

NOTE: These are the HRC policies, procedures and bylaws as of their replacement by the HRSC versions following the structural change of 2015, necessitated to retain non-profit status, especially for the scholarship program.

Policies

Privacy Policy

General: Honeywell Retirees Club of Arizona (HRC) will use reasonable precautions to protect the membership from identification by people outside of the Club. We are not responsible for accidental disclosure.

Printed Publications: Because of the limited distribution of **The Bridge** and other publications, member's full names will be published. Members who wish may have their email addresses and telephone numbers published.

Web site: Because of the wide availability of the web site and ease of access by people outside of HRC, the following guidelines govern the web site hrcaz.org:

1. Members: Only the first names of members will be published. Last names, phone numbers, addresses and email addresses will be withheld. Where deleting last names makes a paragraph meaningless (e.g., a list of new retirees), the entire paragraph will be eliminated. Photographs may be posted.
2. Board members: Board member's full name, telephone number and email address may be posted on the site.
3. Program leaders: Program leader's full name, telephone number, email address and other information as included with the program announcement will be posted on the site unless otherwise directed by the leader in writing.
4. Authors: Author's full name, telephone number, email address and other information as included with the article will be posted on the site unless otherwise directed by the author in writing.
5. Mailto URL: The mailto URL will not be used with board member's, program leader's or author's email addresses to prevent harvesting by search engines. The mail to URL will be used with the site's email address.

Other Communications: Except as required by law, HRC will not reveal members names, phone numbers, addresses, email addresses or retirement data to any party, member or not, without the permission of the individual.

Event refunds

For any events sponsored by HRC where an individual, for whatever reason, cannot attend the event, the individual will be responsible for the cost of the event unless the sponsor of the event will refund the costs. No refunds will be made unless HRC does not incur cost.

Disclaimer

Honeywell Retirees Club of Arizona is an independent, non-profit organization composed of Honeywell retirees in Arizona. All opinions expressed herein are those of the authors only. No opinion expressed is to be construed as Honeywell, Inc. policy. The entire contents are copyright by the Honeywell Retirees Club of Arizona.

Procedures

Honeywell & Garrett Retiree Clubs Scholarship Program

Joint Operating Instructions

Purpose:

The purpose of the Scholarship Program is to identify eligible undergraduate and graduate college students who are descendants of Retiree Club members and award them money to help reduce their costs for education.

Summary:

The Honeywell Retiree Clubs Scholarship Program is a joint program by Honeywell International (HON), Honeywell Retirees Club (HRC) and the Garrett Retirees Club(GRC) to encourage scholarship and technical study at the three major Arizona universities by providing financial assistance to university students who are descendants of active or deceased club members. This assistance is in the form of a scholarship each year for those attending one of Arizona's three major Arizona universities; University of Arizona(UA), Arizona State University (ASU) and Northern Arizona University (NAU). HRC is the lead organization and maintains both process and the funds account.

Funding:

The source of the funds for these three scholarships is shared between Honeywell International and the Retiree Clubs as follows:

- Honeywell International: \$1500.
- Honeywell Retirees Club: \$750.
- Garrett Retirees Club \$750.

Each February, the President of HRC shall request HON for HON's \$1500 share. These monies are deposited by the HRC Treasurer into an HRC account dedicated to the Scholarship Program. At the same time, the GRC Treasurer will issue a check for \$750 to HRC to fund their portion of the program. The HRC Treasurer will transfer into the Scholarship fund \$750 from the general fund. This action should be complete by March 1 and will fund each current year's \$3,000 target for scholarships. The \$3,000 will be used to provide three \$1,000 scholarship awards, one award for each school.

To ensure flexibility in the program, if there are less than three eligible candidates for any scholarship year, excess funds in the Scholarship Fund Account shall be retained for use in the following year, or for award in mid-year, if an applicant presents for consideration. \$3,000 in any year may be used to increase individual awards or increase the number of available awards at the discretion of the Club Scholarship Chairs.

HRC Scholarship Chair will report to HON and the GRC Scholarship Chair on the status of funds, twice each year. First report shall be made at the end of April to verify all funds are in place for awards. The second report shall be at the end of the award process to verify awards funded and identify award recipients.

Student Eligibility Requirements:

1. Candidates must re-apply annually.
2. The student must be a descendant of an active or deceased member of HRC or GRC Retirees' Club. A deceased member is defined as a member who passed away while holding active membership in one of the two clubs
3. Student must have attained a 3.0 or better GPA.
4. Note: It's the intent of this organization to insure awards are provided to students who are serious about studying and graduating. Enrolled freshman may apply during the second freshman semester for their sophomore year, providing they attain a 3.0 GPA or greater in their first semester. (The clubs will consider second semester GPA for award.) Consistent with this intent, the clubs will consider students who have demonstrated their student ethic by achieving success in a high school advanced program or other such demonstrator prior to entering college.
5. Student must be entering a sophomore, junior, senior, or graduate course of study. NOTE: Enrolled freshman may apply during the second freshman semester for their sophomore year, providing they attain a 3.0 GPA or greater in their first semester. (Second semester GPA will be considered for award.)
6. Preference will be given to a student applicant who is enrolled in a technical field in the event two or more applicants qualify for a scholarship. However, if there is no technical field applicant the scholarship is to be awarded to the best applicant meeting the Qualifications in paragraphs 2-4.

Selection Committee:

In the event of multiple applicants with insufficient scholarships available, the HRC Scholarship Chair will convene a selection team of 5 members to identify "most

qualified” applicants for the scholarship awards. Two members from each club shall be identified to participate in this selection process. The HRC Scholarship Chair will chair this committee.

Administration of the Scholarship Award Cycle:

Within each of the universities their financial aid office manages the administration of the scholarships in accordance with their individual financial office schedule for scholarships. In general these may be outlined as follows:

- September through March – Students are encouraged to complete applications for scholarship awards for the following year. These applications are available to the students on-line at the appropriate University Financial Aid Office web site. This web-site includes the Honeywell Retiree Clubs Scholarship application. The student submits the application to the school as directed by their Financial Aid Office and by the deadline as established HRC/GRC in coordination with the school. The application includes a requirement to provide the name of the applicant’s family member who is an active member or deceased member of one of the participating retirement clubs.
- Spring – Based on the school’s schedule, the Financial Aid office then makes a preliminary determination of qualifications for the scholarship and assembles a list of candidates.
 1. The school representative contacts the HRC Scholarship Chair and sends the name of each applicant and all application materials.
 2. The HRC Scholarship Chair requests each club’s membership director to verify the descendancy claimed in each application.
 3. In the event of multiple applications, the HRC Scholarship Chair convenes the retirees’ Selection Committee to make choices.
 4. The HRC Scholarship Chair contacts each school aid office representative indicating which candidates will receive awards.
 5. The HRC Treasurer will disburse funds to each school as appropriate. Each school, on receipt of funds will credit the account of their awardee student(s). The HRC Treasurer will notify the GRC Treasurer of the disbursement of funds.
 6. The Clubs will publish an announcement of the winners in their respective newsletters.
 7. The Clubs will request each successful applicant to write and send acknowledgement of the award (‘Thank You’) to HRC and HON.

Changes to this Instruction:

Any changes to this instruction must be reviewed and approved by participating club memberships. Approval shall consist of a majority of those who choose to vote.

EXHIBIT A: Program Application Form Template (attached): This form is a tool to provide to each of the three universities, and used for application by candidates requesting consideration for award under the program.

EXHIBIT B: Clarifications and Information Not Included as Part of This

Operating Instruction:

- Once awards are determined and funds sent to the schools, the schools will normally apply half of the funding for each of the two semesters. If a student loses his/her eligibility, unused funds will normally remain at the university for distribution at a future date to another qualified candidate.
 - Sperry Retirees' Club (SRC) has declined to participate in this program at the present time. Other Arizona-based Honeywell clubs may join and participate if they commit to fund the program as it is currently written in these Operating Instructions at which time the participating clubs may review and adjust the award level and/or number of awards.
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Exhibit A

Honeywell Retiree Club Scholarship Application

Application Deadline: TBD

Application and all supporting materials must be received by deadline date. Incomplete applications will not be considered.

Award Amount: A \$1,000 scholarship will be awarded for the **XXXX - XXXX** academic year.

Eligibility for Consideration: *(Please check all that apply)*

- I am a descendant of an active or deceased member of HRC or GRC.
- A deceased member is defined as a member who passed away while holding active membership in one of the two clubs.
- I will be a full-time sophomore, junior, senior, or graduate student during the **XXXX - XXXX** academic year.
- I have a minimum cumulative grade point average of 3.0 or greater.

If you have checked all the boxes above you are eligible for consideration.

Attachment Checklist:

Official college transcripts.

**Submit this form along with the above attachments to:
Either Financial Aid Office or Foundation, Depending on School
Requirements**

Name

School Student ID

Club Connection

Name of Club Member:

Address

Phone Number

E-mail Address

Course/Degree Sought

*I authorize the **School** to release my academic, financial aid information and my completed application to scholarship donors. All of the information provided with the submission of this application is true and complete to the best of my knowledge. If necessary, I agree to provide further proof of the information that I have given.*

Signature

Date

If you are under 18 years of age please have a parent sign on your behalf.

Honeywell Retiree Club Scholarship Application

Name:

School Student ID:

Major:

Year in school:

Cumulative grade point average:

Expected date of graduation:

In your own words, tell us more about yourself. Please include some facts about your family dynamics, inspirational role models, and any obstacles you've had to overcome in pursuit of your education goals.(250 words max):

ByLaws

HONEYWELL RETIREE CLUB OF ARIZONA

ARTICLE I – NAME

The name of the club shall be the HONEYWELL RETIREES CLUB OF ARIZONA. The club shall be freestanding but closely related to Honeywell International Inc.

ARTICLE II – MISSION

To provide a social organization in Arizona for Honeywell International Inc retirees (and others as defined in ARTICLE III). This organization will be open without regard to prior class of employment, race, creed, sex or geographical residence within the state.

To ensure that the organization provides program activities, programs and projects of interest to retirees and spouses.

HRC will endeavor to provide and facilitate effective communications between members, other Honeywell retiree clubs and Honeywell International Inc.

To provide opportunities to renew acquaintances and promote fellowship among retirees.

To assist retirees in maintaining and enhancing the image of Honeywell International Inc in the eyes of the public.

ARTICLE III – MEMBERSHIP

Section 1. Membership eligibility

Membership eligibility is automatic to anyone who is, or was employed by Honeywell International Inc., or retirees from other companies that have or have had an

ownership relationship with Honeywell International, or from any other Honeywell International Inc. locations who is eligible to receive benefits from Honeywell International Inc. and has reached the age of 50.

Section 2. Membership classes
Membership classes shall include:

Active members - Are those members paying annual dues and therefore eligible for all programs offered by the Club.

Associate members - Are those spouses of deceased Active Members. Such members will not be eligible to vote and shall not be required to pay Club dues. They will be eligible for all programs offered by the Club.

Section 3 - Annual dues

Annual dues will become payable on May 1st of each year and shall cover the period of May 1 through April 30 of the following year.

Members who become Active Members after May 1st of any year shall be considered to have paid their dues through April 30 of the following year.

The annual dues will be determined by the Board of Directors.

ARTICLE IV- CLUB MEETINGS

Section 1. Annual meetings

An annual meeting of the Club shall be held during the month of April at a time and place as designated by the Board of Directors

Section 2. Other meetings

Other meetings of the Club may be called either by the President or by the Board of Directors. Such a meeting may also be called through a written request to the Board of Directors stating the purpose of the meeting and signed by at least five Active members of the Club.

Section 3. Meeting announcement

Information shall be included in **THE BRIDGE** (official Honeywell Retiree Club newsletter) and the **HRC website** announcing the time and place of the Club's meetings, at least two weeks in advance of the meeting.

Section 4. Member votes

Each Active member shall be entitled to one vote on each issue presented by the Club.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Membership of the Board of Directors

There shall be a Board of Directors consisting of five officers (President, Vice

President, Secretary, Treasurer, and Past President) and six "at large" Directors, all elected from the Club's Active membership.

Section 2. Powers and duties

Subject to the provisions of these bylaws and to such action as may be taken from time to time by the Club at an official meeting, the Board of Directors shall control and manage the affairs of the Club. The Board of Directors may also establish committees with prescribed duties.

Section 3. Meetings

The Board of Directors shall meet at least six times per year. All meetings are open to any Active member subject to available space.

Section 4. Quorum

Six members of the Board present shall constitute a quorum of the Board of Directors provided that this includes at least two Club officers. At a regular Board Meeting and in the absence of sufficient officers and directors to constitute a quorum, a vote on matters brought up at the meeting that require a quorum may be submitted to Officers and Directors via e-mail by the President asking for a vote.

ARTICLE VI – OFFICERS

Section 1. Officers and directors

The officers of the club shall be the President, Vice President, Secretary, Treasurer, and Past President. In addition there will be six Directors.

Section 2. Powers and duties

- A. President-The President shall preside at all meetings of the Club and of the Board of Directors and shall perform the duties consistent to the office including establishing committees as needed.
- B. Vice President-The Vice President shall act at the discretion of the President and will assist the President in the operation of the Club. During the absence, or inability to act as the President, the Vice President shall perform the duties of the President
- C. Secretary-The Secretary shall perform the duties consistent to the office and keep the records of all meetings of the Club and of the Board of Directors. The Secretary shall give notice of all meetings and shall be responsible for correspondence, files, records, and papers of the Club except those pertaining to the office of the Treasurer. The Secretary will distribute the meeting minutes to all members of the Board in a timely fashion. In the absence of the President and Vice President, the Secretary shall preside at the meeting of the Board of Directors.
- D. Treasurer-The Treasurer shall perform the duties consistent to this office and keep full and accurate account of all money received and disbursed. The Treasurer shall make deposits in the name of and to the credit of the Club in such depositories as may be designated by the Board of Directors. The Treasurer will make disbursements as directed by the Board of Directors. The

Treasurer shall have authority to receive and to give receipts for all moneys paid to the Club and to complete and record all such transactions. Either the President or the Treasurer shall have the power to sign financial transactions. The Treasurer shall present at each meeting of the Club, a financial report, if requested by the Board of Directors. The books of the Club shall be audited annually, with the audit facilitated by the Treasurer. The Treasurer will maintain the non-profit status of the Club with the Arizona Corporation Commission.

- E. Directors-The Directors will serve and shall act in an advisory capacity on all matters of the Club's business. Each Director shall have one vote on any issue brought before the Board of Directors.
- F. Officers and Directors who miss four or more meetings out of six required meetings during the year may be temporarily replaced by an active member of the Club when appointed by the Board of Directors.

Section 3. Vacancies

Vacancies in any office of the Club may be temporarily filled by an Active member of the Club when appointed by the Board of Directors. The vacancy must be filled at the next regular election.

ARTICLE VII – ELECTION

Section 1. Election schedule

Election of the Officers and Directors shall be held in March and April of each year. The newly elected Officers and Directors will assume their offices on May 1st.

Section 2. Terms of office

Officers are elected for one year terms. The President may be elected for two consecutive terms only.

The terms of office for the Directors will be staggered. Each Director will serve a period of three years with two new Directors elected each year.

ARTICLE VIII - NOMINATION PROCESS

Section 1. Nominating committee

The Nominating Committee will submit their report to the Board and then ballots will be included in issues of **THE BRIDGE** preceding the annual meeting. Ballots may be mailed in prior to the annual meeting or cast at the meeting. The election of the officers and members of the Board of Directors shall be announced at the annual meeting.

Section 2. Selection Procedure

Nominations of candidates for office to the Board may be made by any Active member by submitting the candidates name to the Board of Directors (or the Nominating committee) by January 31. Written or verbal notification to the Board or to the Nominating committee will be sufficient. Nominees must be verified and agree to serve before being placed on the ballot. Candidates cannot run for more than one office per election.

ARTICLE IX – AMENDMENTS

Section 1. Proposal

A proposed amendment must be submitted in writing to the Board and signed by three Active members. The Board will make the decision on whether or not to take the proposed amendment to the membership.

Section 2. Adoption

These *BYLAWS* may be amended by a majority vote of Active members voting. The proposed amendment/s will be published in ***THE BRIDGE*** and voting will be by ballot.

Section 3. Records of amendments

The adopted amendments must be recorded in the minutes of the meeting where the vote is tallied. They will then be incorporated in the Club's *BYLAWS*.

RECORDED AMENDMENTS TO BYLAWS

Original as adopted by the membership on *January 1, 1986*

Revisions:

1. Changes in (1) fiscal year, (2) Candidate nominating procedures; adopted in *April, 1987*.
2. Addition of (1) two types of memberships, (2) changes in membership dues year, (3) Vacancies of officers and directors, (4) Nominating committee dates, (5) Nomination selection date; adopted in *May, 1988*
3. Changes to (1) procedures awarding Associate Member status to spouses of Active members, (2) meeting announcements, (3) voting, (4) election schedule; adopted *May, 1996*
4. Change to (1)Bylaws title to add "OF ARIZONA" to the name of the organization, (2) changes to clarify the types of membership eligibility, (3) change to have officers appointed by the elected Board of Directors; adopted *April, 1998*
5. Changes: (1) "Honeywell International Inc" has replaced "Honeywell Inc" (2) Membership requirements have been simplified to insure that we do not unduly restrict membership (3) The office of Past President has been added as an officer and voting member of the Board (4) It is documented that officers of the club are elected by the club membership as has been the practice for at least the last seven years; adopted April, 2004.
6. Changes adopted April, 2014. See the March 2014 issue of ***THE BRIDGE*** ([in Archives](#)) for changes made.