

Sun City Anthem Computer Club BYLAWS

ARTICLE I - GENERAL:

- Section A. The name of this organization will be the Sun City Anthem Computer Club (Computer Club), a subsidiary of the Sun City Anthem Community Association, Inc. (Association).
- Section B. The purpose of this organization shall be to provide a forum for the exchange of information and knowledge among its members with respect to personal computers and their uses.
- Section C. These bylaws willfully comply with the Association's Governing Documents (Documents), and Chartered Club Rules and Procedures (Rules). In the event of a conflict between these bylaws and the Documents, or Rules, the Documents or Rules shall prevail, and the Computer Club Board of Directors will present changes to these bylaws at the next General Meeting for approval.
- Section D. This organization shall be operated as a non-profit association in accordance with applicable statutes and the Association's Documents.

ARTICLE II -MEMBERSHIP:

- Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, sexual orientation, or national heritage.
- Section B. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
- Section C. It is recognized that provisions must be made to allow Sun City Anthem residents to visit the Computer Club to allow them to evaluate the facilities before joining the club. Visitors are defined as: 1. Members in good standing of the Association, 2. Been issued a member card, and 3. Who have not yet joined the Computer Club. Visitors will be allowed to visit open computer labs a total of three times before being required to join the club. Visitors will also be allowed to attend one Computer Club class on a space available basis.
- Section D. Another class of visitors is those who are staying at the Sun City Anthem vacation villas. These vacation villa visitors will be allowed to visit the Computer Club open lab sessions during their stay at the Villas.
- Section E. Children will be allowed in the computer lab when accompanied and supervised by a

club member. They will not be allowed to attend any of the Computer Club classes or events.

- Section F. Dues are payable on the first day of the calendar year. Nonpayment of dues, upon expiration of a thirty-day delinquency in same, shall automatically cause any member to be suspended from the membership and the member will not be allowed to participate in any Computer Club activities until the delinquent dues are paid.
- Section G. The annual dues are established at \$25.00 per person per annum. Any change to the annual dues will require a vote by the Computer Club members in accordance with Article VII, Section A. However, the board may decrease or increase the dues up to the published amount without member approval.
- Section H. There will be no refunds of dues.
- Section I. The board will determine how the dues will be prorated.

ARTICLE III – BOARD OF DIRECTORS AND OFFICERS:

- Section A. The officers shall consist of the Computer Club president, vice president, secretary, and treasurer.
- Section B. The board of director and officers shall be elected by a vote of the general membership, and shall serve without compensation.
- Section C. The board of directors shall consist of the officers, listed in Section A, above, and no more than eleven directors at large.
- Section D. Any Computer Club member in good standing may be nominated for election. Officers will serve a one-year term with the opportunity to serve a maximum of two consecutive terms in the same office. Officers cannot hold more than one office at a time.
- Section E. Responsibilities:

1. President – The President shall preside over all Computer Club meetings and be responsible for the administration of all Club business; shall act as principal liaison between the Club and the Association; shall appoint an audit committee and any other committee deemed necessary; shall act as Ex-Officio Chairperson over all committees (except the Nominating Committee); and shall ensure financial and administrative integrity of the Computer Club. All records must be passed on to successor.

2. Vice President: The Vice President shall preside at all meetings in the absence of the President, and shall perform such other duties as may be assigned by the

President.

3. Secretary: The Secretary shall keep all records, issue notices of all meetings and maintain minutes thereof; shall conduct all correspondence relating to the Computer Club; shall maintain a roster of the members; and shall furnish the Association with such reports as may be called for.

a. The Secretary will ensure that the Secretary's records are retained for three years. Upon leaving office the Secretary will pass the records to his or her successor.

4. Treasurer: The Treasurer shall receive all moneys and pay all bills owed by the Computer Club; shall keep an up-to-date ledger recording all financial transactions; shall perform miscellaneous duties such as, but not limited to, reconciling and retaining bank statements, and preparing financial reports for meetings.

a. The Treasurer will ensure that the Treasurer's records are retained for seven years. Upon leaving office the Treasurer will pass the records to his or her successor.

- Section F. The Board of Directors of the Computer Club shall be responsible for the complete management of the affairs of the Club and shall carry out and enforce all of the purposes for which it is formed, according to the provisions of the By-Laws and the vote of the members.
- Section G. The Board of Directors shall appoint standing committees in accordance with the Computer Club bylaws and shall issue guidelines outlining the duties of those committees.
- Section H. A quorum for the Board of Directors will consist of a majority of those that currently hold office.
- Section I. Should the office of President become vacant, the Vice President will succeed to that position. Should any other office become vacant, a majority vote of the remaining Board of Directors will determine a replacement.
- Section J. The President, at his or her discretion, may appoint a parliamentarian to resolve any procedural challenges during the meetings.

ARTICLE IV – MEETINGS:

- Section A. Members shall meet annually in November to accept nominations from the floor for all offices and for the Nominating Committee to present its slate of officers and at-large

Board members.

- Section B. The November membership meeting of each year shall be the annual business meeting of the Computer Club for the purpose of electing the Officers and Directors, amending operating documents, approving the budget, and conducting such other business as may be properly presented.
- Section C. The Computer Club Board of Directors shall meet monthly on the last Thursday of the month at a time and place designated by the President. Special Board meetings will be called at the discretion of the President or a majority of Board members. All meetings will be recorded.
- Section D. Special member meetings may be called by a majority vote of the Board of Directors with a written notice of same to be posted in the Computer Club laboratory and Club web page for a period of no less than 30 days prior to the date of said meeting.
- Section E. At the discretion of the President, either Roberts or Sturgis Rules may be utilized as the official guide for parliamentary procedure.
- Section F. The basic requirement for approval of an action or choice by a deliberative assembly is the majority vote (more than half). A quorum must be present for the vote to be valid.
- Section G. A quorum is defined as follows: It shall consist of the members in attendance.

ARTICLE V - FINANCIAL:

- Section A. Financial records will be maintained for a period of seven (7) years.
- Section B. Except for expenditures funded by or required by Del Webb Corporation or the Association no single non-budgeted expenditure (a purchase of a computer and its related peripherals shall be considered a single expenditure) exceeding \$1,500 shall be made without the approval of the general membership.
- Section C. Expenditures of up to \$200 may be made with the approval of the appropriate committee chairperson and the President or Treasurer. Except in case of an emergency all expenditures must be approved in advance and in writing. The Board of the Computer Club shall have the right to approve non-budgeted recurring expenditures such as an ISP provider as long as the annual cost does not exceed \$1,500.
- Section D. The funds of the Computer Club shall be maintained in bank accounts at a commercially acceptable and Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance corporation insured financial institution.

- Section E. Four of the officers of the Computer Club will be authorized to sign checks drawn on an appropriate bank account. Two signatures on each check are required.
- Section F. All invoices to be paid shall be approved by two board members one of whom shall be an officer and none of whom are the payee of the approved disbursement.

ARTICLE VI - COMMITTEES:

- Section A. There shall be four standing committees and ad hoc committee(s). The four standing committees shall be the Finance Committee, the Hardware and Software committee, the Monitor Committee and the Education Committee.
- Section B. One ad hoc committee shall be the Audit Committee.
- Section C. The committee chairperson shall be appointed by the Board and shall serve for a one year term concurrent with the appointing Board. The committee chairperson shall report at each Board meeting.
1. The Finance Committee shall supervise the preparation of the annual budget, which shall be approved by the Board. It shall make recommendations to the Board concerning the dues needed to meet the Computer Club's obligation and the Association requirements.
 2. The Education Committee shall be responsible to recommend the education program to the Board. The committee shall schedule classes. The program with the fees to be charged shall be enough to meet this committees related expenditures (unless a subsidy from general revenues shall be approved by the President) and shall be approved by the Board.
 3. The Hardware and Software committee shall make recommendations to the Board for the purchase of hardware and software.
 - a. The committee shall maintain records of hardware and software purchased and semi-annually makes a physical inventory of its assets and compares it to its written records. It shall report any discrepancies to the Board. No assets may be disposed of without the recommendation of the committee chairperson and the approval of the President and any other officer.
 4. The Monitor Committee shall recommend to the Board the schedule of computer lab hours. It will also provide for the scheduling of monitors. It shall purchase the necessary consumables such as paper and toner.

5. The Audit Committee shall consist of a minimum of two people and a maximum of three. The Treasurer, Finance Committee chairperson, or Hardware and Software Committee chairperson may not be a member of the audit committee.

a. The Audit Committee shall review the financial records and the inventory of the hardware and software of the club on an annual basis. The results of the audit will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented. The Audit Committee shall be appointed by the incoming Board to audit the previous years records.

Section E. Committee chairpersons shall be appointed by the President and confirmed by the Board of Directors.

Section F. All committees will have a written description of duties prior to committee appointments.

ARTICLE VII - AMENDMENTS:

Section A. Amendment of the bylaws of the Computer Club requires a majority vote of the membership present at a meeting duly called for such purpose, a quorum being present and required notice being given.

Section B. Notice of proposed amendments to the by-laws must be given in writing, posted in the Computer Club laboratory, and posted on the Club web page, at least 30 days prior to the meeting.

ARTICLE VIII - DISSOLUTION:

Section A. Prior to Computer Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

FOR THE Computer Club:

FOR THE ASSOCIATION:

Name/Signature of President

Name/Signature

Date

Date