

ELDERCARE COUNCIL OF ARIZONA

Mail to: Eldercare Council  
P.O. Box 65171, Tucson, AZ 85728

**MEMBERSHIP APPLICATION**

Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description of Business: \_\_\_\_\_

\_\_\_\_\_

How do you plan to contribute to the group? \_\_\_\_\_

\_\_\_\_\_

What Benefits do you hope to receive from membership in the Eldercare Council?

\_\_\_\_\_

\_\_\_\_\_

To what other professional organizations do you belong? \_\_\_\_\_

\_\_\_\_\_

I understand that as a member of the Eldercare Council that:

1. I am responsible for paying a one time application fee of \$25 and annual dues of \$300.
2. My membership may be terminated if I do not attend meetings regularly or if I miss two consecutive meetings without notice.
3. I am responsible for reading and abiding by the Policy & Procedures for the Council.

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

Membership fee received: \_\_\_\_\_ Dues Paid: \_\_\_\_\_ Board approved: \_\_\_\_\_

ELDERCARE COUNCIL OF ARIZONA  
POLICIES & PROCEDURES

- I. Name: The name of the association is ELDERCARE COUNCIL OF ARIZONA (the "Council").
- II. Purpose: The purpose of the Council is to act as a resource for seniors by providing products and services. The Council will meet regularly to provide a professional environment for the exchange of business ideas, information and for the promotion of business contacts pertaining to the population over 55.
- III. Membership:
  - A. Membership shall be limited to 25 members.
  - B. Membership shall be limited to one (1) person from each professional category unless agreed to by the member in an existing professional category.
  - C. Prospective members shall attend one (1) membership meeting only after pre-screening and invitation by the membership committee. Such prospective member(s) shall be provided with five (5) minutes to present their business and to discuss how such business assists with the goals and objectives of the Council, after which such prospective member(s) may submit an application for membership for review by the membership committee.
  - D. Attendance:
    1. Regular attendance is one of the keystones to the success of the Council.
    2. A member is expected to attend all meetings unless he/she notifies the Secretary in advance or sends his/her alternate. If the Secretary is unable to attend the monthly meeting, the President must be notified in advance. In case of emergencies, cancellations should be called/texted the membership.
    3. Should a member or alternate be absent without an excuse from two consecutive meetings, his/her membership shall be subject to revocation. The member will be notified in writing by the Secretary to inform him/her that their membership is in jeopardy. Failure by the member to respond within two weeks from the date of such notification shall result in termination of membership.

4. Each member shall be willing to participate in events as needed with a minimum of 2 hours per session. Alternate representatives may participate in members' place provided they are familiar with procedures for such events.

E. Leave of Absence:

1. A member, with the approval of the Executive Board, may obtain a leave of absence up to three (3) months per calendar year.
2. A member must be in good standing to be granted a leave of absence (i.e. he/she must be current with all dues).
3. All requests for a leave of absence must be submitted in writing to the Executive Board.
4. A valid business or personal reason must be given.
5. The decision of the Executive Board shall be final.

IV. The Executive Board and Duties:

A. The Executive Board (the "Board") shall be elected annually, during the month of May by a majority vote of total eligible (i.e. in good standing and not on leave of absence) Council members. The Board shall consist of:

1. President
2. Secretary
3. Treasurer
4. Membership Chairperson
5. Event Chairperson

B. The Board's duties shall include:

1. President: conducts regular meetings and meetings of the Board, notifies members of meetings, prepares the Agenda for each meeting and appoints Chairpersons for Ad Hoc Committees.
2. Secretary: schedules speakers both from the membership as well as non-members with topics of interest to the group, keeps/prepares the minutes for all membership meetings and provides same to all members within seven (7) days of a meeting, keeps/prepares minutes for all Board meetings and provides same to all members of the Board within seven (7) days of a meeting. Documents attendance at all membership and Board meetings, and when so directed by the Board, notifies members, in writing of violations of any membership requirements.

3. Treasurer: handles all monies of the Council including, but not limited to, depositing and disbursement of funds, writing checks and paying for luncheons, and tracking and collecting annual dues from the membership, including assessment of late fees as applicable.

V. Committees

The Executive Board shall solicit membership of ad hoc committees. Committees will consist of all active members on a rotating basis. Members will participate on at least one committee. All committees shall consist of one (1) member chairperson as appointed by the President, and no more than two (2) other members.

Membership Committee: Provides oversight of the membership process including providing forms, facilitate voting, and communicate with prospective and new members.

Event Planning Committee: provides oversight of the calendar of events including regularly scheduled meetings, community events and any special events.

Website: provides oversight of the website process including regular updates to the website.

Education Committee: provides oversight of the membership and community education process including regular updates to membership.

VI. Meetings

A. A meeting will be held on the fourth Tuesday of each month. The Board may make a temporary change in the meeting time and/or date. A permanent change requires a two-thirds (2/3) majority of eligible members.

B. The Council's business will be conducted during meetings as needed.

VII. Elections

A. The election of officers shall be held annually in May. Nominations will be taken at the first meeting in March.

B. Members not in attendance at the May meeting can submit their vote by e-mail, text message, or in writing to the current President.

C. Members must be in good standing to vote.

- D. The membership shall nominate candidates for each of the following: President, Secretary and Treasurer. No member shall be placed on the ballot without obtaining advance approval from the candidate.
- E. Should an officer resign or leave office during a term, a special election shall be held immediately to fill that position.

VIII. Dues and Application Fees

- A. Annual dues are to be determined by the Board and are due by the July 1st of each year. A late fee of \$75 will be assessed if not paid by August 1<sup>st</sup>. Dues not paid on or before September 1<sup>st</sup> shall be interpreted as a non-renewal of Council membership and such membership shall be automatically terminated.
- B. An application fee, determined by the Board, shall be payable upon application for membership to the Council.
- C. A venue fee of \$10 per meeting shall be due and payable at or prior to each membership meeting.
- D. Should a member resign or have the membership revoked there shall be no Refund of monies previously collected.
- E. Dues for new members will be pro-rated based on the month they are accepted for membership. The application fee will not be pro-rated.

IX. Amendments

- A. Proposed amendments will be reviewed by the Executive Board and then submitted to the membership.
- B. Amendments require a majority vote of eligible Council members.

**I acknowledge that I have received a copy of the Eldercare Council of Arizona Policy and Procedures, and understand and agree to comply with all policies, procedures and requirements therein.**

\_\_\_\_\_  
**Members Name- Printed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Members Name- Signature**

\_\_\_\_\_  
**Company Name-Printed**