

# CONSTITUTION

for the

## COLLINS AEROSPACE CLUBS AND LEAGUES BOARD

### Definitions

- CA – Collins Aerospace
- CACLB – Collins Aerospace Clubs and Leagues Board
- Clubs – CA affiliated groups promoting hobbies and recreational activities
- Leagues – CA affiliated groups promoting organized sporting activities
- Employees – Full-time employees, part-time employees, contract employees, co-ops and interns

### ARTICLE I

#### CACLB Objectives

SECTION 1: The CA Clubs and Leagues Board is organized to promote, support and facilitate CA Clubs and Leagues through communications with company leadership and administration of CA financial subsidies.

### ARTICLE II

#### Board Membership Requirements

SECTION 1: The board is comprised of club and league appointed participants (usually the officers of the club or league) and the following specially elected board officers:

- President
- Vice President (Permanently the HR representative)
- Treasurer
- Secretary
- Leagues Coordinator (Permanently the Collins Recreation Center Coordinator)

SECTION 2: Officer term (except for the Vice President & Leagues Coordinator) shall be for two (2) years.

SECTION 3: Election of the President shall be performed at the summer meeting in odd years (2007, 2009, etc), with the election of the Treasurer and Secretary occurring in fall of even years (2008, 2010, etc) so as to promote cohesiveness within the board.

SECTION 4: Officers (except for Vice President and Leagues Coordinator) shall be elected from club or league membership by those attending the appropriate fall CACLB Board meeting.

SECTION 5: Board officers may be elected from general membership of any club or league.

SECTION 6: Persons wishing to run for a position as a board officer should submit a resume and be prepared to speak to the entire board on the night of election

as to their vision and commitment to working with clubs and leagues world wide.

ARTICLE III  
Board Meetings

SECTION 1: CACLB shall conduct quarterly open board meetings each year in approximately the months of March, June, September and December.

SECTION 2: CACLB Leadership shall invite at least one representative from each club or league to each open board meeting.

SECTION 3: Special meetings (open or board officers only) may be called at any time.

ARTICLE IV  
CA Subsidy Management

SECTION 1: CACLB shall accumulate and submit budgets for all clubs and leagues desiring financial support to CA leadership for approval and funding consideration.

SECTION 2: CACLB shall manage and distribute funding provided by CA to the individual clubs and leagues requesting financial support to the extent provided by CA.

SECTION 3: Per-member subsidies for Clubs shall be the lower of a match of club dues or the flat rate per member funding available for each fiscal year.

SECTION 4: Per-member subsidies apply to employees, retirees, contractors and their respective spouses.

SECTION 5: Funding for Leagues shall be distributed (within available funding limitations) to the appropriate league treasurer.

SECTION 6: Special-funding requests for clubs or leagues shall be distributed (within available funding limitations) upon coordination with the requesting club or league leadership.

SECTION 7: CACLB shall provide an end-of-year financial report to CA leadership documenting the distribution of CA provided funding. (see Example Agenda for CACLB Board Meetings at the end of this document)

ARTICLE V  
Non Financial Reporting

SECTION 1: CACLB shall provide an annual report to CA leadership regarding such things as overall club and league participation, activities, and community service information. (See Example Agenda for CACLB Board Meetings at the end of this document)

SECTION 2: CACLB Vice President shall receive and retain membership forms and injury waivers for each club member, retaining the forms for the current year and one additional year.

# BY-LAWS

for individual

## COLLINS AEROSPACE CLUBS AND LEAGUES

### ARTICLE I

Code of Conduct

SECTION 1: All club and league activities shall conform to CA standards of conduct.

### ARTICLE II

Club or League By-laws

SECTION 1: Clubs or leagues may use the following by-laws in lieu of creating club or league specific by-laws.

SECTION 2: Each club or league may adopt club or league specific by-laws with approval from CACLB.

SECTION 3: Any club or league by-law changes must be presented to the CACLB before the club or league may adopt them. It is suggested that by-laws be reviewed periodically.

### ARTICLE III

Membership Requirements

SECTION 1: Club or league membership may be comprised of CA employees, contract employees, retirees, and their respective spouses.

SECTION 2: If approved by club or league membership, others may join clubs or leagues, but they must demonstrate a reasonable affiliation to CA and be of appropriate ages for the subject activities.

SECTION 3: Adult children of active club and league members may participate in that league or club dependent upon that club and league's membership agreement.

SECTION 4: Each participating member of a club shall complete and submit a membership request providing the following minimum information:

Name of club or league

Name of participant

Home address of participant

Membership status (Employee, Retiree, Contractor, Spouse, Other)

Signed injury waiver equivalent to the following:

**Release;**

I understand that the above named activity is sponsored for recreational purposes only. I also understand the nature of the activity including its possible risks and voluntarily register for participation.

I hereby release Collins Aerospace subsidiaries' and affiliates from any claims, demands or damages because of injury or death, other than customary and reasonable medical expenses under the existing company medical plan, resulting in any way from participation in this activity.

(Signature) Date

SECTION 5: The League Coordinator shall establish and maintain appropriate records of league membership and injury waivers as determined applicable by the independently managed Collins Aerospace Recreation Center.

SECTION 6: The governing guideline is that these are club or leagues for and by CA employees.

#### ARTICLE IV

##### Officers

SECTION 1: At a minimum, each club shall have a President, Vice President, and Secretary/Treasurer. Each League shall have a minimum of two Co-ordinators, and a designated Treasurer.

SECTION 2: Club or league officers are to be elected from club or league members and are voluntary positions.

SECTION 3: Elections for each club or league officer shall be conducted once each year. Each club or league shall identify its officers to the CACLB Secretary following elections to assure the CACLB contact list remains current.

SECTION 4: Club or League officers may serve consecutive terms if agreed upon by membership.

#### ARTICLE V

##### Club Reporting Responsibilities

SECTION 1: Each Club or League desiring financial assistance shall submit a financial budget for the following fiscal year to the CACLB for consideration in March of each year. This budget should include any special purchase requests and current membership count for use in forecasting next fiscal year's per-member subsidies.

SECTION 2: Each Club and League shall also report the club or leagues community service or volunteer hours in March to support next fiscal year's subsidy requests.

SECTION 3: Clubs or Leagues requesting funding for special expense items shall coordinate disbursement with the CACLB prior to committing to a purchase.

SECTION 4: Each Club Secretary/Coordinator shall submit originals or legible copies of all membership applications and injury waivers to the CACLB Vice President in a timely manner.

## ARTICLE VI

### Club or League Finance Management

SECTION 1: If applicable, club or leagues may establish their own bank accounts. Alternately expense reports referencing the club or league specific SAP Internal Order may be utilized to distribute available funding per CA process.

SECTION 2: Individual club or league Treasurers are responsible for assuring their external bank account or Internal Order account are not overdrawn or in default. Neither CA, nor the CACLB officers are responsible for individual account management, overdrafts, fines or penalties.

SECTION 3: All clubs and leagues that are not already registered as a separate entity, such as an LLC or a non-profit organization may use the Employee Identification Number (EIN/TIN/SSN) assigned to the Collins Aerospace Clubs and Leagues Board for business transactions such as opening a bank account. The number is 20-3949856.

## ARTICLE VII

### Use of Company Facilities

SECTION 1: Clubs or leagues will be allowed to use CA facilities for meetings as long as the meetings do not disrupt normal business operations.

SECTION 2: Special events using company facilities must be coordinated through appropriate facility and security contacts.

## ARTICLE VIII

### Club or League-Sponsored Events

SECTION 1: Clubs or leagues may advertise events such as shows and sales to the public at their own expense.

SECTION 2: Any club or league advertisement must include an appropriate club or league member contact.

SECTION 3: Shows and activities where people not affiliated with CA may be present may not be used to recruit new members. (See Article III)

EXAMPLE ACTIVITY REGISTRATION FORM

Name: \_\_\_\_\_ Ext. \_\_\_\_\_ Mail Drop: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Activity: (CLUB NAME)

Activity Coordinator: (coordinator name and mail stop)

Participation fee: (insert dues amount)

Cash/Check, Check # \_\_\_\_\_

(circle one)

Status: \_\_\_\_\_

(E = employee, S = spouse, R = retiree, C = contract)

Division: \_\_\_\_\_

**Release;**

I understand that the above named activity is sponsored for recreational purposes only. I also understand the nature of the activity including its possible risks and voluntarily register for participation.

I hereby release Collins Aerospace, subsidiaries' and affiliates from any claims, demands or damages because of injury or death, other than customary and reasonable medical expenses under the existing company medical plan, resulting in any way from participation in this activity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*Subsidized participants are defined as current employees, retired employees, contract employees and spouses of the above. Inclusion of non-subsidized participants will be subject to each individual program's concurrence.

FOR OFFICE USE ONLY

Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subsidized Participant: @ \$ \_\_\_\_\_ Non-subsidized Participant

@ \$ \_\_\_\_\_

Invoice # \_\_\_\_\_

Example Agenda for CACLB Board Meetings  
(Months are approximate and subject to adjustment)

March

- Clubs and Leagues submit budget/expense requests for following fiscal year
- Clubs and Leagues submit volunteer hours information for past year
- Clubs and Leagues submit membership counts forming basis for following year per-member subsidy
- CACLB provides any necessary updates on overall program status
- Clubs/Leagues bring any important new information to attention of CACLB for information or action as needed

June

- CACLB Officer elections per Constitution Article 2
- CACLB provides any necessary updates on overall program status
- Clubs/Leagues bring any important new information to attention of CACLB for information or action as needed

September

- Club / League report out on fiscal year end activities as applicable
- CACLB provides summary of current fiscal year status if available
- CACLB provides any necessary updates on overall program status
- Clubs/Leagues bring any important new information to attention of CACLB for information or action as needed
- Clubs/Leagues bring list of current officers.

December

- CACLB provides summary of current fiscal year status if not available in Sept
- CACLB provides any necessary updates on overall program status
- Clubs/Leagues bring any important new information to attention of CACLB for information or action as needed