



**CONSTITUTION AND BY-LAWS
OF THE
HAMILTON SUNDSTRAND
ASSOCIATION**

LAST REVISION: DECEMBER 1, 2017

**PREVIOUS REVISIONS: OCTOBER 12, 1967
JANUARY 30, 1981
JANUARY 01, 1994
FEBRUARY 01, 1999
JUNE 1, 2000
JUNE 1, 2007**

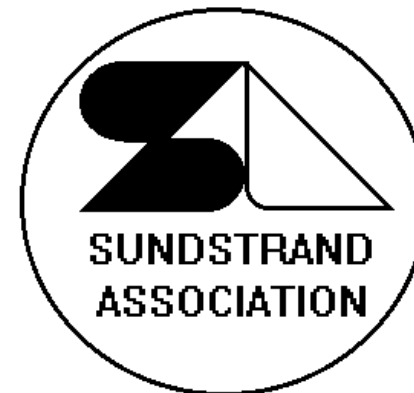
ESTABLISHED IN 1927

One of the longest standing employee associations in Rockford, the Hamilton Sundstrand Employees Association was founded in 1927. It was known as the Sundstrand Association until 2000 when Sundstrand was acquired United Technologies Corporation and merged with Hamilton Standard to form Hamilton Sundstrand.

The first meeting of the Hamilton Sundstrand Association was held on April 11, 1927. The first Board of Directors consisted of three officers and four directors. The officers were: Ed Bergstrom / President, Ann Osberg / Secretary, and Gilbert Anderson / Treasurer. The four directors were: Axel Sandberg, Ernest Carlson, Axel Bargren, and Roy Lantz.

The purpose of the Hamilton Sundstrand Association is to provide events and activities for the membership and their immediate families. This includes such events as the annual picnic, the Children’s Christmas party, intramural and RIAA (Rockford Industrial Athletic Association) athletics, discounts to local and regional entertainment and events as organized and/or approved by the Board of Directors.

Only eligible members of the Hamilton Sundstrand Association, their immediate family (i.e. spouse, children, grandchildren), or their guest(s) are eligible to participate in the sponsored activities and events. The Board of Directors will specify any exceptions and restrictions on each individual activity to properly benefit all members as fairly as possible.



ORIGINAL LOGO

CONSTITUTION

ARTICLE I – NAME

SECTION I - The official name of this organization is the Hamilton Sundstrand Association. It is commonly referred to as the Sundstrand Association or the Association by its membership. In the Constitution and By-Laws, it shall be referred to as the Association.

ARTICLE II – MEMBERSHIP

SECTION I - Membership in the Association shall be restricted to Rockford based full-time employees of United Technologies Systems (UTC). Retirees who are members when they retire will receive a Life Social Membership in the Association.

ARTICLE III – BOARD OF DIRECTORS

SECTION I - The administration of the Association shall be entrusted to its Board of Directors. The Board of Directors shall consist of five officers (President, Vice President, Secretary, Treasurer, and Athletic Director) and Plant site Directors. All positions are to be filled by biennial appointment of the Board of Directors. If the number of interested Association members seeking a Board of Directors chair exceeds the number of open positions, an election shall be held in accordance with Article VII of the By-Laws.

SECTION II - To serve the Association in any of the five Officer positions, an individual must have first been a member of the Association for at least a one year prior to the election (or appointment) and must have served at least one past term as a Plantsite Director. In addition, the individual must obtain written approval of his/her supervisor on the Association nominating petition form shown in the By-Laws.

SECTION III - To serve the Association in any of the Plantsite Director positions, an individual must have first been a member of the Association for at least one year prior to the election (or appointment). In addition, the Member must obtain written approval of his/her supervisor on the Association nominating petition form shown in the By-Laws.

ARTICLE IV – MEETINGS

SECTION I - The Board of Directors shall meet on a regular basis, approximately once per month. Additional or special meetings can also be called as deemed necessary by the Board of Directors. These meetings shall not be attended by anyone other than the Board of Directors unless invited to attend by an Officer or Plantsite Director.

SECTION II - Any current member(s) of the Association may request a special meeting with the Board of Directors. To request a special meeting, a written request, signed by at least 25 members must be submitted to the Board of Directors at least 10 days in advance of the requested meeting.

ARTICLE V – AMENDMENTS

SECTION I - Any proposed changes, revisions, or amendments to the Association’s Constitution and By-Laws must be submitted in writing to the Board of Directors for review. The Board of Directors will evaluate the proposal and hold a vote for preliminary approval. If approved by the Board of Directors, the proposal will be presented to the current membership for an approval vote. If approved, the proposed changes, revisions, or amendments become effective immediately.

Refer to By-Laws Article VI, Section II for Board of Directors voting procedure and approval criteria.

Refer to By-Laws Article VI, Section III for membership voting procedure and approval criteria.

BY-LAWS

ARTICLE I – DUTIES OF THE OFFICERS

SECTION I - The President is responsible for all aspects of the Association. The President shall have general supervision over the affairs of the Association subject to direction and control of the Board of Directors. The President or the President’s appointee shall serve as the primary point of contact for all issues regarding the Association. The President or the President’s appointee shall approve all formal communications and supervise all business transactions of the Association.

The President is responsible for coordinating and presiding over all monthly Board of Director meetings and for presiding over all other Association meetings. The President is responsible for ensuring that all Association committees are amply staffed and may appoint Officers or Plantsite Directors to committees as required.

SECTION II - The Vice President shall attend to all the duties of the President when the President is absent. In election years, the Vice President is responsible for the election per the limitations of Article VII.

SECTION III - The Secretary shall keep a full and complete record of the proceedings at all Board of Director meetings and preserve all such records, papers, and other legal documents pertaining to the business of the Association in proper books of record or equivalent.

SECTION IV - The Treasurer shall have charge of all funds to the Association and shall make all disbursements, as required or requested by the Board of Directors. The Treasurer’s office shall be bonded (all Officers of the Board of Directors will be included), with the premium to be paid by the Association. All checks and vouchers require two signatures one from Treasurer, one signature being from another Officer.

SECTION V – The Athletic Director shall supervise all the intramural and RIAA athletic programs and teams sponsored by the Association to ensure that participation is limited to current membership and to ensure that the Association and United Technologies Corporation (UTC) are represented respectfully.

SECTION VI - The Officers are required to attend the monthly Board of Director meetings and shall provide guidance for the Plantsite Directors in all Association matters. The Officers shall each have an equal vote for the transaction of all regular business of the Association, according to the provisions of the Constitution and By-Laws. The President shall only cast a vote in case of a tie.

ARTICLE II – DUTIES OF THE PLANTSITE DIRECTORS

SECTION I - Attend monthly Board of Director meetings and serve as a representative voice for the current membership in their respective plantsite.

SECTION II – Volunteer to serve on Association committees or serve on committees as appointed by the President.

SECTION III – Provide assistance to Association members to solve problems or answer questions relating to an Association business or activity.

SECTION IV - Communicate comments and suggestions from the membership to the Board of Directors.

SECTION V – Participate in and/or assume responsibility for conducting specific activities of the Association which are outlined by the Board of Directors.

SECTION VI – Distribute information and application forms to prospective members.

SECTION VII – The amount of time required in serving the membership on the Board of Directors varies with responsibilities and with the level of involvement. On average, Officers and Plantsite Directors can expect to spend six to eight hours per month on Association tasks. A portion of this time will occur during normal working hours, and the balance will occur on the employee’s own time.

ARTICLE III – MEMBERSHIP

SECTION I - Any Rockford based full time employee of UTC is eligible to be a member of the Association. Contract employee and temporary employees who do not receive a paycheck from UTC are not eligible for membership.

SECTION II - Application for membership in the Association must be made in writing using one of the approved forms available from the Officers or Plantsite Directors or from the Association Home Page. Applications for membership to be submitted to any Officer or Plantsite Director.

- SECTION III - Membership dues are \$4.75 per month at least through December 31, 2017
- A) Beginning in January 1, 2018, the Association Board of Directors are empowered to increase the monthly membership rate by as much as \$0.25 in any one fiscal year as deemed necessary without membership approval of a By-Laws change. Any increase in membership dues above that limit will require a membership approved revision to the by-laws.
 - B) Spouses (who are also Rockford based full time employees of Hamilton Sundstrand) of Association members will be required to pay \$2.00 per month in membership dues to maintain their membership. If the spouse paying monthly dues terminates their membership, the spouse paying \$2.00 per month will be required to begin paying at the current level per month.
 - C) All membership dues are collected through payroll deduction and are clearly listed as such on their paycheck stub
 - D) If an individual is not paying dues, the individual's name will not appear on the current membership and they will not be eligible to participate in Association sponsored activities or events.

SECTION IV - Membership starts when an application is received by the HSA Office. The new members name shall be manually added to the membership list. A member must have at least one dues withdraw via Payroll to participate in Association sponsored events. It is recommended that potential members apply no later than two weeks before the Association event they wish to attend.

SECTION V - Each member of the Association is entitled to all benefits and privileges of membership including the right to participate in Association activities and events, to serve on the Board of Directors, and to vote on ballots offered by the Board of Directors, with the following restrictions:

- A) Life Social Members shall not have the right to serve on the Board of Directors or to vote on ballots offered by the Board of Directors
- B) All members must comply with the requirements specified in the By-Laws to be eligible to participate in Association sponsored events and activities.

SECTION VI - An individual's membership will be discontinued automatically upon termination of employment with UTC, voluntary or involuntary (lay-off). If the employee is called back from lay-off, and wishes to re-join the Association, the employee must re-apply for membership.

During a temporary (as defined by the company) leave of absence, such as illness, maternity, or military leave, membership dues shall be suspended. However, upon the member's return to work, the back dues owed will be automatically be withdrawn from their first paycheck and monthly dues will resume being withdrawn through payroll deduction. If the member was unable to take advantage of any Association benefits during their absence, the member may request to be reimbursed for these back dues by contacting an Officer or Plant Site Director.

The Board of Directors may vote to suspend or expel a member from the Association for just cause. This action must be initiated by the filing of written charges of flagrant violation of the Constitution, By-Laws, Rules, and Regulations of the Association and must be signed by at least three current Association members. The charged members shall have a right to an open hearing before the Board of Directors, and if suspended or expelled, shall have the right to appeal to the membership via petition.

SECTION VII - Any Association member, who retires from the company according to company retirement guidelines, will receive a Life Social Membership in the Association. This Life Social Membership allows the retiree to take advantage of all Association sponsored activities and events with the exception of receiving a Turkey/Ham in November and attending the Children's Party in December. The Life Social Membership does provide eligibility to participate in intramural and RIAA sporting events if openings are available subject to the guidelines of the Hamilton Sundstrand Association Athletic Committee.

SECTION VIII - Any member may discontinue membership by completing and submitting the approved Discontinue Membership form available from an Officer or Plantsite Director or from the Association Home Page. The Discontinue Membership form can be submitted to any Officer or Plantsite Director.

SECTION IX Any member who pays for an Association event with a check that is returned for Non Sufficient Funds (NSF) shall be barred from further Association sponsored events until the check amount is paid in full. The member may participate in the "free" Association events -picnic, Turkey & Ham Giveaway and children's Christmas party - while the check balance is outstanding up to three months from the NSF date. If the check balance is outstanding after three months and the HSA has made good faith attempts to collect the amount due, the member shall be barred from all Association events, including the "free" events, until the check amount is paid in full. Cash shall be the only acceptable payment method for an NSF returned check.

ARTICLE IV – PARTICIPATION IN SPORTS

- SECTION I - Anyone participating in any Association sponsored sport league or event is required to be a current member or Life Social Member of the Association as defined in Article III. Special cases may be allowed as approved by the Board of Directors.
- SECTION II - The Board of Directors reserves the right to designate sponsorship for an individual member, or group(s) or members for a specific sporting event or activity. No other individual, group, or groups shall be eligible for sponsorship without being so designated by the said Board of Directors.
- SECTION III - To be eligible for a post season sports award, members must have participated in at least 75% of the scheduled games or sporting events. It shall be the decision of the Athletic Director to consider special circumstances (new team members at mid-point of season) to waive this requirement.
- SECTION IV - Any member participating in any athletic organizations, clubs, or other groups subsidized or supported by the Association shall comply with the respective group’s rules and regulations.

ARTICLE V – MEETING FORMAT

- SECTION I - The format for all Association meetings shall be as defined by the President, the President’s appointee, or the committee chairperson. Typically, the following topics (not necessarily in the order shown) will be discussed at the monthly Board of Director meetings.
 - Financial Report and Issues
 - Association Sponsored Activities
 - Athletics (RIAA & Intramural)
 - Primary Events (i.e. Picnic, Christmas Party)
 - Park Maintenance and Improvements
 - Membership
 - Communications (Newsletter, Homepage)
 - New Business (Open Discussion)

ARTICLE VI – GOVERNING PROCEDURE

- SECTION I - All matters not provided for in this Constitution and By-Laws shall be governed by “Robert’s Rules of Order” governing procedure.
- SECTION II - The Board of Directors shall not vote on any matter unless at least 50% of the Board of Directors (quorum) are available to cast their vote. Unless otherwise specified, to approve any proposal, or to decide on any matter, the Board of Directors shall be in general agreement with at least 50% of the Board of Directors.
- SECTION III - When a proposal is presented to the current membership for approval, it shall be considered approved if at least 50% of the voting ballots returned are in favor of the proposal.

ARTICLE VII – PROCEDURES FOR ASSOCIATION ELECTIONS

- SECTION I - It shall be the responsibility of the Vice President to organize and run all elections. The Vice President shall establish and oversee both the Nominating and Election Committees. The Nominating Committee will be responsible for collecting nominating petitions from all candidates. The Election Committee will be responsible for ensuring a fair election and collecting and counting of votes. The Vice President shall assist both committees in establishing election rules.
- SECTION II - If the Vice President is participating in the election as a nominee, the Vice President shall not be present during vote tabulation.
- SECTION III - No incumbent or aspiring candidate for position on the Board of Directors will be allowed to serve in any capacity on the Nominating or Election Committees.
- SECTION IV - The Board of Director Officer and Plantsite Director positions shall be filled by the individual(s) receiving most votes for a given position(s). If there is a shortage of candidates for a given position at the time of balloting, the Board of Directors may appoint an Association member to a plantsite Director position. If during the two-year assignment, an Officer or Plantsite Director leaves the Board of Directors, the remaining Board of Directors reserve the right to appoint a new Officer or Plantsite Director, adhering to the criteria above.

**Hamilton Sundstrand Association
Board of Directors Nominating Petition**

I, _____, hereby declare my intentions to serve the Hamilton Sundstrand Association membership by participating on the Board of Directors in the capacity of _____. I satisfy the required qualifications and understand the expectations listed below.

- 1) I have been a member of the Hamilton Sundstrand Association for at least one year prior to the date of the election. To serve as an officer (President, Vice-President, Secretary, Treasurer, or Athletic Director), I understand that I must also have served previously as a Plantsite Director for at least one term.
- 2) I have obtained written approval from my immediate supervisor to serve on the Hamilton Sundstrand Association Board of Directors for a period of two years and participate in all of the following functions.
 - A) Attend the monthly Board of Director meetings that are scheduled to last no more than two hours, attending at least 75% of the scheduled meetings.
 - B) Carry out any duties that are proposed by the Board of Directors of the Hamilton Sundstrand Association.
 - C) Excused from work one Saturday or Sunday in December to support a Holiday event.
 - D) Excused from work on a consecutive Friday and Saturday in July to support the annual picnic. (Indirect Time Account to be charged for Friday's absence - no overtime will be paid.)

Signature of Candidate	Clock No.	Dept.	Shift	Plant	Extension

Approval Signatures:

Supervisor / Manager	Date
Officer from Board of Directors	Date

ASSOCIATION PRESIDENTS

- | | |
|-----------------------------|-----------------------------|
| 1927 Ed Bergstrom | 1965 Allen Harrington |
| 1928 Axel Bargren | 1966 Lennie Norsen |
| 1929 Mansford "Red" Carlson | 1967 Richard Lindstrom |
| 1930 Jack Darby | 1968 Eddie Johnson |
| 1931 Axel Ney | 1969 Joe Patapack |
| 1932 Robert Larson | 1970 Lennie Norsen |
| 1933 Oscar Floody | 1971 Robert Christiansen |
| 1934 Ralph Edman | 1972 Gaylord Olson |
| 1935 Charles Danielson | 1973 Gaylord Olson |
| 1936 Axel Sandberg | 1974 William Genrich |
| 1937 Jack Darby | 1975 Norm Packard |
| 1938 Axel Bargren | 1976 Richard Antczak |
| 1939 Joseph Carlson | 1977 William Genrich |
| 1940 Fred Sandberg | 1978-79 Duane Duhigg |
| 1941 Harry Anderson | 1980-81 Richard Antczak |
| 1942 Harold Lund | 1982-83 Richard Antczak |
| 1943 Henry Skoog | 1984-85 John Ainsworth |
| 1944 Robert Larson | 1986-87 Marilyn NeCollins |
| 1945 Fred Peterson | 1988-89 Al Turner |
| 1946 Jack Darby | 1990-91 Ron Musselman |
| 1947 Bruce Henderson | 1992-93 Linda Baxter Thomas |
| 1948 Owen Hawley | 1994-95 Paul Reed |
| 1949 Bill Currier | 1996-97 Paul Reed |
| 1950 Olaf Rygh | 1998-99 Loren Pfeil |
| 1951 Harry Carlson | 2000-01 Loren Pfeil |
| 1952 Percy Johnson | 2002-03 Loren Pfeil |
| 1953 Ace Pierrello | 2004 Dave Hipp |
| 1954 Fred Peterson | 2005 Loren Pfeil |
| 1955 Harry Carlson | 2006-07 Gene Dolfi |
| 1956 C.D. (Bud) Nelson | 2008-09 Nikki Goodin |
| 1957 Robert E. Carlson | 2010-11 Nikki Goodin |
| 1958 Donald Day | 2012-13 Loretta Murawski |
| 1959 Ken Bookland | 2014-15 Nikki Goodin |
| 1960 Ken Bookland | 2016-17 Nikki Goodin |
| 1961 Lyle Steward | |
| 1962 Ken Bookland | |
| 1963 Logan Sandberg | |
| 1964 Ralph Wessman | |