controls, execute recurring operational contracts and leases, fund expenditure approvals, and maintain accurate accounts of every financial transaction of GVR.

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6. Set rental rates for the use of GVR facilities.
7. Pursue and recommend sources of non-dues revenue to the Board.
8. Ensure that delinquencies are forwarded to Counsel for appropriate action in a timely manner.

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4.1.3. Programmatic Authority

The CEO shall:

1. Provide a safe environment for members of GVR.
2. Structure the organization to continually improve operations and make changes as necessary to the organizational structure.
3. Develop policies for disseminating information to the membership and general public.
4. Assist the Board in developing long- and short-range strategies and implement same.
5. Review proposed GVR projects and programs.

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SECTION 2 – RESPONSIBILITIES

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4.2.1. Human Resources

The CEO shall:

1. Maintain comprehensive HR policies and practices which are aligned with U.S. and Arizona law.
2. Serve as Equal Employment Opportunity and Diversity Officer.
3. Develop and recommend to the Board compensation packages that are competitive within Pima County and Southern Arizona.
4. Ensure that there is an effective management team, support staff, and volunteer system in place. Effectively manage the Human Resources (HR) of the organization according to authorized personnel policies and procedures that fully conform to current laws, regulations and corporate policy.
5. Ensure the development and implementation of personnel training programs that enhance the human resources of the organization and ensure qualified employees and volunteers.
6. Maintain a climate that attracts, retains, and motivates top quality people – both paid staff and volunteers.

4.2.2. Board Relationship

The CEO shall:

1. The President is the primary liaison between the CEO and the Board for communications outside of Board meetings.
2. By January 31 of each year, prepare and submit to the Board for approval, a proposal for the CEO's Work Plan in accordance with

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the Strategic Plan to be achieved during the forthcoming governance year (effectively April 1-March 31).

3. Assist the President of the Board in developing agendas for meetings, and provide appropriate information so that the Board may make informed decisions.
4. Be prepared to report on the condition of the organization and status of ongoing projects as may be requested at a Board meeting
5. Cooperate with the President and Committee chairs to ensure that Board Committees function effectively.
6. Provide administrative support to directors in conformance with policies established by the Board.
7. Recommend policy changes to the Board or the appropriate committee chair, as necessary.
8. Work cooperatively with the President and be responsible and accountable to the Board as a whole.

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4.2.3. Other Responsibilities

The CEO shall:

1. Monitor and ensure compliance with federal and state laws, Pima County regulations and ordinances, and GVR's Articles of Incorporation, Bylaws, Corporate Policy Manual, and Corporate Operations Manual.
2. Develop a public awareness program to promote GVR.
3. Ensure the organization and its mission, programs, products and services are consistently presented in a strong, positive image to members.
4. Be responsible for setting hours of operation for facilities, and for publicizing those hours by various GVR and non-member groups.
5. Authorize the voluntary dissolution of GVR clubs.
6. Perform other duties as prescribed by the Board of Directors.

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SECTION 3 - COMPENSATION AND REVIEW

4.3.1. CEO Compensation

Prior to the employment of a new CEO, the Board of Directors and CEO shall negotiate a written agreement for employment, which shall be subject to review by GVR's legal counsel. Said document shall contain the Compensation Package for the CEO, length of term, renewal options and other relevant information pertinent to the employment of the CEO. The CEO, at a minimum, shall receive all benefits available to all GVR employees.

4.3.2. CEO – Performance Appraisal Process

The Performance Appraisal shall be completed on an annual basis at least 30 days prior to the date of the Annual Meeting (except as set forth below with respect to new CEOs). The Board, at its discretion, may conduct or have conducted additional performance reviews of the CEO at any time. In the case of a new CEO, an additional evaluation shall be completed at 6 months. If a new CEO is hired at any time other than the beginning of a calendar year, the annual evaluation shall be conducted as close to year-end as reasonably possible. Any and all reports, conclusions, findings or information resulting from such reviews may only be discussed in Executive Session. Failure to conduct such reviews in no way shall relieve the CEO from performing such duties and responsibilities as required by contract, GVR's Bylaws and the Corporate Policy Manual.

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1. The performance appraisal Process for the CEO:

- a) A committee of the Board of Directors shall manage the performance appraisal and will conduct the performance appraisal interview.
- b) The committee shall be chaired by the President and if the President has been in office less than 6 months, the Past President shall serve on the committee, if possible. The Committee shall consist of the officers and must include at least 3 members who have served on the Board for more than 1 year. No staff or non-board members shall participate. The committee members shall be appointed and serve through the entire evaluation year.

2. Steps in the CEO performance appraisal process:

- a) The Committee initiates the formal performance appraisal process beginning in early January unless changes to the evaluation form require that the process start earlier. This time period allows completion of the appraisal process, format review and action by the Board and meeting with the CEO prior to the Annual Meeting of the Corporation.
- b) The CEO provides the results of the prior year work plan by January 15.
- c) The Committee reviews the Performance Appraisal Process, informs the Board of the process and invites Board members and CEO to provide any comments to the Committee regarding the form and/or the process in an Executive Session. The Committee may adapt the form and/or process based on this feedback by the first week in February.

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- d) Evaluation forms, the CEO's contract, job description and progress to date on the CEO's Work Plan are provided to each Board member. The CEO completes a self-evaluation form. Completed evaluation forms are returned to the President by the end of the 1st week in February.
- e) The Committee meets and summarizes the Board's completed ratings and compares the results to the CEO's self-appraisal.
- f) The Committee meets with the CEO to review the findings. Major discrepancies between the Board and CEO results should be discussed and any issues resolved.
- g) The Committee Chair convenes an Executive Session without the CEO to discuss the results and bonus recommendation or other recommended action no later than March 1. The Board will discuss the appraisal and bonus recommendation, make changes if desired and then act. The minutes will reflect the action.
- h) The Committee meets with the CEO to discuss the results of the appraisal and the Board decision within a week of the Executive Session.

3. Steps following the Appraisal Process

- a) The CEO and the Committee modify the Goals for the next year and work together to outline a Performance Improvement Plan if necessary.
- b) The Board reviews and approves the Goals and any Performance Improvement Plan before the Annual Meeting.
- c) The Committee regularly reviews the job description, any relevant policies, the appraisal process, and recommends enhancements for review and action by the Board as necessary.
- d) The Committee drafts any changes to the CEO Job Description for the following year, makes any necessary changes to the Performance Appraisal Process, including the associated tools, and recommends those changes to the incoming Board. The new Board formally adopts the process and tools.

2022 BALLOT PRO STATEMENT FOR THE AMENDED AND RESTATED BYLAWS

The Amended and Restated Bylaws are presented with the recommendation of the GVR Board of Directors. GVR's current Bylaws are nearly 50 years old and this year members are asked to approve the first comprehensive remodel the document has undergone.

The Four-Fold Goals of the Amended and Restated Bylaws have been met:

- A. Improved organization.** Most revisions relate to the reorganization of the material, eliminating duplications, and consolidating topics under common headings to create a more logical structure that the reader can easily navigate.
- B. Increased clarity.** Ambiguities are resolved by providing definitions of capitalized terms and terminology is consistent throughout.
- C. Addressing omissions.** New provisions that are in the Arizona Nonprofit Corporation Act have been added to address subjects that are missing in the current Bylaws.
- D. Legal conformance:** Provisions have been brought into accordance with Arizona Revised Statutes that went into effect since the Bylaws were originally drafted.

These Amended and Restated Bylaws produce a sound governing foundation upon which future changes can be structured. Completing this deferred maintenance now will reduce the cost and time required to keep the document up to date in the future.

1. **REFERRAL TO CLUBS:** Research a partnership with a local non-profit, for example, contact GVR Foundation through their website at gvrcfoundation.org (or: Don Lathrop, President), P.O. Box 1553, Green Valley, AZ, 85622) to initiate contact or complete their “Request for Funding From GVR Foundation application at: <https://static1.squarespace.com/static/61952f7c9171d47b543bf4b5/t/61aac7a86f939554a65d041e/1638582184671/GVRF+Request+for+Funding+Grant+Application.pdf> TO ASSIST WITH THE DEVELOPMENT OF YOUR CLUB’S FUNDRAISING CAMPAIGN.
2. **PROVIDE THIS INFORMATION TO CLUBS:** TYPES OF FUNDRAISING TO CONSIDER:

Online Donations: Online donations are contributions that a donor makes via a nonprofit’s online donation page.

Text Donations: Text donations are contributions that supporters can make with a simple text from their mobile phone.

Pledge Fundraising: Pledge fundraising is the best way to help your campaign gain momentum and draw on a wide variety of supporters. The process behind a pledge fundraising campaign is quite simple. Your supporters pledge to donate money by a specific point in the future (determined by your organization).

This type of fundraising campaign allows your organization to offer a wide window during which supporters can gather and prepare their donation, ensuring more people are able to participate in your fundraising campaign.

Peer-to-Peer Fundraising: Peer-to-peer fundraising is usually tied to an event like a marathon or walkathon and requires your supporters to reach out to their friends, family members, and coworkers to ask for donations

Event Donations: Event donations are contributions that supporters make during a fundraising event such as a gala, walkathon, or charity auction. Depending on the type of event, the money raised might come in different forms.

Major Gifts: Major gifts are typically made by donors with close ties to the organization. Additionally, donors can receive tax benefits for donating a substantial amount of money to a charitable organization.

Direct Mail Donations: Donations made by direct mail are usually made in the form of checks. Donors who use this method are usually older and prefer a more traditional giving method.

Direct mail can be used by anyone as long as you provide a self-addressed envelope, and, until recently, was one of the most popular ways to donate.

Additionally, a direct mail donation can give hesitant online donors an avenue to contribute. They might feel more comfortable sending in a check over making an online donation.

3. SECTION VIII: GVR PROGRAMS AND CLUBS (AS PER EXISTING CPM)

EXISTING CPM SUBSECTION 2(F): Requests for dedicated space shall be evaluated on a case-by-case basis. The cost of any modification or expansion of facilities may be shared if mutually agreed upon. Any such expansion or modification shall become the property of GVR.

SUGGESTED AMENDMENT FOR CONSIDERATION: Requests for dedicated space shall be evaluated on a case-by-case basis. After evaluation by the Planning and Evaluation Committee, recommendations to the GVR Board, the Boards final approval and the Boards identification and approval of the funding source (reserve account) for any dedicated space modification, expansion of facilities or construction of new facilities, each club to be served shall develop and implement a fundraising campaign and timeline to assist with and provide supportive funds for the modification or expansion.

- A. The goal for supportive funding will be 10% of the total project costs (construction and all required room/activity set up/equipment). (i.e. 2 million dollar project = \$200,000 goal for monetary support.)
- b. The Club may choose to work with a local non-profit in their fundraising campaign.
- c. The Club will submit a copy of their fundraising campaign to GVR. (note the campaign does not have to be approved by GVR.)

4. SECTION VIII, SUBSECTION 3: HOBBY SHOPS AND STUDIO CLUBS, (B) EQUIPMENT, (5)

EXISTING CPM STATES: ADDITIONAL EQUIPMENT ACQUISITIONS, BOTH CAPITAL AND OPERATIONAL, WHICH SERVE TO ENHANCE OR EXPAND THE CAPABILITIES OR SERVICE OF THE HOBBY SHOP, SHALL BE CONSIDERED IMPROVEMENTS AND ARE THE SOLE FINANCIAL RESPONSIBILITY OF THE CLUB. SUCH ADDITIONAL EQUIPMENT ACQUISITIONS SHALL BECOME THE PROPERTY OF GVR.

COMMENT BY CSG: MAYBE FUNDS PROVIDED BY A CLUB SHOULD/COULD BE USED FOR ALL EQUIPMENT (NEEDED BY THE CLUB TO FUNCTION IN ITS STATED MISSION), TABLES, CHAIRS, ETC. THAT WILL BE NEEDED IN THE DEDICATED SPACE (COST ESTIMATE TO BE PROVIDED BY GVR STAFF). IF NOT DONATING FOR THE STRUCTURE, THEN THE CLUB NEEDS TO BE REMINDED OF AND THIS SECTION MUST BE FOLLOWED! A FUNDRAISING CAMPAIGN TO PROVIDE FOR THE COSTS OF THE "EQUIPMENT" COULD BE THE GOAL FOR THE CLUB.

5. AS PER THE BYLAWS: ARTICLE III DUES AND ASSESSMENTS, SECTION 5 ASSESSMENTS

THE BOARD IS NOT AUTHORIZED TO IMPOSE A SPECIAL ASSESSMENT FOR ANY PURPOSE, UNLESS SUCH AN ASSESSMENT IS APPROVED IN ADVANCE, BY A MAJORITY OF THE MEMBERS VOTING.

COMMENT BY CSG: MAYBE A POLICY SHOULD BE DEVELOPED AS TO WHEN GVR WILL PLACE AN ASSESSMENT REQUEST TO THE MEMBERS FOR A VOTE. (ALSO, IF APPROVED, AND A GVR MEMBER CAN NOT AFFORD THE SPECIAL ASSESSMENT, IF THEY HAD APPLIED FOR AND WERE APPROVED FOR THE MAP PROGRAM, THEN THE CLUB GOAL COULD INCLUDE COVERING THE ASSESSMENT FOR THE INCOME ELIGIBLE HOUSEHOLD.). NOTE: WORK AND VERIFICATION FOR Club Contribution - APPROVAL FOR MAP PROGRAM IS ALREADY COMPLETED ANNUALLY, SO THIS SHOULD NOT ADD TO THE WORKLOAD OF GVR STAFF. (FOR EXAMPLE: 13,650 GVR HOUSEHOLDS X \$100 EACH HOUSEHOLD ASSESSEMENT WOULD PROVIDE \$1,365,000 IN FUNDS FOR A CAPITAL PROJECT. IF ONLY A \$50 SPECIAL ASSESSMENT THAT WOULD PROVIDE \$682,500 IN FUNDING. IF 50 PEOPLE WERE ASSISTED WITH MAP GRANTS THEN EITHER \$5,000 OR \$2,500 WOULD BE NEEDED TO COVER THEIR SPECIAL ASSESSMENT FOR ANY GIVEN PROJECT. ALSO, POSSIBLY THE GVRF COULD INCLUDE THIS IN ANY GIVEN YEAR ON THEIR APPLICATION IF/WHEN AN ASSESSMENT IS APPROVED BY THE MEMBERSHIP.)