

# Sun City Anthem Computer Club BYLAWS

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## ARTICLE I - GENERAL:

- Section A. The name of this organization will be the Sun City Anthem Computer Club (Computer Club).
- 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 will fully 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.
- Section D. This organization shall be operated in accordance with applicable statutes and the Association's Documents.

Deleted: , a subsidiary of the Sun City Anthem Community Association, Inc. (Association)

Deleted: , and the Computer Club Board of Directors will present changes to these bylaws at the next General Meeting for approval

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Deleted: 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.

## 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. [Guest Privileges: Computer Club guest privileges are in compliance with the Association Chartered Club Guidelines, Chapter 3 and the Association Policies and Procedures Manual, Appendix U.](#)
- Section D. [Dues: The maximum dues are established at \\$40.00 per person for a 12 month membership. The Board will set the dues each year.](#)

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Deleted: 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 Comput[... [1]

## 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 Directors](#) and officers shall be elected by a vote of the general membership, and shall serve without compensation.

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Section H. There will be no refunds of dues.¶  
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Section C. The Board of Directors shall consist of the officers, described in Section A, above, and no more than eleven Directors at large. In addition, the immediate past President of the Club shall become an Ex-Officio Director at large for a one year term. The immediate past President will not count for purposes of establishing a quorum, but will have an equal vote to the other 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 with the approval of the Board; shall act as an Ex-Officio member of 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.

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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 bylaws and the vote of the members.

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Section G. 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. Minutes of meetings will be recorded.

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Section H. A quorum of the Board of Directors will consist of a majority of those that currently hold office. A majority of Board members present shall rule on all votes.

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. Officers and Board members may be recalled by a secret vote of a majority of all other Board members.

Section J. The President, at his or her discretion, may appoint a parliamentarian to resolve any procedural challenges during the meetings.

Section K. A Nominating Committee of 3 or 5 members, appointed by the Board of Directors, shall present a slate of candidates for officers and Board of Directors at the November annual meeting. Nominations from the floor may also be made at that meeting.

**ARTICLE IV – MEETINGS:**

Section A. Membership meetings are generally held monthly with the purpose of imparting technical information to the membership and may be open to all residents of SCA.

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. 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 classroom and Club web page for a period of no less than 28 days prior to the date of said meeting.

Section D. At the discretion of the President, either Roberts or Sturgis Rules may be utilized as the official guide for parliamentary procedure.

Section E. Approval of motions at a membership meeting shall be by a majority vote of those present. A quorum at membership meetings shall consist of the members in attendance.

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**ARTICLE V - FINANCIAL:**

Section A. Financial records will be maintained for a period of seven (7) years.

Section B. Except for expenditures otherwise funded, 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.

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Section C. Expenditures not greater than \$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 that exceed \$200 must be approved by the Board. The Computer Club Board shall have the authority to approve non-budgeted recurring expenditures such as an ISP provider as long as the annual cost does not exceed \$1,500.

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Section D. Financial records shall be maintained and reported to the Association in accordance with the Association Chartered Club Guidelines, Chapter 4. The financial report must be certified on an annual basis by individual(s) other than those elected to the Club's Board of Directors. The results of the certification will be presented to the general membership and duly recorded in the applicable minutes of that meeting.

Section E. 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. A petty cash fund of \$100.00 is permitted.

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Section F. The four officers of the Computer Club will be authorized to sign checks drawn on appropriate bank account(s). Two signatures on each check are required.

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Section G. 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 payees of the approved disbursement.

Section H. The Treasurer will submit Form CC-8 to the Association Activities Director annually in conformance to the Association Chartered Club Guidelines, Chapter 4.

**ARTICLE VI - COMMITTEES:**

Section A. There shall be four standing committees plus 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.

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Section B. Two ad hoc committees shall be the Audit Committee and the Nominating Committee.

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Section C. The committee chairpersons shall be appointed by the President and approved by the Board and shall serve for a one year term concurrent with the approving Board. The committee chairperson shall report at each Board meeting.

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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 obligations and the Association requirements.

2. The Education Committee shall be responsible for recommending the education program to the Board. The committee shall schedule classes. Any program with associated fees shall be sufficient to meet this committee's related expenditures (unless a subsidy from general revenues shall be approved by the President) and shall be approved by the Board.

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3. The Hardware and Software Committee shall make recommendations to the Board for the purchase of hardware and software.

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a. The committee shall maintain records of hardware and software purchased and semi-annually makes a physical inventory of major assets and compare it to the written records. It shall report any discrepancies to the Board. No capital assets may be disposed of without the recommendation of the committee chairperson and the approval of the President and any other officer.

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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. No Board members may be a member of the Audit Committee.

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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.

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

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

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ARTICLE VII - AMENDMENTS:

Section A. Amendment of the bylaws of the Computer Club requires a majority vote of the

Revision date: 3/30/2006

membership present at a meeting duly called for such purpose, a quorum being present and required notice being given.

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Section B. Notice of proposed amendments to the bylaws must be given in writing, posted in the Computer Club classroom, and posted on the Club web page, at least 28 days prior to the meeting.

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**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

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.