



AGENDA

Board Affairs Committee

Tuesday, February 15, 2022

10am – 12pm

West Center Room 2

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 January 11, 2022 Meeting Minutes	X
4. Chair Comments	
5. Reports	
a. Bylaws Subcommittee (Finkelstein)	
b. Governance Subcommittee (Lawless)	
6. Business	
a. Review of board amendments to Part 1	X
b. Review and approve Parts 6-10	X
c. Review 2.1.2 regarding Strategic Plan	X
7. Member Comments	
8. Adjournment	

Next Meeting: March 9, 2022, West Center, Room 2/Zoom, 1:30-3:00pm



MINUTES

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), Nanci Moyo (Liaison/Administrative Supervisor), Kris Zubicki (Recreation Service Director)

Visitors: 5

Agenda Topic

1. Call to Order
Chair Campfield called the meeting to order at 1:30pm, MST
2. Roll Call / Establish Quorum
Roll call by Chair Campfield. Quorum established.
3. Approve December 14, 2021 and January 5, 2022, Meeting Minutes
MOTION: Griffin moved, seconded to approve the December 14, 2021, Meeting Minutes as presented.
Passed: unanimous

MOTION: Lawless moved, seconded to approve the January 5, 2022, Meeting Minutes as presented.
Passed: unanimous
4. Chair Comments – No comments.
5. Reports
 1. Bylaws Subcommittee (Finkelstein)
Bylaws Forum on January 12, 2022, on Zoom.
 2. Governance Subcommittee (Lawless) – No report.
6. Business
 1. Approve and forward to Board amended CPM Part 1 – 4.
BAC discussed and voted on each part separately.

MOTION: Griffin moved, seconded to approve Part 1 including changes from the Attorney and Kris Zubicki, and to be brought before the Board of Directors.

Passed: unanimous

MOTION: Griffin moved, seconded to approve Part 2 including changes from the Attorney and to be brought before the Board of Directors.

Passed: unanimous

MOTION: Griffin moved, seconded to approve Part 3 and to be brought before the Board of Directors.

Passed: unanimous

MOTION: Lawless moved, seconded to approve Part 4 and to be brought before the Board of Directors.

Passed: unanimous

2. Approve and forward to Board statement for Ballot regarding Bylaws

MOTION: Griffin moved, seconded to approve as written the 2022 Ballot Pro Statement for the Amended and Restate Bylaws.

Passed: unanimous

3. Discuss club contributions and fund raising
BAC discussed club fundraising campaigns and possible opportunities for fundraising. This will be discussed further at BAC meetings.

7. Member Comments: Members comments were addressed during the meeting.

8. Adjournment:

MOTION: Campfield moved, seconded to adjourned the meeting at 2:57pm, MST

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



Green Valley Recreation, Inc.

Board Affairs Committee

Review Board Amendments to CPM Part 1

Prepared By: Nanci Moyo, Administrative Supervisor

Meeting Date: February 15, 2022

Presented By: Nina Campfield

Consent Agenda: No

Originating Committee:
Board Affairs Committee

Background:

On February 7, 2022, at a Board Special Meeting Part 1 of the CPM was passed with amendments.

Amendments included: 1) Remove forms of payments in Section 1.1.8; 2) Add “tenants” in 1.2.2.2 to buy daily guest cards; 3) Defining “guest” be left in the CPM; and 4) Remove from 1.3.6.D the last statement “Authorization of GVR Foundation activities are subject to terms of the GVR/GVR Foundation Resource Sharing Agreement.”

The BAC will review the changes at this meeting.

Strategic Plan Focus Area:
Goal 5 – Good Governance



Green Valley Recreation, Inc.

Board Affairs Committee

Review and Approve CPM Parts 6-10

Prepared By: Nanci Moyo, Administrative Supervisor	Meeting Date: February 15, 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.</p> <p>Review the CPM Parts 6–10.</p>
<p>Motion: Move that Parts 6-10 of the amended CPM be approved.</p>
<p>Strategic Plan Focus Area: Goal 5 – Good Governance</p>
<p>Attachments: Redlined versions: CPM Part 6 GVR Programs and Clubs CPM Part 7 Communications CPM Part 8 Risk Management CPM Part 9 Human Resources CPM Part 10 Miscellaneous</p>

PART 6 - GVR PROGRAMS AND CLUBS

SECTION 1. GVR PROGRAMS

6.1.1. Objective

The objective is to provide recreation, social, and leisure education opportunities that enhance the quality of our members' lives.

6.1.2. Acceptance of Grant Funding

GVR is permitted, by policy, to solicit grant funding to subsidize operational expenses related to special events and cultural programs. It is acknowledged that accepting grants from publicly supported funding agencies may dictate that these programs be open to the public. The fact that grant monies may have been received shall not interfere with GVR's ability to provide advertised services to its members, as prescribed by governing directives. GVR shall retain final approval of specific programs supported by grants.

6.1.3. GVR Activities Open To the General Public

1. Activities available to non-members, for a fee, e.g. concerts, plays, and classes.
2. Activities which are funded or partially funded by public agencies, e.g. U. S. Service Bands, Senior Olympics, Arizona Commission on the Arts programs.
3. Special events approved by the Chief Executive officer, e.g. Craft Fairs, Town Halls.
4. Any group renting a GVR facility may invite the general public.

6.1.4. General Public Ticket Surcharges

A surcharge shall be added to tickets for GVR public events sold to non-GVR members which may be waived by. ~~However, if there is a co-sponsor, the surcharge may be waived by~~ the Chief Executive officer if there is a co-sponsor.

6.1.5. GVR As Ticket Outlet for Non-GVR Sponsored Programs

1. GVR may act as a ticket outlet for organizations located outside Green Valley and community organizations within Green Valley.
2. Tickets shall be sold to both GVR and non-GVR members and. ~~However,~~ ticket prices must include a discount for GVR members.

SECTION 2 - GVR CLUBS

6.2.1 Organization

1. Any group with thirty-five (35) or more GVR members, interested in pursuing a particular field of interest, consistent with the mission of GVR, may join together and form a GVR Club, as long as a similar club doesn't already exist within GVR.
2. All members of a group requesting "Club Status" must be members of GVR.
3. The group may formally request that the Board grant them GVR "Club Status," which entitles the group to a scheduling priority for reserving [GVR facilities](#) on an annual basis ~~in GVR facilities~~.
4. A club application, available at the Administrative Offices, must be submitted to the GVR Club Liaison.
5. The Club Liaison shall review the completed application and submit a written recommendation to the Chief Executive officer ~~(~~or [his/her](#) designee).
6. If the Chief Executive officer agrees that the club request is in order, a copy of the club's information is given to the Chairperson of the Board Affairs Committee, for inclusion in the next scheduled Committee meeting, agenda permitting.
7. Representatives of the prospective club shall be invited to the Committee meeting to speak on behalf of the club.
8. If the Board Affairs Committee approves the prospective club for recommendation to the Board, representatives from the club shall be invited to attend the next meeting of the Board to speak on behalf of the club.
9. If the Board approves the request for club status, the Club Liaison will notify the Club President ~~so they will file for a club Employers Identification Number (EIN)~~.
10. If a prospective club request is denied the Chief Executive officer shall notify the club representative in writing.
11. The newly established club will operate independently of GVR but will be required to follow all rules and guidelines set forth by the Board of Directors.
12. The Club Liaison will retain a club file in his/her office.

6.2.2. Membership/Guests/Monitoring (updated 8/29/2017)

1. Club membership shall be open to all GVR members and they shall be entitled to ~~–~~participate in any meeting or activity. Clubs may not grant honorary membership, or their equivalent, to anyone who is not a GVR member. Any GVR member who is refused admission to a club shall notify GVR administration at once. All club officers shall be club members.

2. Clubs may establish prerequisites for joining their activity such as training or an orientation.
3. Clubs ~~that fail to maintain must maintain~~ at least twenty-five (25) active members ~~to retain their "Club Status." Clubs which fall below the minimum number of members will~~ jeopardize their "Club Status." If a club's membership falls below 25, the Club Liaison will contact the club President and offer suggestions on ways to increase membership. If efforts to increase membership are not successful, the Club Liaison will advise the Chief Executive officer. If necessary, the CEO will bring the issue to the Board Affairs committee, who shall make a recommendation to the Board as to whether Club Status should be revoked.
4. If it is determined by the Club Liaison that there is a fifty-percent (50%) or more crossover in activities and/or interests in two or more clubs of the same type, those clubs may be consolidated.
5. Clubs may not affiliate with any national, state, or regional organization that requires GVR members to join its external organization. Optional membership in such organizations is allowed.
6. Clubs may grant guest privileges, at their discretion, to guests of GVR Members and, if authorized by the Board, other non-GVR Members upon payment of a guest fee to GVR.
7. GVR Clubs shall establish an effective monitoring system to ensure that only GVR members and eligible guests attend meetings and activities of the club.
8. GVR clubs that present performances to the membership and general public will be permitted to use non-GVR individuals in performing or production roles under the following circumstances:
 - a) Club members with the necessary qualifications are not available.
 - b) Approval must be obtained from the GVR Club Liaison on a case-by-case basis.
 - c) Each non-GVR individual must sign an agreement acknowledging that he/she will not be covered by GVR corporate worker's compensation nor listed as an additional insured in any GVR commercial insurance policy.
 - d) The agreement will note the terms and conditions of their involvement in the production and will not last beyond the specified performance(s).
 - e) Should the individual be a minor, then the parent/guardian must sign the agreement on his/her behalf.
 - f) GVR will permit student participation in a production with the acknowledgment and sponsorship of the student's school administration.

9. ~~To use GVR facilities, GVR competitive t~~GVR teams participating in competitive events must be comprised solely of GVR members.
10. The non-GVR guest policy for competition or participation in clubs is as follows:
 - a) GVR Clubs may host competitive events and allow non-GVR members or guests to participate. The club must notify GVR's Club Liaison prior to the scheduled event. Documentation outlining the nature of the competition(s) will be required for each event. Non-GVR members or guests are only authorized to use GVR facilities associated with the event, including warm-ups/practice time.
 - b) League play may occur if there is a reciprocal agreement to play at each other's facilities.
 - c) Outside of league play, Clubs may grant participation to guests at their discretion, as long as those individuals are eligible guests as defined in Section II, Part 1 - membership.
11. Non-GVR Member Club Participant Policy:
 - a) Clubs listed as Social or Dance Clubs on GVR's website may allow non-GVR members to attend their events.
 - b) Non-members must sign a waiver.
 - c) Non-members will pay a fee established by the Board of Directors.
 - d) Clubs will remit fee and record of attendance to GVR club liaison. ~~for deposit.~~
 - e) ~~Board Approved~~ Clubs may apply ~~to~~ for a waiver of fees annually. Board Affairs Committee will review applications to determine if fees are a hardship to the club and make a recommendation to the Board of Directors. Clubs will be notified of Board's decision.

6.2.3. Insurance

1. ~~1. GVR maintains general liability insurance for all of its facilities. shall provide liability insurance for all GVR clubs and club activities sanctioned by GVR.~~
2. ~~GVR's Club~~ Directors and officers (D&O) insurance ~~is not provided by does not cover clubs directors and officers. GVR.~~ Clubs desiring this coverage need to contact a commercial insurance broker and ~~if~~ if purchased, a copy of the b Binder shall be provided to the GVR Club Liaison.
3. When a club holds an Arts and Crafts Fair, festival, or any large event open to the general public, commercial vendors must list GVR as an Additional Insured when completing the application for the Special Events Liability insurance policy.

4. GVR is responsible for insurance coverage and personal property taxes on GVR owned property only. It shall be the responsibility of each club to obtain necessary insurance on any equipment not owned by GVR, but located on GVR property, e.g., music instruments, computers, radios.

6.2.4. Financial and Tax Requirements

1. GVR clubs shall operate under a non-profit status consistent with IRS Tax Code 501(c)(4).
2. Each club must obtain an IRS Employer Identification Number (EIN) and provide that number to the Club Liaison.
3. GVR clubs are responsible for any local, state, or federal taxes incurred as a result of club activities.
4. Clubs shall maintain a simple bookkeeping system, recording all income, source(s) of income, and expenditures. Clubs shall submit a financial report to GVR's Chief Financial Officer by Feb 1st of each year. ~~They shall submit a financial report to the GVR Chief Financial Officer annually. The financial report is due by Feb 1st of each year.~~
5. All GVR clubs shall file appropriate tax documents and provide a copy to the GVR Club Liaison.

6.2.5. Sales Tax

1. Because of GVR's 501(c)(4) non-profit status, Hobby Shops must collect sales tax on items sold from their studios, including supplies purchased by club members.
2. If a club intends to routinely sell items or be a retail market, a Business License must be obtained and sales tax must be applied to all transactions. Clubs who do not obtain a Business License may not display "for sale" items in GVR display cases.
3. Clubs that engage in retail sales are required to comply with all state and federal regulations, including the filing of required tax documents.
4. Clubs may display "for donation" items in a GVR window or display case. Clubs may not set a firm donation amount, but may post a "suggested donation" sign.
5. When a club displays items with only a contact name and telephone number, sales must be conducted off GVR property. A club member's transaction outside GVR facilities is a personal tax liability of the member and not the responsibility of the Club or GVR Corporation.
6. Sales tax is not applicable to services (such as glazing or firing), but the payment for the service must be reported as income on the club's year-end financial report to both state and federal agencies.

7. If a club purchases a product(s) from a vendor for resale to its members, the club will need to obtain a Business License from Pima County. Once that is completed and the club places an order for a product(s) from a vendor, they will file a 5000A (Arizona Resale Certificate) with that vendor and will not pay any state sales tax for the products. When the club sells that product(s) to its members, the club member will be charged the appropriate sales tax at that time. The club must then register with the Arizona Department of Revenue and ~~file the~~ monthly or quarterly reports as ~~required~~ filed appropriately.
8. It is the responsibility of each individual artist to secure an Arizona Transaction Privilege Tax License ~~if they plan on selling their items to sell products~~.

6.2.6. Facilities

- ~~1. GVR is responsible for facility expansion in order to provide existing levels of services for a growing GVR membership or support increased usage due to changing trends.~~
21. 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.
32. Clubs that don't routinely utilize at least 50% of their dedicated space may be reassigned to a more appropriately sized facility.
- ~~4. GVR reserves the right to modify facilities and determine usage requirements as a result of changing trends.~~
- ~~5. GVR facilities are compliant with the Smoke-Free Arizona Act. GVR Clubs are responsible for reading, understanding and enforcing the Smoke-Free Arizona Act when meeting in GVR facilities. Club representatives may be asked to sign a Compliance form acknowledging receipt of the Smoke-Free Act. If a violation is discovered and corrective action is not taken, the club may be responsible for paying any fine(s) assessed to GVR.~~

~~6.2.7. Reservations (Revised 9/23/2014)~~

- ~~1. Reservations will be assigned in the following order:

 - a) Board of Directors
 - b) Recreation Staff (e.g. special events, classes, concerts, programs, annual festivals and performances)
 - c) Regularly scheduled club events (weekly and monthly)
 - d) Clubs with dedicated space are required to use their dedicated space for meetings and events. Exceptions will be made for special events that cannot be accommodated in a club dedicated space.~~

~~e) Community events (e.g. HOA) and rentals~~

~~f) Club one-time special events or parties~~

~~g) Private member functions~~

~~Club additional ongoing activity requests~~³. Clubs with dedicated space are required to use their dedicated space for meetings and events. Exceptions will be made for special events that cannot be accommodated in a club dedicated space.

~~h)~~

~~24.~~ GVR Chief Executive officer (CEO) has the authority to make exceptions and changes to reservations policy as needed to accommodate special circumstances.

~~35.~~ Reservation requests are subject to review on an annual basis. The availability of Facilities is not guaranteed each year. Reservations are based on the number of requests for available space.

6.2.87. Clubs and Class offerings

1. Clubs are welcomed to provide instructional classes for club members and/or all GVR members. Due to Internal Revenue Guidelines for Independent Contractors working with or through GVR, Workers Compensation and General Liability issues, GVR has the following policies:
 - a) All club classes must be offered through GVR's Instructional Class Program. Clubs must contact the GVR Recreation Supervisor for complete procedure information, submit a class proposal, and/or be informed of exceptions to this policy.
 - b) Instructors will be required to complete a W-9 and/or other necessary documents prior to their start date.
 - c) GVR may require instructors of high risk classes e.g., tennis, pickleball, swimming, to obtain an additional one million dollar liability policy.
 - d) The current Instructor/GVR split is: 70% of registration fees to the Instructor and 30% of the fees to GVR.
 - e) GVR will work with individual clubs to schedule and promote their classes. GVR can also provide administrative support, when needed e.g., contacting registrants, distributing supply lists, providing class lists.
 - f) All clubs must be in compliance with these policies. If a club holds a class in a GVR facility without going through the proper channels, they are in direct competition with the GVR Instructional Program. Such an action can lead to club suspension and/or GVR membership suspension.
 - g) Classes or workshops that are offered free of charge to club members (or to all GVR members), may not be subject to these

guidelines. We encourage the club representative to contact the GVR Class Supervisor to review the specific requirements under those circumstances.

6.2.98. Club Reporting and Records Management

1. All GVR clubs are required to sign and submit an Annual Club Agreement which outlines the club's responsibilities to GVR and what they can expect from GVR in return. If a club refuses to sign or does not fulfill their requirements, GVR may require the club to meet with the Board Affairs Committee for review.
2. All clubs shall maintain a continuity of records and shall preserve all correspondence and minutes for a period of no less than three years. Club records are kept for the prescribed period of time in accordance with administrative policies for record retention.

6.2.109. Club Bylaws

Club Bylaws are the governing documents for the club. It is important that they be kept up-to-date and current with the club's activity. ~~GVR suggests that clubs review their Bylaws each year or when a change of officers takes place.~~ Club Bylaws shall be resubmitted to GVR no less than every five years, or ~~earlier if amended as needed.~~

6.2.110. Member Code of Conduct

1. Clubs within GVR are often faced with internal conflicts between club members or behavioral issues. The GVR staff does not resolve conflicts between individual club members nor do they get involved with internal policies written and enforced by the clubs. ~~GVR's main responsibility to all clubs is to support their club activities. However, if a theft of property, immoral conduct, violence or a violation of the GVR Code of Conduct occurs, GVR staff will investigate the situation until the matter is resolved. If any incidents occur, an incident report shall be completed within 24 hours and submitted to GVR's Club Liaison. A copy of GVR's Code of Conduct is displayed in all facilities and printed on the back of each member's photo ID card. It states that all users of GVR facilities are required to comply with published rules and regulations. All users are expected to show common courtesy to employees, directors, volunteers and other members and guests. All users shall refrain from using offensive language and participating in offensive behavior; such actions shall not be tolerated. Members are responsible for the conduct of their guests. Any violation of GVR's Code of Conduct may result in a member having their rights and privileges suspended.~~
2. ~~A club consists of members who appoint a Board of Directors made up of club members to handle the affairs of the club. When the~~

~~Board of Directors of a club is faced with taking action against a club member, it is the responsibility of the entire Board, not just one or two individuals of the Board. Proper documentation of a situation must be kept before any action can be taken against a club member. GVR must always be kept informed of such situations so that GVR's records can be documented, as well. A change in a member's behavior should not be taken lightly.~~ There are various ways in which clubs can handle member complaints and conduct issues. Two suggestions are outlined below as follows:

~~6.2.12~~ **THREE STRIKE RULE** A. Three Strike Rule.

1. Strike One: If a club member begins to be disruptive or abusive a club officer or designee should take the individual aside and talk to them privately. Let them know that their behavior will not be tolerated and if it does not stop, they will be asked to leave. Documentation must be kept on file in all instances, in case you need to refer back to a particular incident.
2. Strike Two: If the individual continues to be disruptive or abusive the Club President or designee will write a letter to the individual restating GVR policy and possible consequences. A copy of the letter must be provided to GVR's Club Liaison.
3. Strike Three: If the behavior has not been corrected, the club's Board of Directors has the authority to remove the individual from their membership. A removal letter must be provided to the member and GVR's Club Liaison. Every opportunity to correct a problem should be given to the club member before dismissal from the club. If personality conflicts between members are the problem, they would also be handled as stated above. An equal and fair opportunity should be given to all parties involved.

~~6.2.13~~ B. Peer Committees **PEER COMMITTEES**

It may be beneficial for clubs to appoint peer committees to serve as mediators when a conflict arises within a club. Their basic function is to investigate and listen to all sides of the story and arrive at a resolution. If a resolution cannot be agreed upon, the matter would go to the club's Board of Directors to handle. At all times, GVR must be kept informed of any conflicts and their outcome.

6.2.141. Dissolution of a Club

1. Should a club choose to dissolve, they must notify the GVR Club Liaison. The Chief Executive officer will authorize the formal dissolution of the club after the payment of all bills.
2. In the event of dissolution of a club, ~~after all bills are paid~~, club property remains the property of GVR.

SECTION 3 - HOBBY SHOPS AND STUDIO CLUBS

6.3.1. Basic Services

1. Arts and crafts facilities are intended for the member's pursuit of hobbies. GVR prohibits the commercial use of its arts and crafts facilities. Mass production of articles to be sold for private gain is prohibited.
2. If determined to be in the best interest of the membership as a whole, GVR may underwrite basic services of the clubs which include: 1) facilities, 2) utilities, 3) custodial and maintenance service, 4) counseling and administrative support, 5) fixtures (multi-use tables, chairs, amplifier systems, chalkboards), and 6) initial equipment basic to the activity.
3. Hobby shops and studios must be self-supporting through dues, class fees and other miscellaneous revenues. Income derived from studio users and hobby shops shall be used to offset both consumable supply expenses and instructor salaries.

6.3.2 Equipment

1. Equipment belongs to GVR, whether it is the original equipment, replacement of original equipment, or additional equipment subsequently purchased by the club. Equipment includes, but is not limited to, machines, computers, furniture, machine tools, building fixtures, building improvements, carpeting, and kilns.
2. The replacement and/or repair of hobby equipment located in the hobby shops is the responsibility of the club.
3. GVR is responsible for building maintenance (i.e. plumbing, electrical, roof leaks, etc.) within the dedicated club space.
4. Consumable supplies and operational expenses incurred because of the nature of the activity performed shall be the sole responsibility of the GVR club.
5. 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.

6. Club-utilized equipment may be sold or traded by the club provided that: a) property traded for shall be utilized by the club; b) proceeds from sales shall be utilized for the procurement of property for club use; and c) approval shall be obtained from the Chief Executive officer or his designee.

6.3.3 Members' Use of Hobby Shops

1. Members who supervise the hobby shops shall pay annual dues to their club in lieu of a usage charge. Some hobby shops allow usage by guests and a small fee may apply. Please check individual club's Bylaws for their policy on this issue. This fee, and the dues and income of the club, are expected to provide funds for the purchase and replacement of equipment and for the maintenance and upkeep of equipment.
2. It is the intent of GVR that dedicated club spaces not be overly unfairly utilized by members mass producing items for resale. While a tax number constitutes commercial intent, not all members making items for sale create a burden on a dedicated space's facilities. If, in the eyes of fellow club members, a member with a tax number is overburdening the facility (storage space, access to equipment, etc.), the club's Board must take appropriate steps to resolve the issue. If the club's Board fails to act in an appropriate or timely manner, GVR's Club Liaison will resolve the dispute.

6.3.4. Merchandise/Product Sales

1. GVR recognizes that finished craft pieces are sold through display cases in Hobby Shops. Because of the organization's non-profit private club status, sales may only be made to GVR members or their guests with appropriate GVR identification.
2. Purchases from prospective GVR members, accompanied by a local realtor, are acceptable, as long as the realtor is a GVR member.
3. Arts and Craft Fairs are exempt from the member/guest only sales restriction because the IRS considers such events as occasional and incidental sales activity.
4. Materials sold through the Hobby Shops for the production of crafts may only be sold to club members.

~~6.3.5. 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. Club members are permitted to bring their own beverages (BYOB) to a club activity. 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.~~

PART 7 COMMUNICATIONS

SECTION 1 - POLICIES

7.1.1. General

As an integral part of the greater Green Valley, Arizona community, Green Valley Recreation, Inc. (GVR) strives to maintain open and transparent communications in order to foster good relations with its members, news organizations, and the general public.

To this end, GVR uses several communication vehicles to provide news, information and updates. These vehicles include, but are not limited to:

1. a monthly newsletter
2. an electronic, email newsletter
3. an email address for the Board and an email address for general inquiries
4. websites and apps
5. timely postings of Board and Committee meeting agendas and materials and subsequent meeting minutes
6. social media

Because GVR is a private corporation, it is not subject to the same laws that govern municipalities, such as open meeting statutes or laws that protect freedom of speech and freedom of assembly. GVR is under no obligation to publicly disclose all information about the organization and may keep certain information relating to its members, employees and its operations confidential. All GVR directors, employees, and volunteers are required to abide by GVR's confidentiality policies.

~~C. GVR email Administrator~~

~~The CEO or CEO designee shall serve as GVR Email Administrator and shall have the following responsibilities with respect to email sent to the GVR Director Email Address:~~

- ~~1. Responding to member emails requesting general information or forwarding same to the appropriate GVR administrative staff member;~~
- ~~2. Acknowledging receipt of all other member emails and forwarding same to the GVR Board President for review and response; and~~

Commented [WE1]: This was moved not deleted

Formatted: Indent: Left: 0.25", No bullets or numbering

~~3. Archiving email messages.~~

D. Prohibited Email Communications

The following email communications are strictly prohibited:

- ~~1. Messages containing offensive language, including, but not limited to, defamatory, racist or obscene remarks;~~
- ~~2. Messages intended to or that would cause a reasonable person to be alarmed, annoyed or harassed;~~
- ~~3. Messages containing an attachment that is from someone other than the member sending the email;~~
- ~~4. Any attempt to disguise the sender's identity or an email with an anonymous sender;~~
- ~~5. Potentially damaging messages including, but not limited to mass or commercial messages, spam, and messages containing viruses; and~~
- ~~6. Messages concerning GVR business and/or operations addressed to a GVR Director's personal email account.~~

Commented [WE2]:
This was moved not deleted

Formatted: Indent: Left: 0.25", No bullets or numbering

A. 7.1.2 EXTERNAL COMMUNICATIONS

A. Public Information Officer (PIO) as Point of Contact

To ensure the orderly release of accurate and consistent information to the general public and news media, GVR's Chief Executive officer (CEO) shall serve as the official Public Information officer (PIO) for the Corporation [See *GVR Corporate Policy Manual (CPM)*, Section VII-Chief Executive officer] or may delegate such responsibility. The PIO shall be the single point of contact for inquiries from non-members (the general public) and news media. Other GVR staff, as appropriate, may field inquiries from current or prospective GVR members. All public and media inquiries shall be directed to the designated PIO spokesperson, who shall consult with senior managers, if necessary, to confirm information prior to release. The CEO shall approve in advance all press releases. This process ensures that the release of information to the general public and news media is consistent with GVR's governing documents and policies and helps to prevent misunderstandings, misinterpretations, and confusion.

Formatted: Indent: Left: 0.5", No bullets or

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

B. Information Prohibited from Public Release

GVR protects the confidentiality of certain information in conformance with its governing documents and applicable laws. For

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

this reason, GVR will not release information nor comment on the following:

- a. ~~Confidential~~ Member information ~~and records~~
- b. Employment records and employees' personal information
- c. Privileged information between the corporation and its legal counsel
- d. Information related to pending litigation
- e. Any information that was made available in an Executive Session of the Board of Directors
- f. Any information prohibited from public release by local, state or federal laws
- g. Any information in which public disclosure would not be in the best interest of the Corporation

3- **C. Correction of Inaccurate Information**

GVR will take steps to correct inaccurate information published or reported by external media about the Corporation as soon as reasonably practicable after its discovery. Such steps may include a request for a correction to be published and/or a written opinion piece submitted to the media outlet. The nature and seriousness of the misinformation shall be considered in determining the most appropriate course of action.

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

4- **D. Media & Public Access**

As a private, nonprofit 501 (c)(4) organization, GVR is obligated to ensure that only authorized members, guests, and visitors are allowed access to its facilities and programs in conformance with its Bylaws. ~~For this reason, the Corporation may deny the use of its facilities to any outside group that, in its judgment, does not further the interests of GVR and its members.~~ GVR may also deny requests for access or information by news organizations if it is determined that the nature of the visit or inquiry is not in the best interest of the Corporation and/or its members.

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Commented [WE3]: Already in facility use section.

5- **E. Media Access**

Members of the news media may request access to GVR, its members, clubs and programs for the purpose of developing news items subject to certain restrictions. GVR has an obligation to protect the privacy of its members without intrusion or disruption of their visits to or utilization of our facilities.

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Media representatives (e.g. reporters) are also welcome to attend members-only functions held on GVR property (such as GVR club events) or events hosted by outside groups that are renting GVR facilities if they have been invited to such events. Media representatives shall notify GVR in advance if they wish to attend non-public events to which they have not received an invitation from GVR or the event’s host such as GVR classes, and all other activities at any GVR facility (including meeting rooms, sports courts, fitness centers and pools/spas).

Media representatives shall be required to provide the general nature of the visit, who they wish to interview, and which facility they wish to visit. A GVR employee may be designated to accompany the media representative to the event. ~~GVR reserves the right to deny the request if it is determined that the nature of the visit is not in the best interests of the Corporation and/or its members.~~

Commented [WE4]: Already in #4

For the safety and privacy of members and employees, still or video photography at private events is prohibited without prior written approval from GVR and signed waivers from every individual whose image is photographed or videoed.

F. Media Coverage of Public Events

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Formatted: Font: (Default) Verdana, Bold

News organizations are welcome to attend any program or event at GVR that is open to the general public and community upon payment of the regular admission fee, if any, or with a complimentary ticket if provided by GVR. Examples of public events include live performances, annual Health Fair, annual Artisans Fair, GVR Foundation’s Southern Arizona Senior Games, lecture series, GVR Center open houses and ceremonial dedications.

G. ~~M~~Media Access to GVR Clubs

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Formatted: Font: (Default) Verdana, Bold

GVR sanctions various clubs, many of which use GVR’s facilities for their meetings and activities, and some of which have designated spaces for their club’s use. As a courtesy, media representatives who wish to access GVR property to visit a GVR club shall notify the PIO of their visit and its nature. If a GVR Club has invited media representatives to visit their club or attend an event, the club is required to notify the PIO of such visit.

Media representatives invited to GVR facilities by a GVR club are subject to the same rules and regulations as other GVR guests.

Clubs officers shall be responsible for ensuring that media representatives comply with such rules and regulations and ensuring the accuracy of any information provided to them.

8. **H. Media Requests for Information – Media Inquiries**

GVR wishes to maintain its relationships with media outlets and will respond to any request for information deemed to be in the best interests of the Corporation and its members as determined by the PIO. Requests for information from media will be considered on a case-by-case basis, depending on the nature of the request.

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Formatted: Font: (Default) Verdana, Bold

9. **7.1.3 MEMBER COMMUNICATIONS**

Communications with GVR members are intended to keep members informed of news and information, and shall be accurate, truthful, transparent and timely. Members are encouraged to attend GVR governance meetings to become and remain informed.

Formatted: Font: (Default) Verdana, Bold

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

10. **A. Response to Member Communications Sent to Staff**

Any written, emailed, or telephone communications received by staff from members that are deemed to be of a serious nature shall be forwarded to the CEO who, at his/her discretion, may consult with the Board President prior to authorizing a response.

GVR will not respond to anonymous, obscene, harassing, belligerent or threatening communications received from any individual.

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Formatted: Font: (Default) Verdana, Bold

11. **B. Response to Member Communications Sent to the Board of Directors**

Member suggestions made at Board of Directors Meetings or sent to the Board via email or other means may be referred to the chair of an appropriate committee for consideration.

Formatted: Font: (Default) Verdana, Bold

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

12. **C. Member Comments at GVR Board of Director Meetings**

Members are welcome and encouraged to attend regular monthly meetings of the GVR Board of Directors and are permitted to address the Board at designated times during the meetings. (See *Section VI Board/Board Committees, Subsection 3 Board Meetings B. Protocol and Conduct for Board Meetings*).

Formatted: Indent: Left: 0.5", No bullets or

Commented [WES]: This will have to be updated as to Part and Section numbers.

SECTION 2 - EMAIL AND SOCIAL MEDIA

7.2.1 GVR Email Administrator

The CEO or CEO designee shall serve as GVR Email Administrator and shall have the following responsibilities with respect to email sent to the GVR Director Email Address:

1. Responding to member emails requesting general information or forwarding same to the appropriate GVR administrative staff member;
2. Acknowledging receipt of all other member emails and forwarding same to the GVR Board President for review and response; and
3. Archiving email messages.

4. 7.2.2-Email Communications with Members

GVR communicates via email with members to respond to inquiries and to provide news and information to the membership. The CEO or CEO's designee(s) shall serve as GVR Email Administrator and is responsible for responding to email correspondence from GVR members and/or forwarding the communication to the appropriate staff for response.

a. A. General Email

GVR has established and frequently monitors a general email box (Hotline@gvrec.org) for members to use to make comments or ask questions and which is posted on the GVR website and included in each eBlast and newsletter. The Email Administrator is responsible for monitoring this email box and responding to member emails or forwarding them to the appropriate employee for response. Emails received from members shall be saved and archived by staff as designated by the CEO.

b. B. GVR Email Updates

GVR has an electronic newsletter (e.g. eBlast) that is sent to subscribers who must "opt in" and agree to receive such email communications. GVR respects the privacy of its members and subscribers, and does not rent, sell, or share subscriber's names, information or contact information, including email addresses.

e. C. GVR Board of Directors Email Policy

~~To facilitate communications among GVR Board Directors, GVR's Board-approved "Email Policy" provides each member of the~~

Commented [WE6]: These sections were moved, not added.

Formatted: Font: Verdana

Formatted: Normal, No bullets or numbering

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Normal, Indent: Left: 0.69", No bullets or numbering

Formatted: Font: (Default) Verdana, Bold

Formatted: Normal, Indent: Left: 0.69", No bullets or numbering

Formatted: Font: (Default) Verdana, Bold

~~Board of Directors with an official GVR email address, which is to be used solely for governance-related communications between Board members and GVR staff only.~~

A generic email address for members to communicate electronically with the Board of Directors (board@gvrec.org) is posted on the GVR website and published in each GVR Now! Newsletter. Emails addressed to the Board shall be reviewed by the CEO and the designated GVR Email Administrator who shall archive all such email messages, forward them to the Board President, and copy other Directors. Any director who receives a communication in a personal non-GVR email account that concerns GVR business and/or Board matters shall forward same to the CEO for review and if appropriate, archiving by the GVR Email Administrator.

The Secretary of the Board of Directors is authorized to determine where the subject of an email should be dealt with, i.e., which committee or Board meeting, and to respond to member emails that request a response.

~~It is the policy of the GVR Board of Directors that individual Board members shall not use email to discuss, debate, or make policy or operational practice statements related to GVR whether in response to a member's comments or for any other purpose except as may be specifically authorized by the Board.~~

7.2.3 Prohibited Email Communications

The following email communications are strictly prohibited:

1. Messages containing offensive language, including, but not limited to, defamatory, racist or obscene remarks;
2. Messages intended to or that would cause a reasonable person to be alarmed, annoyed or harassed;
3. Messages containing an attachment that is from someone other than the member sending the email;
4. Any attempt to disguise the sender's identity or an email with an anonymous sender;
5. Potentially damaging messages including, but not limited to mass or commercial messages, spam, and messages containing viruses; and
6. Messages concerning GVR business and/or operations addressed to a GVR Director's personal email account.

Commented [WE7]: This was moved not added

7.2.4 Board of Directors Email Policy – (updated September 25, 2018)

Formatted: Indent: Left: 0.25", No bullets or numbering

To facilitate communications among GVR Board Directors, GVR's Board-approved "Email Policy" provides each member of the Board of Directors with an official GVR email address, which is to be used solely for governance-related communications between Board members and GVR staff only.

E.

~~GVR shall maintain a password-protected generic email account ("GVR Director Email Address") which shall serve as the sole means of email communication between members and GVR Directors relating to GVR business and/or operations.~~ The GVR Director Email Address shall be posted on the GVR website and may be published in GVR publications and Members will be directed to communicate to Directors via the GVR Director Email Address. ~~Directors shall be assigned an email address by GVR which they shall use for all email communications relating to GVR business and/or operations between each other and/or GVR staff.~~

Formatted: Font: Times New Roman

Formatted: Normal, No bullets or numbering

~~The Secretary of the Board of Directors is authorized to determine where the subject of an email should be dealt with, i.e., which committee or Board meeting, and to respond to member emails that request a response.~~

It is the policy of the GVR Board of Directors that individual Board members shall not use email to discuss, debate, or make policy or operational practice statements related to GVR whether in response to a member's comments or for any other purpose except as may be specifically authorized by the Board.

5. Prohibited Email Communications

~~The following email communications by GVR's Directors, members, employees, and volunteers are strictly prohibited:~~

- ~~a. Messages containing offensive language, including, but not limited to, defamatory, racist or obscene remarks~~
- ~~b. Messages intended to or that would cause a reasonable person to be alarmed, annoyed or harassed~~
- ~~c. Messages containing an attachment that is from someone other than the member sending the email~~

- ~~d. Any attempt to disguise the sender's identity or an email with an anonymous sender~~
- ~~e. Potentially damaging messages, including but not limited to, mass or commercial messages, spam, and messages containing viruses~~
- ~~f. Messages concerning GVR business and/or operations addressed from a GVR Director's personal email account~~
- ~~g. Personal emails using a GVR email account~~

€ **7.2.5 ELECTRONIC & SOCIAL MEDIA**

GVR may utilize electronic and social media sites (e.g. Facebook™, Twitter™, etc.) to share information on the Corporation's activities and events and for any other purpose related to GVR business. To the extent that such media sites allow individuals to post replies and comments, GVR reserves the right to limit and/or remove, at its sole discretion, any reply or comment it deems offensive or contrary to the interests of the Corporation or its members.

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

Formatted: Font: (Default) Verdana, Bold

PART 8

RISK MANAGEMENT

SECTION 1 - GENERAL

8.1.1. Policy

GVR recognizes that good risk management is in the best interest of the organization and has assigned this responsibility to the Chief Executive officer as an operational issue. The objective is the effective risk management of property and casualty losses to which GVR is, or may be, exposed.

8.1.2 Disaster Recovery

A. Priorities

GVR's three main priorities in a disaster recovery situation shall be:

1. Protect and care for the people who are at the disaster site.
2. Protect all GVR assets located at the site.
3. Ensure business continuation as quickly and effectively as possible.

B. Disaster Manual

1. Staff shall maintain, and update as needed, a manual, located at all volunteer monitor locations, as a readily available method of effectively responding to a disaster affecting GVR and [the](#) surrounding community.
2. The manual provides a means for personnel to find correct information quickly and to adjust to a disaster.
3. The manual includes a plan for recovery from the effects of a disaster after the emergency has been addressed, to the point where all normal operational functions are restored.

C. Disaster Recovery Team

1. The Chief Executive officer has the prime responsibility for the creation and successful operation of the Disaster Recovery Team. The Chief Executive officer functions as the principal Public Information [Officer](#) (PIO), who provides communications to media and membership regarding process, direction, and progress of recovery effort.
2. [A](#) Risk Management Committee shall be appointed by the Chief Executive officer. Members collectively shall have expertise in insurance, risk management, loss mitigation, [M](#)medical, contracts

and finance. Appointed GVR staff members shall include Buildings Services Manager, Chief Financial Officer and IT Director.

3. [The Risk Management Committee](#) has the responsibility to review [relevant insurance policies](#) ~~Corporate Insurance~~ for [adequate](#) ~~regarding~~ coverage.
4. The Disaster Recovery Team has primary responsibility of maintaining member services during a disaster. The Chief Executive officer shall coordinate with GVR Board when additional revenue, equipment, or staff is needed to fulfill this mission. The Chief Executive officer shall assist the Risk Management Committee with direction as to facilities and planning.

SECTION 2 - INSURANCE [AND INDEMNIFICATION](#)

8.2.1. Coverages

The Following Insurance Coverages Shall Be Maintained By The Corporation:

1. Property Insurance on Buildings and Contents
2. Business Interruption Insurance
3. General Liability
4. Electronic Data Processing
5. Crime, Employee Dishonesty and forgery
6. Automobile
7. Umbrella Liability
8. Directors and officers Liability
9. Employment Practices
10. Fiduciary Liability
11. [Workers' Compensation](#)

8.2.3. Volunteers and Members

GVR volunteers and members shall be listed as additional insureds in its general liability protection coverage.

8.2.34. Committee Members

Committee members shall be listed as additional insureds on the directors and officers liability policy.

~~SECTION 3 - INDEMNIFICATION~~

~~8.32.15. Indemnification~~

The Corporation shall indemnify and hold harmless its officers, Directors, employees, and agents to the extent permitted by Arizona law.

SECTION 3 - FRAUD POLICY

8.3.1. Scope of Policy

A. This policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against Green Valley Recreation, Incorporated (GVR). This policy applies to any irregularity, or suspected irregularity, involving employees as well as members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with GVR.

B. Staff are in the best position to detect and prevent fraud, misappropriations, and other irregularities within their area of responsibilities. Each member of the management team should be aware of the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

8.3.2. Actions Constitution Fraud

Fraudulent acts include the following:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of GVR activities
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to GVR. Exception: gifts less than \$100 in value with authorization by a supervisor and in compliance with the GVR employee handbook.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity

Irregularities concerning an employee's moral, ethical, or behavioral conduct do not fall within this Policy and should be reported to the Human Resources Manager.

8.3.3. Reporting Procedures

An employee who discovers or suspects fraudulent activity will contact the CFO immediately or if the CFO is the individual allegedly involved in the activity, the CEO. The employee or other complainant will remain anonymous.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by GVR's legal counsel or the Human Resources Department.
- Do not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

8.3.4. Investigative Responsibilities

The Human Resources Department has the primary responsibility for the investigation of all suspected fraudulent acts. In that effort, the Human Resources Department will have:

Formatt

• Free and unrestricted access to all GVR records and premises, whether owned or rented; and

• The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to GVR.

8.3.5. Confidentiality

A. The CEO, CFO and the Human Resources Department shall treat all information received confidentially. Investigation results will not be disclosed or discussed with anyone other than as directed by the CEO or the Human Resources Department. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect GVR from potential civil liability.

B. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer must be directed to the Human Resources Department. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

8.3.6. Results of Investigation

A. If the investigation substantiates that a fraudulent activity has occurred, the Human Resources Department shall notify the CEO. The CEO shall report the findings to the Board President and if appropriate, notify GVR's insurance carrier if there is a financial loss to GVR.

B. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the Board in consultation with GVR's legal counsel and CEO, as will final decisions on disposition of the case.

C. If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from the CEO, the Human Resources Manager, and GVR's legal counsel and, if necessary, by outside counsel, before any such action is taken.

8.3.7. Administration

The CEO is responsible for the administration and application of this policy. The CFO, in conjunction with the Human Resources Department, shall perform an annual assessment and evaluation of the risk of fraud and report the findings thereof to the CEO and GVR's Board of Directors.

PART 9

HUMAN RESOURCES

SECTION 1 - EMPLOYMENT PRACTICES MANDATES

9.1.1. Non-Discrimination Policy:

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

9.1.2. Non-Discrimination Practices

Green Valley Recreation, Inc. shall comply with all federal and Arizona statutes pertaining to employment practices. Such compliance includes, but is not limited to:

1. Title VII of the Civil Rights Act of 1964, as amended
2. Age Discrimination in Employment Act of 1967, as amended
3. Equal Pay Act of 1963, as amended
4. Americans with Disabilities Act of 1990, as amended
5. Family and Medical Leave Act of 1993
6. Occupational Safety and Health Act of 1970
7. Fair Labor Standards Act
8. Immigration and Control Act of 1986

SECTION 2 - CORPORATE PERSONNEL

9.2.1. Policy Statement

Green Valley Recreation works diligently to employ competent people from diverse backgrounds to work together. Fair and effective employment practices are the foundation for trust and open communication enabling GVR to best support employees in achieving personal and organizational objectives.

9.2.2. Equal Employment Opportunity Policy

A. General

Underlying the mission of Green Valley Recreation is a firm belief in the dignity of all people, which is actively affirmed through the *Green Valley Recreation Equal Opportunity Policy*, which strongly states its commitment to equal employment opportunity for applicants, employees at all levels and volunteers. Primary responsibility for implementation of this policy rests with the Chief Executive officer.

B. Policy

Green Valley Recreation in its employment policies and practices and in its public accommodations agrees to comply with all relevant and applicable federal, state, and local laws and regulations and standards relating to discrimination, biases and/or limitations based on age, race, color, ancestry, country of origin, disability, ethnicity, marital status, familial status, veteran status, gender, religion, sexual orientation or gender identity. This policy governs all aspects of employment, including recruitment and recruitment advertising, selection, job assignment, promotion, demotion, corrective actions, reduction-in-force, termination, compensation, selection for training and development, and all organization sponsored social and recreational activities.

SECTION 3 - MISCELLANEOUS

9.3.1. Volunteers

A. A volunteer is a person who performs a service for GVR without compensation.

~~**B.** Volunteers are covered under the GVR liability policy.~~

~~**C.B.** _____ Volunteers may be will be reimbursed compensated for their services by GVR for pre-authorized expenses, including mileage or other incentives.~~

9.3.2. GVR 401(K) Contribution Plan

GVR has a 401(K) Contribution Plan for the benefit of its employees.

9.3.3. Records Retention Policy

GVR will maintain all payroll and personnel records in an organized manner and ~~keep file these such~~ records in a safe and protected environment.

PART 10 MISCELLANEOUS

SECTION 1 -PETITIONS FOR BOARD CANDIDATES AND PROPOSED BYLAW AMENDMENTS

10.1.1 Petition Process

1. Petitioning Member will contact the Director of Administrative Services (or designated staff member) at Administrative Offices to review the process and will sign, in the presence of that staff member, the Statement of Agreement. The Statement indicates that the petitioner has read and agrees to the petition process contained in this section of the CPM for the handling of petitions.
2. All petitions shall be on the proper form available from the Director of Administrative Services. After the form has been signed and witnessed by the Chief Executive officer or designee, the petitioner may make multiple copies of the form and shall pre-number each. The petitioner may then begin obtaining signatures with addresses, and GVR numbers.
3. Signatures may be collected on GVR properties, but not in dedicated club spaces, nor in auditoriums during GVR-sponsored events, concerts or performances. Petitioners are reminded to be respectful of members.

10.1.2. Requirements for Signatures

1. Signatures on the petition shall be made in the presence of the petitioner or their designee.
2. As with voting, only one (1) signature for in the event that more than one (1) signature is cast for a particular GVR property will be counted., none of the signatures from that property shall be counted.
3. After the required number of signatures is collected, the Petition forms shall be returned for validation to the Secretary of the Corporation at GVR Administrative Offices.
4. After validation is complete, the petitioner will be notified as to whether the Petition forms-meets the requirements for the matter to be placed on the ballot.
5. All petitions must conform to GVR Bylaws and the Arizona Revised Statutes.

SECTION 2 - EXAMINATION OF CORPORATE DOCUMENTS

~~10.2.1. Authority~~

~~A GVR member may examine the corporate documents as provided by the Arizona Statutes.~~

10.2.2. Inspection of Records

Subject to the limitations set forth in Arizona law, ~~the~~ books, records and papers of the Corporation shall, for specific and proper purpose, at all reasonable times during business hours be subject to examination by a GVR Member ~~regular member of The Corporation~~ upon written demand to the GVR Email Administrator. ~~Corporation) subject to any applicable confidentiality policy. GVR reserves the right to assess a fee for hard copies of documents requested by members.~~ GVR will not create or generate reports that are not ~~already prepared in the regular course of business~~ kept in the Corporation's records.

10.2.3. Charge for Documents

A GVR member requesting copies of GVR documents ~~records~~ will be assessed a charge ~~charged at a per page rate~~ determined by the administration, ~~but in accordance with Arizona Statutes,~~ with the exception of GVR Bylaws or any GVR free publications.

SECTION 3 - ~~MISTAKE OR TYPOGRAPHICAL ERRORS IN PRINTED MATERIAL IN THE CORPORATE POLICY MANUAL~~

- A. When a GVR member or employee discovers or is made aware of an apparent ~~mistake or~~ typographical error or other anomaly in the Corporate Policy Manual, that person is directed to forward that information to the ~~Chair,~~ Board Affairs Committee chairperson.
- B. Upon receipt of that information, the chairperson or Chair, ~~Board Affairs Committee,~~ or a Board Affairs Committee member designated by the Chairperson for such purpose, shall examine the reported error and:
 - 1. If the error in any way changes or confuses the intended meaning of the section, it shall be referred to the Board Affairs Committee. The Committee shall take appropriate corrective action.
 - 2. If the error does not alter or confuse the intended meaning of the section, the reviewing person shall forward the information to the Director of Administrative Services, who may cause the item to be

placed in a tickler file for corrective action to be taken the next time the page containing the error is otherwise revised.



Green Valley Recreation, Inc.

Board Affairs Committee

Review CPM Part 2 Section 2.1.2

Prepared By: Nanci Moyo, Administrative Supervisor

Meeting Date: February 15, 2022

Presented By: Nina Campfield

Consent Agenda: No

Originating Committee:

Board Affairs Committee

Background:

On February 7, 2022, at a Special Board Meeting Part 2, Section 2.1.2 of the CPM was discussed and postponed in a motion to the February 23, 2022, Regular Board Meeting.

Board Affairs review this section.

Strategic Plan Focus Area:

Goal 5 – Good Governance

Attachment:

Part 2, Section 2.1.2

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.