

Sun City Summerlin Computer Club Constitution

[This document has been prepared in accordance with the Chartered Club Guidelines (Revised February 2006) of the Sun City Summerlin Community Association, Inc.]

ARTICLE I Name and Purpose

SECTION 1 Name: The name of this organization shall be the Sun City Summerlin Computer Club, a subsidiary of the Sun City Summerlin Community Association, Inc.

SECTION 2 Purpose: 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. The Club exists to benefit its members and shall operate as a not-for-profit organization, with all funds being used for Club purposes.

ARTICLE II Authority and Limitations

SECTION 1 The club is organized and will operate in full compliance with the Chartered Clubs and Community Organizations Procedures and Articles of Incorporation, Bylaws, and Rules and Regulations of the Sun City Summerlin Community Association, Inc. (hereinafter referred to as the Association and/or the SCSCAI).

SECTION 2 The Club shall not conduct business or obligate funds in the name of the SCSCAI.

ARTICLE III Membership

SECTION 1 Membership shall be open to any person holding a current SCSCAI membership card, and shall not be based on race, color, religion, sex, or national origin.

SECTION 2 Membership shall be voluntary.

SECTION 3 Annual dues shall be not more than twenty dollars (\$20.00) per member per calendar year, payable on January 1st of each year. Nonpayment of dues, upon expiration of a thirty-day delinquency period, shall automatically cause any member to be dropped from the membership roll without further notice or hearing.

SECTION 4 A membership that commences after July 1st and prior to December 31st shall be one-half of the annual dues for such partial year.

- SECTION 5 Annual dues may be increased to an amount not to exceed \$50 per year by a majority vote of the membership at a business meeting of the club. The SCSCAI must approve amounts exceeding \$50 per year.
- SECTION 6 The Board of Directors may establish a “Household” membership which would provide a reduced dues structure for individuals living in the same household.
- SECTION 7 New members who join after October 31 and pay the full annual dues for the following year will enjoy all the privileges of membership for the current year, except for voting rights.
- SECTION 8 The Board of Directors may establish an “Early Enrollment” membership plan on an annual basis for the purpose of encouraging the advanced payment of dues for the following year. When said plan is in effect, new members who participate will enjoy all the privileges of membership for the current year, except for voting rights.
- SECTION 9 Dues are not refundable, unless expressly approved on a case-by-case basis by the Board of Directors.
- SECTION 10 Any material violation or failure to comply with the SCSCC Constitution, its Administrative Guidelines, or other Rules and Regulations as established by the Board of Directors shall constitute grounds for termination of membership. Determination of all issues relating to material breach and termination, if any, shall be by majority vote of the Board of Directors upon appropriate presentation of facts and circumstances relevant thereto. The suspended member may appeal a decision to the Clubs and Community Organizations Committee of the Association.
- SECTION 11 Resident guests may accept club hospitality two times each year before they are required to join the club. Non-resident guests may not join the club, but may attend a club function not more than two times as the guest of a member in a calendar year.
- SECTION 12 The Board of Directors may further establish fees or charges for participation in special activities or educational programs.
- SECTION 13 All clubs are required to provide a membership list annually to the Association’s Club Coordinator. A list is due 14 days after the club’s annual election and shall include each member’s name and SCSCAI membership number.

ARTICLE IV Meetings and Elections

- SECTION 1 There shall be such business meetings of the General Membership held as necessary to comply with the provisions of this Constitution and the Chartered Clubs and Community Organizations Procedures. The Board of Directors may call addition business meetings as deemed necessary. Notification of all business meetings must appear in the *Link*, the official publication of the association, not less than 15 days nor more than 60 days prior to the date of the meeting.
- SECTION 2 General Membership Meetings shall be held monthly on the first Thursday of each month, unless New Year's Day or Independence Day should fall on the first Thursday, under which conditions the meeting will be delayed by one week, provided a suitable meeting venue is available.
- SECTION 3 The officers (Board of Directors) shall meet monthly on the first Wednesday following the first Thursday of each month. Special meetings of the Board may be called at the discretion of the president.
- SECTION 4 All Board meetings and all business meetings of the general membership will be recorded and the minutes made available for review by any member of the club.
- SECTION 5 All Board meetings and all business meetings of the general membership shall be conducted in accordance with Robert's Rules of Order.
- SECTION 6 A quorum is needed to conduct club business and is defined as: Six (6) for Board of Directors Meetings; One hundred (100) for Business Meetings of the General Membership.
- SECTION 7 Not less than sixty days prior to the election, the Board shall appoint a Nominating Committee of not less than three members from the general membership. It shall be the duty of this committee to propose at the November general meeting of the club, a slate of officers for the coming year. This slate will consist of one candidate for each office and the Nominating Committee will place their names in nomination when called upon to do so. Nominees must agree prior to the slate being presented to serve if elected.

- SECTION 8 The November general membership meeting shall include a business meeting of the club for the primary purpose of permitting the Nominating Committee to present its slate of nominees for the Board of Directors for the following year and to accept nominations from the floor for such positions. All Club members are eligible to hold office. The Nominating Committee will propose a slate of candidates that will consist of one person for each office. Following the report from the Nominating Committee, the president or his designee shall ask for additional nominations from the floor for each office to be elected, and shall then declare that nominations be closed. Any nomination for a position on the Board of Directors that originates from the floor must have the approval of the person who is being nominated. Any member in good standing may be nominated for a position on the Board.
- SECTION 9 The December general membership meeting shall include a business meeting of the club for the primary purpose of electing the Board of Directors. The president or his designee will act as the presiding officer for the purpose of conducting the annual election. His duties include: determining if a quorum is present to conduct business; appointing tellers to distribute, collect, and count the ballots; and ask the membership present to cast their secret ballots. After the votes have been collected and tallied, a head teller will announce the election results to the membership. If the final slate of nominees contains only one nominee for each office and there were no additional nominations from the floor at the November general membership meeting, the presiding officer may call for a voice vote and the slate shall be considered elected by acclamation.
- SECTION 10 If a majority of the Board of Directors determines that any officer is not fulfilling his assigned duties, they may call for a special recall election. This must be given notice by publication in the *Link* in the same manner as a business meeting of the club. A quorum must be present for a recall election.
- SECTION 11 Any action requiring a vote of the club membership must be presented to the membership for approval at a club business meeting at which a quorum is present.

ARTICLE V Organization

- SECTION 1 The officers shall consist of a President, a Vice President, a Secretary, a Treasurer, six directors elected at large, and the Immediate Past President. Each board member, with the exception of the Immediate Past President, shall be elected for a one year term. The Immediate Past President shall serve during the term(s) of his/her immediate successor
- SECTION 2 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 officers will determine a replacement.

SECTION 3 Members of the Board of Directors shall not receive any salary or other compensation for their services as officers and may not enter into contractual relationships with the club. However, they may be reimbursed for any actual expenses incurred in the performance of such officer's duties.

SECTION 4 The Board of Directors shall direct and establish standing committees or appoint such other additional individuals to assume duties and responsibilities as may be deemed appropriate and necessary in the best interests of the Club.

SECTION 5 The Board of Directors shall have the responsibility to make such rules and regulations as they deem desirable and as are consistent with this Constitution, and the By-Laws of SCSCAI and the Chartered Clubs and Community Organizations Procedures.

ARTICLE VI Administration

SECTION 1 President: The President shall preside over all general membership meetings and meetings of the board; shall be responsible for the administration of all club business; shall act as principal liaison between the club and the SCSCAI; shall act as ex-officio chairperson over all committees (except the nominating committee); and shall insure the financial and administrative integrity of the club. All records must be passed on to his successor.

SECTION 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.

SECTION 3 Secretary: The Secretary shall keep all records, issue notices of all meetings at which official club business is conducted and maintain minutes thereof; shall conduct all correspondence relating to the club; shall maintain a complete roster of the members; and shall furnish SCSCAI various reports as required.

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/her successor.

SECTION 4 Treasurer: The Treasurer shall receive all monies and pay all bills owed by the 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, preparing financial reports for meetings; and shall follow all requirements of the club treasurer's record system as defined in Article VI of the Chartered Clubs and Community Organizations Procedures (revised February 2006).

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/her successor.

SECTION 5 All the Officers, including the Immediate Past President, and the Directors-at-Large, shall be responsible for the complete management of the affairs of the club; shall recommend changes to the club's constitution; shall prepare and present an annual budget; shall appoint an audit committee and arrange for the annual audit; shall arrange for any standing committees or ad hoc committees deemed as necessary; shall enter into contracts for services to be provided to the club; shall assure that a list of members is supplied to the SCSCAI Club Coordinator on an annual basis; shall assure that all guest privileges are enforced in compliance with CCOC procedures and this constitution; shall initiate any action to be taken for the suspension or revocation of any club membership; shall select a nominating committee for the election of new officers and appoint tellers for the elections; shall initiate any officer recall/removal from office; shall fill any officer vacancy; shall assure that all club reports and forms are filed on a timely basis; shall assure the operational safety and proper care and use of all equipment and facilities; shall thoroughly brief the newly elected officers of their duties; and shall carry out and enforce all of the purposes for which it is formed, according to the provisions of this Constitution and the vote of the members.

SECTION 6 Committees. The club officers shall appoint both standing and ad hoc committees and shall issue guidelines outlining the duties of those committees.

ARTICLE VII

Finances

SECTION 1 The funds of the SCSCC shall be kept and maintained in commercially acceptable and insured accounts as required by the Sun City Summerlin Community Association, Inc.

SECTION 2 The President, Vice President, Secretary, and Treasurer of SCSCC shall be authorized to sign drafts drawn against accounts owned by the SCSCC.

SECTION 3 A minimum of two officers' signatures shall be required on each check.

SECTION 4 Individual expenditures exceeding \$500 must have the approval of the Board of Directors in accordance with club business procedures.

SECTION 5 The fiscal year shall be January 1st through December 31st.

SECTION 6 An annual audit of the Treasurer's records shall be made by an auditor appointed by the Board. The audit shall be completed not later than May 1 and reported to the membership not later than June 7

SECTION 7 The Board of Directors shall prepare an annual budget to be approved by the membership at a business meeting of the club not later than June 7.

SECTION 8 The Board of Directors shall provide a reserve fund for the purpose of replacing the existing equipment in the club classroom and the club laboratory. Monies from this fund are intended to be used exclusively for the intended purpose at the direction of the Board of Directors.

SECTION 9 No single expenditure for the purchase of new equipment (not replacement equipment) which is in excess of \$3000 shall be made without first obtaining approval from a majority of a designated quorum of the membership at any business meeting or special meeting called for such purpose.

SECTION 10 All course instructors and coaches, Special Interest Group (SIG) leaders, seminar presenters, Kaffee Klatch moderators, and other volunteers serve without compensation of any kind. All fees charged to club members by instructors or others shall be paid to the club treasury.

SECTION 11 The club must use the SCSCAI Tax I.D. Number 88-0251727. All filings to the IRS will be done by SCSCAI.

SECTION 12 Liability insurance is extended to the club through the umbrella provisions of the SCSCAI insurance coverage. Club events on SCSCAI premises are covered by SCSCAI insurance as long as the activity is within the scope of the club charter. The club's Board of Directors will remain cognizant of potential liability needs and inquire into one-time coverage through an independent agent for special activities that extend beyond the scope of the club's mission statement.

SECTION 13 The club shall bond its Officers when those individuals have the authority to withdraw or deposit funds.

SECTION 14 The individual or private selling of merchandise, or the canvassing for signatures on any petitions in SCSCC facilities is strictly forbidden unless sponsored by the club.

ARTICLE VIII

The Club Facility

SECTION 1 The Board of Directors of the Club will provide policy direction and general oversight for the operation of the computer club facilities. The facility staff will consist entirely of volunteers drawn from the membership of the club. The staff is appointed by the Board of Directors and shall serve at their direction and pleasure.

SECTION 2 The facility shall not be used for any purpose without a designated staff member or monitor present.

SECTION 3 The facility may not be used for commercial purposes of any kind without the specific approval of the Board of Directors.

SECTION 4 The hours scheduled for general use of the computer lab shall be governed by the Board of Directors, but shall in no event be less than 6 hours per week.

SECTION 5 In accordance with Association rules, the Club will provide 20 percent of its posted operating time in the lab facility for use by the general SCSCAI membership for open lab use. This time may not be hindered by meetings, instructional classes, or other planned courses, but must be under the direction of a club monitor. A SCSCAI resident member shall not be denied use of the Computer lab facility during designated open lab times even though he/she does not hold a SCSCC membership. The non-member resident rate for the use of equipment may not exceed \$1 per hour.

SECTION 6 No equipment shall be removed from the computer facilities except by facility staff without the expressed permission of the Board of Directors.

SECTION 7 Users shall not copy licensed materials nor add or delete programs or files that are included in the systems found on the laboratory or classroom computers.

ARTICLE IX Amendments To This Constitution

SECTION 1 Amendment proposals for this Constitution must be in writing and submitted to the Club's Board of Directors. All proposed changes that are approved by the Board must be presented to the membership not less than 30 days prior to a vote of the membership at a business meeting of the club.

SECTION 2 A secret written ballot is optional. A quorum must be present for the vote to be valid.

SECTION 3 All proposed changes to a club's constitution must be adopted in compliance with the Chartered Clubs and Community Organizations Procedures and are subject to final approval by the SCSCAI.

ARTICLE X Dissolution

SECTION 1 Upon dissolution of the club, all assets shall remain the property of SCSCAI.

SECTION 2 Dissolution will not be initiated until all outstanding debts are satisfied. All members must fully understand that they are liable for any debts incurred by the club and must satisfy them in full prior to the club's dissolution.

SECTION 3 During the period leading to and including dissolution, the President and all other elected officials will function as outlined herein.

SECTION 4 Thirty days notice to the membership is required prior to membership vote for dissolution. If the club membership fails to approve dissolution, new officer elections will be held and the Club will continue to operate as stated herein. If the majority of the club votes to dissolve the club, a request shall be forwarded to the Club Coordinator who will bring it to the CCOC for recommendation to the SCSCAI Board of Directors, for approval of the dissolution.

SECTION 5 Final dissolution of the club requires the approval of the SCSCAI Board of Directors.

**ARTICLE XI
Adoption**

SECTION 1 A quorum must be present for the vote to be valid. A majority vote of members in attendance at a business meeting is required for the adoption of this Constitution.

SECTION 2 This document must meet legal sufficiency and final approval of the Sun City Summerlin Community Association, Inc. Board of Directors.

ATTEST:

William J. Wilkinson,
President
Sun City Summerlin Computer Club
Date: July 12, 2006

Irene Burt
Secretary
Sun City Summerlin Computer Club
Date: July 12, 2006