

**Sun City Summerlin Community Association, Inc. (SCSCAI)**

**CONSTITUTION  
OF  
SUN CITY SUMMERLIN COMPUTER CLUB  
(DRAFT)**

**ARTICLE I  
Name and Purpose**

SECTION I.1 The name of the Club shall be **Sun City Summerlin Computer Club**, a subsidiary of the Sun City Summerlin Community Association, Inc. (hereinafter referred to as “Club”).

SECTION I.2 The purpose of the Club is to provide an open forum for the free exchange of all ideas, knowledge and experience concerning the use and operation of computers and to provide both formal and informal education in computer applications, hardware and software technologies. The Club exists to benefit its members and shall operate as a non-profit organization, with all funds being used for Club purposes.

**ARTICLE II  
Authority and Limitations**

SECTION II.1 The Club is organized, and will operate, in full compliance with the Chartered Clubs and Community Organizations Procedures and the Articles of Incorporation, CC&Rs, By-Laws, and Rules and Regulations of the Sun City Summerlin Community Association, Inc. (hereafter referred to as Association and/or SCSCAI).

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

**ARTICLE III  
Membership**

SECTION III.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 III.2 Membership shall be voluntary.

SECTION III.3 Dues rates shall be established by the Club board of directors each calendar year. Dues may be pro-rated and the Club board may establish incentive dues rates as needed to encourage timely renewals and family participation. 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 III.4 Resident guests may accept Club hospitality two times per 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 per year as the guest of a member.

ARTICLE IV  
Meetings

SECTION IV.1 Club business meetings shall be held for the purpose of approving the annual budget; for accepting the auditor's report; for accepting the report from the nominating committee; for the election of officers; for approving amendments to this constitution; and for other purposes as determined by the Club's Board of Directors. Notification of business meetings must appear in the *Link*, the official publication of the Association. All business meetings shall be recorded and the minutes made available for review by any member of the Club.

SECTION IV.2 The Club officers shall meet monthly. Special meetings of the officers may be called at the discretion of the president. All meetings will be recorded and the minutes made available for review by any member of the Club.

SECTION IV.3 Meetings shall be conducted in accordance with Robert's Rules of Order. The Club president, or any other officer, when presiding, may vote on any motion before the board.

SECTION IV.4 A quorum is needed to conduct Club business and is defined as: Six (6) for Club board meetings, one hundred (100) for Club general business meetings.

ARTICLE V  
Organization

SECTION V.1 Composition: The officers of the Club shall be a president, vice-president, secretary, treasurer, six directors elected at large, and the immediate past president. Officers shall be elected each year. All Club board members are designated as officers.

SECTION V.2 Qualifications and Tenure: Any member in good standing may be nominated for election. 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. Officers and board members may be re-nominated and re-elected to the same or different positions on the board without limitation.

SECTION V.3 Vacancies: In the absence of the president, the vice-president will automatically assume the duties. All other vacancies shall be determined by a vote of the remaining elected officers.

SECTION V.4 Compensation: Officers shall not receive any salary or other compensation for their services as officers nor may they 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 V.5 Authority: The Club officers shall have the responsibility to propose such rules and regulations as they deem desirable and as are consistent with the By-Laws of SCSCAI and Chartered Clubs and Community Organizations Procedures. These shall be set forth in the Bylaws of the Club. The Bylaws, and any subsequent changes to them, shall be first approved by a majority vote of the Club board and then ratified within 91 days by majority vote of the membership in attendance at a business meeting of the Club.

## ARTICLE VI Administration

SECTION VI.1 President: The president shall preside over all Club meetings and shall be responsible for the administration of all Club business; shall act as principal liaison between the Club and SCSCAI; 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 insure the financial and administrative integrity of the Club. All records must be passed on to successor.

SECTION VI.2 Vice-President: The vice-president shall preside at all meetings in the absence of the president and shall perform other duties as may be assigned by the president.

SECTION VI.3 Secretary: The secretary shall keep all records, issue notices of all meetings and maintain minutes thereof; shall conduct all correspondence relating to the Club; shall furnish to SCSCAI various reports as required. Secretary's records will be retained for three (3) years and passed on to successor.

SECTION VI.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 statements; shall reconcile and retain all bank statements; shall prepare financial reports for meetings; shall follow all requirements of the Club treasurer's record system as defined in Section VI.E of the Procedures. Treasurer's records will be retained for a minimum of seven (7) years and passed on to each successor.

## ARTICLE VII Finances

SECTION VII.1 The President, Vice President, Secretary, and Treasurer of Club shall be authorized to sign checks drawn against Club accounts. A minimum of two of these officers' signatures shall be required on each check.

SECTION VII.2 Expenditures exceeding \$2,500 must have the approval of the Club members in accordance with Club business procedures.

SECTION VII.3 The fiscal year of the Club shall be January 1 through December 31.

SECTION VII.4 An annual audit of the treasurer's records shall be made by an auditor appointed by the Club board, or by an independent audit team. The audit shall be completed not later than March 31 and reported to the membership not later than the general business meeting in May.

SECTION VII.5 The Club officers shall prepare an annual budget to be presented to and approved by the Club membership at a business meeting of the Club.

## ARTICLE VIII Elections

SECTION VIII.1 Not less than 60 days prior to the Club election date, a nominating committee shall be appointed by the Club officers. The nominating committee shall recruit a slate of candidates and present that slate of nominees to the members at the Club November general business meeting. Additional nominations will then be accepted from the floor.

SECTION VIII.2 Elections shall be conducted at the Club December business meeting. A quorum must be present for the vote to be valid. If there are no contested seats, the election vote shall be by show of hands. If there are contested seats, a secret written ballot will be used and tellers will be appointed by the chair to collect the ballots, tally the results and report them to the membership.

## ARTICLE IX Amendments

SECTION IX.1 Amendment proposals to Club Constitution and / or Club Bylaws must be in writing and submitted to the Club officers. All proposed changes must be presented to membership not less than 30 days prior to a vote of the membership at a business meeting of the Club.

SECTION IX.2 Votes on amendments may be by show of hands or by secret ballot as determined by the Club board at the board meeting preceding the business meeting of the vote. A quorum must be present for the vote to be valid.

SECTION IX.3 All proposed changes to the Club's constitution must be adopted in compliance with Article II, C,1.b of the Chartered Clubs and Community Organizations Procedures and are subject to final approval by SCSCAI.

ARTICLE X  
Dissolution

- SECTION X.1 Upon dissolution of this Club, all assets shall remain the property of SCSCAI.
- SECTION X.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 X.3 During the period leading to and including dissolution, the president and all other elected officials will function as outlined herein.
- SECTION X.4 Thirty days' advance notice to membership is required prior to a membership vote for dissolution. If the Club membership fails to approve dissolution, new officer elections will be held in accordance with the Procedures 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. **(See Attachment XIII of the CCOC Procedures)**
- SECTION X.5 Final dissolution of a Club requires the approval of the SCSCAI Board of Directors.

ARTICLE XI  
Adoption

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

SIGNATURES

\_\_\_\_\_  
Thomas N. Burt  
Club President

(Date)

\_\_\_\_\_  
Patricia L. LeMay  
Club Secretary

(Date)

REVIEWED/APPROVED

\_\_\_\_\_  
Sun City Summerlin Community  
Association, Inc.

\_\_\_\_\_  
Date

CLUBS AND COMMUNITY ORGANIZATIONS  
COMMITTEE

FINAL APPROVAL

\_\_\_\_\_  
Sun City Summerlin Community  
Association, Inc.  
BOARD OF DIRECTORS

\_\_\_\_\_  
Date