

ELDER CARE COUNCIL OF ARIZONA

Mail to: Elder Care 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 as a member of the Elder Care Council that:

1. I am responsible for paying a one-time application fee of \$25 and the current annual dues (pro-rated if applying after the start of the fiscal year).
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: _____

ELDER CARE COUNCIL OF ARIZONA
POLICIES & PROCEDURES

I. NAME: The name of the association is ELDER CARE 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) regular meeting only after pre-screening and invitation by the membership chair. 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 chair and Board.
- 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 whenever possible, or send an alternate in her/his place. Attendance will be taken at each regular meeting and absences noted.
 - 3. Should a member or alternate be absent from three (3) meetings in a fiscal year (August - May) without prior Board approval for a Leave of Absence, her/his membership shall be subject to revocation. The member will be notified in writing by the Board after the second unexcused absence, to inform her/him that any further absences will result in a termination of membership. A subsequent absence shall result in termination of membership for that member, communicated

via a letter from the Board indicating that the membership has been revoked per the Policies and Procedures agreed upon by signature at the time of membership.

4. Each member shall be willing to participate in events as needed. Alternate representatives may participate in members' place provided they are familiar with the procedures for such events.

E. Leave of Absence

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

IV. 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:
 - a. President
 - b. Treasurer
 - c. Secretary
 - d. Membership Chair
 - e. Event Chair
 - f. Programming Chair
- B. The Board's duties shall include:
 - a. 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.
 - b. 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. Maintains all accounting and drafts the annual budget.

- c. Secretary: 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.
- d. Membership chair: maintains a spreadsheet of member names, business names, contact information, brief bio and other information about the business, and distributes to all members. Tracks category openings for recruiting new members. Evaluates potential new members prior to their first meeting to insure there are no category conflicts with existing members.
- e. Event chair: upon approval from Board or Members, Event Chair submits applications for vendor events. Tracks Member participation at Events, provides a Schedule of Events to Membership, keeps track of Supplies needed for the Events, including ECC Promo items, ECC members business cards and Rack cards, etc.
- f. Programming chair: schedules presentations from the membership and from outside speakers on topics of interest to the group. Final presentation topics and presenters are selected by the Board. Members may request to present on a specific topic related to their business. MLM (multi-level marketing) business presentations are not allowed.

V. CODE OF CONDUCT

- A. All members shall behave in a respectful, professional manner while attending meetings or representing the Council at events. This includes but is not limited to refraining from talking to other members or causing other disruptions during meeting presentations, treating all members, partners, venue, and event staff in a polite and courteous manner and speaking in positive terms regarding the Council and other members in the community or at events.
- B. Any member who behaves in a manner that does not meet the Council's standards will be given a written warning and put on a (90) ninety day probation period. If a second offense is committed during that time, the Board may, with a unanimous vote, terminate the offender's membership. If that occurs, membership dues shall not be refunded.

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 the six Board positions. No member shall be placed on the ballot without the Board first verifying her/his willingness to serve.
- E. Should an officer resign or leave office during a term, a special election shall be held immediately to fill that position unless the remainder of the term is (3) months or less, in which case the Board may appoint someone to complete the current term.

VIII. DUES AND APPLICATION FEES

- A. Annual dues are to be determined by the Board and are due by July 1st of each year. A late fee of \$75 will be assessed if not paid by August 1st. Dues not paid on or before September 1st 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 may be assessed by the Board to cover the cost of providing a meeting facility and/or food and beverage for the meeting. The membership shall approve such fees by a 2/3 majority vote before such fees are assessed.
- 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