

BYLAWS
The Rockwell Collins Retiree Volunteers
June 15, 2005

Article I: Name

The name of this organization shall be ROCKWELL COLLINS RETIREE
VOLUNTEERS (RCRV)

Article II: Mission and Vision

Section 1 Mission Statement: *Rockwell Collins retirees connecting to identify and support
volunteer needs in our community and beyond while enriching the lives of the
volunteers.*

Section 2 Vision Statements:

*Provide Rockwell Collins retirees with the opportunity to participate
in community volunteer services through RCRV*

*Develop and maintain social interactions with RCRV members and
others in the volunteer community.*

*Continually inventory the needs of the community and match them
with the skills and desires of the Rockwell Collins volunteers.*

*Provide a comprehensive range of opportunities for interested
retirees to utilize experienced-based skills, to gain the satisfaction of
helping others, to keep the mind and body active and to receive
recognition for services rendered.*

*Communicate with retirees on a regular basis regarding the
activities of the organization, opportunities for involvement and the
needs of the community.*

*Assist retirees with their personal volunteer interests by linking them
with RCRV resources and providing insight into community needs.*

Maintain a reputation for valuable, high integrity service.

Section 3 RCRV shall maintain a neutral position with respect to political, religious, labor-
management, and social policy matters, and shall sanction no activities that would
call that neutrality into question. The RCRV Board of Directors shall interpret
and make the final decisions on all such matters. The *Retired and Senior
Volunteer Program (RSVP) Operations Handbook, Section 10, Special
Limitations*, provides practical guidelines applicable to RCRV activities.

Article II, Mission and Vision, continued

The following activities are specifically prohibited:

- a. RCRV Fundraising, lobbying, or public advocacy for local, state, or federal legislative or regulatory action.
- b. RCRV Fundraising for, or public advocacy or endorsement of any public or private cause or enterprise, except for conducting authorized joint projects or cooperative activities with service agencies.
- c. Expressed or implied RCRV endorsement of any position with respect to any political, religious, labor, or social policy issue.
- d. Use of any RCRV resources or membership lists by private individuals for any purpose or to any extent beyond that required for authorized projects.

Article III: Location

- Section 1 The principal operations of RCRV are conducted in and around Cedar Rapids, Iowa. However, RCRV may extend its operations elsewhere, at the discretion of the Board of Directors.
- Section 2 The principal place for transacting the business of RCRV will be the RCRV office at 927 North Compton Road, Hiawatha, IA 52233.
- Section 3 Rockwell Collins provides office space, personnel, and financial support for the activities of RCRV. In turn, RCRV will expend all reasonable effort to support and cooperate with mutually agreed upon service objectives and activities of Rockwell Collins.

Article IV: Membership

- Section 1 All retired Rockwell Collins Employees (and/or spouses) are eligible to become RCRV members. This includes any former Rockwell Collins employee (and /or spouse) who left Rockwell-Collins and is now retired from any company.
- Section 2 Any individual not qualifying under Section 1 may nevertheless be declared eligible for RCRV membership by majority vote of the Board of Directors.
- Section 3 A qualified individual becomes an RCRV Member when he or she submits a membership application to RCRV and that application is accepted by the Membership Chairman or his representative. To maintain membership, the individual must participate in one or more RCRV recognized activities and report results and volunteer hours worked to RCRV. Any RCRV member may resign his membership by notifying any RCRV officer or standing committee chairman of his resignation.

Article IV: Membership continued

- Section 4 RCRV maintains a partnership and shares membership information with the Retired and Senior Volunteers Program (RSVP). RSVP reports RCRV hours worked and accomplishments as part of its own tracked activities. RSVP also provides general support and limited insurance protection for individuals while they are performing RCRV volunteer activities.
- Section 5 There are no membership dues associated with RCRV.
- Section 6 An individual's RCRV membership may be revoked if that member has failed to participate in RCRV activities or to report volunteer hours worked on applicable projects for twelve consecutive months or longer.
- Section 7 The Board of Directors may revoke the membership of any RCRV member if the Board of Directors determines that the member has intentionally committed illegal, immoral, or unethical acts detrimental to the Mission and Vision of RCRV stated in Article II of these Bylaws.

Article V: Organization

- Section 1 The RCRV organization is governed by a Board of Directors, an Executive Committee, and designated standing committees.
- Section 2 The Board of Directors shall be constituted as follows:
- a. Chairman
 - b. Vice Chairman
 - c. Secretary
 - d. Treasurer
 - e. Chairmen of the standing committees defined in this Article.
 - f. Community Service Agency representatives. (typically 12 to 15)
 - g. Rockwell Collins representative(s). (typically 1)
 - h. RCRV Members. (typically 20)

All Officers and Members of the Board of Directors shall be elected at an RCRV Annual Meeting and shall serve for a term of one year beginning January 1 following their election. The number of Board Members to be elected shall be fixed by resolution approved by the Annual meeting in conjunction with each annual election. Any Board of Directors vacancy that occurs during the year may be filled by a replacement elected by the Board of Directors to serve for the remainder of the year in which the election occurs.

Article V: Organization continued

Section 3 The Executive Committee shall be appointed by the Board of Directors, and shall consist of the following Board of Director members:

- a. 4 Officers
- b. Chairmen of the five standing committees defined in this Article.
- c. 1 community service agency Representative
- d. 1 Rockwell Collins Employee
- e. 3 Retirees
- f. The immediate past chairman of the Board of Directors.

Section 4 The following Standing Committees shall be formed. The Chairman of the Board of Directors shall appoint their respective chairmen, subject to approval by the Board. Each standing committee chairman shall select members as necessary to serve on his or her committee, subject to approval by the Board of Directors.

- a. Community Projects Team.
- b. Recruitment/Retention/Recognition Committee.
- c. Communications Committee.
- d. Agency Liaison.
- e. Data Base Committee.

Additional standing committees may be established if and when the Board of Directors determines need for such committees. Ad hoc committees may be established at any time to address specific short-term needs.

Section 5 RCRV shall operate on a calendar year basis. Yearly planning shall be prepared and coordinated with Rockwell Collins on a schedule compatible with the Rockwell Collins fiscal year.

Article VI: Responsibilities

Section 1 The RCRV Board of Directors Chairman will:

- a. Preside over the Board of Director meetings.
- b. Conduct the above meetings in accordance with the agendas prepared by the Executive Committee.
- c. Participate in routine meetings with RCRV staff (at the Chairman's discretion)
- d. Delegate above duties to the Vice-Chairman in the event of the Chairman's absence.
- e. Instigate long range Strategic Planning and propose appropriate changes to the Board of Directors as necessary.

Article VI, Responsibilities, Section 1, Board Chairman, continued

- f. Oversee implementation of approved tactical activities.
- g. Appoint an ad hoc Nominating Committee in the third quarter of each year, which will:
 - 1. Solicit candidates for Board of Directors officers from the total RCRV membership, review the candidates' qualifications, interview the candidates and deliberate as necessary so as to make their recommendations available to the RCRV membership one month prior to the annual General Meeting.
 - 2. Put into nomination candidates for the RCRV officers at the Annual Meeting.
 - 3. Submit candidates for membership on the RCRV Board of Directors to serve for the next year.
- h. Perform other related duties as they arise.
- i. Schedule the Board of Directors/Executive committee meetings.
- j. Oversee standing and temporary RCRV committees.

Section 2 The RCRV Board of Directors Vice Chairman will:

- a. Periodically audit the objectives and financial status of RCRV.
- b. Improve efficiency of the RCRV management system.
- c. Perform other related duties as they arise, including serving in Chairman's absence.

Section 3 The Secretary of RCRV will be responsible for minutes of the Board and Executive Committee actions and for related duties with respect to records and correspondence.

Section 4 The Treasurer of RCRV will be responsible for handling reimbursement funds for approved projects.

Section 5 The Board of Directors will:

- a. Determine policy, objectives, and strategies.
- b. Appoint committees as required to facilitate or investigate operational matters. Except in extraordinary circumstances, appointments will be made from the Board of Directors.

Article VI Responsibilities continued

Section 6 The Executive Committee will:

- a. Act as the primary decision making body of the Board of Directors. All actions taken by the Executive Committee shall be reviewed and approved at the next regular Board of Directors meeting.
- b. Determine the priority or feasibility of initiating new tasks which RCRV would have the resources to effectively perform within a given time frame or current workload.
- c. Provide ongoing support to the Standing Committees.
- d. Perform other related duties as they arise.

Section 7 Standing Committees will perform the duties listed in this section:

- a. Community Projects Team
 1. Solicit volunteer projects appropriate to the makeup and skills of the group from area organizations.
 2. Match volunteer projects with member skills. Assign projects to individuals and groups and track progress and completion of projects.
 3. For projects involving assistive technology items, design and produce those items. Make successful designs available to others through media such as a web site.
 4. Arrange funding for projects.
 5. Report on Community Projects Team activities at each RCRV Board of Directors meeting.
- b. Recruitment/Retention/Recognition Committee:
 1. Establish requirements and means for obtaining and maintaining membership registration data.
 2. Review lists of Rockwell Collins retirees and identify potential candidates for membership.
 3. Conduct orientation sessions for groups of prospective new volunteers. Give them information about RCRV and invite them to participate in RCRV.
 4. Develop requirements and suggestions for informational material to inform Rockwell Collins retirees of RCRV and its activities. Provide these requirements and suggestions to the Communications Committee.

Article VI: Responsibilities continued

5. Collect information about RCRV accomplishments and specific recognition of these accomplishments by individuals and by public organizations.
 6. Assure that individual and groups are appropriately recognized and thanked for their contributions.
 7. Provide a status report at each Board of Directors meeting.
 8. Investigate possible de-motivating circumstances that may be discovered, and recommend corrective action to the RCRV Board of Directors.
- c. Communications Committee:
1. Develop and distribute promotional material to publicize the objectives and the activities of RCRV. Publish and distribute a regular newsletter for RCRV members.
 2. Develop reports at appropriate opportunities to inform Rockwell management of RCRV plans, activities, and status.
 3. Develop reports and promotional material to define RCRV and its capabilities and objectives to current and prospective client organizations.
 4. Monitor public and in-house media and collect news stories, photographs, and other information that refers to RCRV activities. Provide material to the Recruitment/Recognition/Retention Committee to share with RCRV members.
 5. Provide a status report at each Board of Directors meeting.
- d. Community service agency Liaison:
1. Maintain communication with the community service agencies that are the clients of RCRV.
 2. Keep a current roster of contact names and phone numbers for individuals who are authorized to conduct business and make commitments for each community service agency.
 3. Keep community service agencies informed about the status of the RCRV organization, its mission in the community, and its capacity and its interest in addressing particular community needs.
 4. Report at each Board of Directors meeting regarding the status of client agencies, commitments made to these agencies, and potential need for changes.
 5. Maintain continuing liaison with the Community Projects Team to be aware of detailed RCRV commitments and of pending requests for additional commitments.

Article VI Responsibilities continued

e. Data Base Committee:

1. Maintain retiree and RCRV membership data and other supporting data as required to track RCRV activities and recruit members.
2. Obtain and support hardware and software resources required.
3. Establish policies and procedures for handling, backing up, and protecting RCRV data in accordance with these bylaws.

Article VII Eligibility for Elected Officers

Section 1 Each officer of the Board of Directors, including the Chairman, the Vice Chairman, the Secretary, and the Treasurer, must be an RCRV member as defined in Article IV.

Section 2 Elected Officers can serve for no more than five consecutive terms in the same office.

Article VIII General Meetings

Section 1 Board of Directors meetings will be held on the third Wednesday of each month, excluding July and December, unless otherwise notified.

Section 2 A quorum shall consist of one-third of the members of the Board of Directors in office. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present is the act of the Board.

Article IX Annual Meeting

An Annual Meeting of RCRV shall be held in the fourth quarter of each year. The RCRV Board of Directors and all RCRV members are eligible to attend. Advance notice of the meeting shall be made two weeks or more prior to the meeting date. RCRV Officers will be elected and the Board will conduct other appropriate business.

Article X Amendments

These by-laws may be amended at any time by a two-thirds (2/3) vote of the Board of Directors.