



# **SUN CITY TEXAS COMPUTER CLUB**

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# Bylaws

## ARTICLE I – GENERAL

**Section A.** The name of this organization is the Sun City Texas Computer Club, (hereinafter referred to as the "Club").

**Section B.** The purpose of the Club is to provide a forum for the exchange of information and knowledge among its Members relating to personal electronic devices and their uses and to operate a computer facility for use by its Members and the Sun City Texas community ("Community").

**Section C.** These Bylaws fully comply with the Sun City Texas Community Association's ("SCTXCA") Governing Documents ("Documents") and the SCTXCA Policy for Chartered Clubs ("Policy"). In the event of a conflict between these Bylaws and the Documents and Policy, the Documents and Policy will prevail. The Bylaws will be amended by a vote of the Board of Directors ("Board") to comply with the Documents and Policy.

**Section D.** This Club will be operated as a non-profit association in accordance with applicable statutes and the Documents and Policy. The Club has no legal status independent of the SCTXCA. For this reason, all actions by the Club Membership, Officers or Directors may be appealed to the SCTXCA, which may uphold or overturn those actions. In the absence of such an appeal, actions by the Club Membership, Officers or Directors, in accordance with these Bylaws, will stand.

## ARTICLE II – MEMBERSHIP

**Section A.** The following classes of membership will be open to all without discrimination as to race, religion, color, ethnic culture, national origin, sex, age, disability, political beliefs, sexual orientation, or family status. There will be no precondition for membership other than those stated in the following Sections of this Article, nor will any class of members be required to join any national, state, or regionally affiliated organization. Membership will be conditional upon the timely payment of dues as provided elsewhere herein. Failure to pay such dues will be deemed proper cause for the termination of Club membership.

- Regular Membership will be open to all Community members in good standing.

- Life Membership will be conferred upon Past Presidents who have served a minimum of one term as President of the Club, in recognition and appreciation of their service. Membership dues of Life Members will be waived beginning with the start of the next dues period after the Life Membership is conferred.
- Associate Membership will be open to all employees of the SCTXCA and to Texas. employees of the developer whose duty station is Sun City Associate Members will not be entitled to hold office or to vote.

**Section B.** Disciplinary Actions - Any Club Member who is disruptive to the functionality of the Club, whether Regular or Associate Member, will be put on probationary status for a period of six months by a 2/3 majority vote of the Club Board present in the closed session where this action is considered. This action will be considered only after contact and discussions with the offending Member have been unsuccessful in resolving the problem. The Member on probationary status may attend all meetings, take classes, and participate in special interest groups. The Member may not teach classes, lead a Special Interest Group ("SIG"), participate in other volunteer activities, or hold a Board position. Any Member recommending disciplinary action must present the reasons in writing for such action to the Board in a closed session. At the end of the probationary period, the Board will review the actions of the person or persons to determine the ongoing membership status of the individual.

**Section C.** The Board will set membership dues in the annual budget proposal. Annual dues for membership in the Club are capped at twenty-four dollars (\$24). If the determines that dues need to be increased beyond twenty-four dollars (\$24), the increase must be voted on by the membership and will become effective only after approval of a majority vote of the Members in good standing casting valid votes.

**Section D.** All other fees charged to Members and Guests for Club activities and for use of Club-administered facilities will be based on costs, as provided for in the Documents and Policy, and will be established by a vote of the Board.

## ARTICLE III – GUESTS

**Section A. Resident Guest** - All Community members in good standing are qualified to join the Club. Until they choose to join the Club, they are considered Resident Guests.

**Section B. Non-resident Guest** - All other individuals who are accompanied by a Club Member, or otherwise sponsored by a SCTXCA member, are considered Non-resident Guests and do not qualify for Club membership.

**Section C. Developer Guest** - During the period of Community development, and as long as the developer has the capability to annex land into the Community, Vacation Getaway ("VG") visitors, prospective home buyers, and the developer sales associates are considered Developer Guests. VG visitors may be accompanied by a sales associate or may identify themselves with a VG Visitor card. Prospective home buyers will be in the company of a sales associate. Depending on the nature of Club activities, VG visitors and prospective home buyers may be permitted to participate in Club programs. It is incumbent upon sales associates to inquire into Club policies and rules before advising Developer Guests that they may use Club activities and programs. Sales associates may only use SCTXCA/Club facilities when accompanying a prospective home buyer.

**Section D.** Any use of the Club facilities by any of the above guests will conform to the rules and regulations established by the Club.

## ARTICLE IV - BOARD OF DIRECTORS

**Section A.** The Club will be governed by a Board consisting of the following:

OFFICERS	DIRECTORS
President	Communications
Vice president	Cyber Center Operations
Secretary	Membership
Treasurer	Programs
	Special Interest Groups (SIGs)
	Education
	Web Site Functions
	Help Center Operations
	Other functions as defined by the Board

**Section B.** All Board Members (other than the Immediate Past President) will be elected by a vote of the general Membership and will serve without compensation.

**Section C.** All Board Members will be elected for one-year terms. The Immediate Past President will serve until the election of a succeeding President.

**Section D.** If the office of President becomes vacant, the Vice President will succeed to that position. If any other position becomes vacant, the President will fill the vacancy by appointment from among the Club Members. The appointee will hold that position for the remainder of the term, subject to approval by a majority of the Board.

**Section E.** The responsibilities of the Board Members will be as follows:

**President** – The President will preside over all Club meetings, assume responsibility for the administration of all Club business, act as the principal liaison between the Club and the Association, ensure the financial and administrative integrity of the Club, and appoint committees and assign areas of responsibility to members of the Board as deemed necessary.

**Vice President** – The Vice President will perform the duties of the President in the latter's absence and other such duties as may be assigned by the President.

**Secretary** – The Secretary will keep all records and minutes of the meetings of the membership and the Board, conduct correspondence relating to the Club, and furnish the SCTXCA with such reports as may be necessary. The Secretary will ensure that the Club's records are retained for three years and, upon leaving office, will pass the records to his/her successor.

**Treasurer** – The Treasurer will arrange through the SCTXCA, the disbursement of Club funds in compliance with Article IX of these Bylaws in timely payment of all bills owed by the Club, maintain appropriate accounting records reflecting the assets and financial transactions of the Club and its current financial condition, and report to the Membership on the financial condition of the Club at the annual business meeting and at such other times as the President may direct.

**Directors** – The Directors will provide leadership of the Club and its activities, advise the Board of any improvements or changes and provide for daily operation of the Club.

**Section F.** The Board will:

- review and approve the annual budget of the Club;
- approve expenditures in accordance with Article IX;
- set annual membership dues in accordance with Article II, Section C;
- set fees for Club activities, services and supplies;
- review and approve financial status reports from the Treasurer at least quarterly;

- receive and act on grievances;
- remove and replace any Board Member for cause, if they are unable to fulfill their duties,
- subject to approval by two-thirds of the Board; and carry out such other duties and
- exercise such other powers as are not specifically restricted or preempted by other articles
- of these Bylaws or by the Documents and Policy of the SCTXCA.

## ARTICLE V – COMMITTEES

**Section A.** The Board may appoint permanent (standing) committees each year. The Board may also appoint ad hoc committees from time to time to deal with specific issues.

**Section B.** The Board may designate the chairperson of each committee; or the Board may ask the committee members to select a chairperson from among its members.

## ARTICLE VI - SPECIAL INTEREST GROUPS

**Section A.** Special Interest Groups (SIGs) pursue activities on behalf of the members sharing in the group's special interest. To form a SIG, members with a common interest must present a statement of purpose to the Director of Special Interest Groups for approval by the Board. The Director of Special Interest Groups will review written statements of purpose for each SIG before the SIG is formed and whenever an existing statement of purpose is changed.

**Section B:** Membership will be open to all Members of the Club. SIGs will elect their own leader and other such officers as they may need to function and arrange their own programs and activities.

## ARTICLE VII – MEETINGS

**Section A.** *Roberts Rules of Order Newly Revised* will govern the proceedings of all business meetings of the Membership and Board meetings.

**Section B.** Business meetings of the membership will be held as required by these Bylaws or as determined by the Board, at places and times determined by the Board.

**Section C.** An annual membership meeting of the Club will be held for the purpose of reporting the election of Officers, Directors, and any other matter upon which the membership voted; receiving an annual report from the Treasurer; and conducting such other business as may properly come before it.

**Section D.** The President may call other meetings of the membership and will call such meetings when directed to do so by a majority vote of the Board. Such meetings will be held in conjunction with a regularly scheduled meeting of the Club whenever possible.

**Section E.** The proceedings of all meetings of the membership will be recorded in minutes taken by, or under the supervision of the Secretary. These minutes will be open for inspection by the membership and by officers, staff members, and directors of the SCTXCA.

**Section F.** The officer presiding at a meeting of the membership will vote only in case of a tie.

**Section G.** Meetings of the Board will be at times and places designated by the President.

**Section H.** The proceedings of all Board meetings will be recorded in minutes by, or under the supervision of the Secretary. These minutes will be open for inspection by the membership and by officials, staff members, and directors of the SCTXCA.

## ARTICLE VIII - ELECTIONS AND VOTING

**Section A.** The Officers and Directors will be elected annually by the membership in a manner and time to be specified by the Board. If Sections B and C of this Article result in only one candidate for each position, the Board, by a majority vote, may declare that the candidates are appointed, and Sections D and E do not apply.

**Section B.** Not less than forty-five (45) days prior to the start of voting (date and time to be determined by the President); the President will appoint a Nominating Committee of

at least three Members. It will be the duty of this committee to identify and propose a slate of Officers and Directors for the coming year for Board approval. This slate will consist of at least one qualified nominee for each office or directorship.

**Section C.** At least thirty (30) days prior to start of voting, the Secretary will provide to the Members, a notice of all matters to be voted on by the membership and the dates for voting. This notice will include a statement that any nominations to the Board must be submitted to the Secretary no less than twenty (20) days prior to the start of voting.

**Section D.** No later than twenty (20) days preceding the start of voting, any Member wishing to stand for election to a position of Officer or Director, must submit their own name and qualifications to the Secretary

**Section E.** The Secretary will communicate names of all nominees to the membership no less than fifteen (15) days preceding the start of voting. The notice will describe specific voting instructions.

**Section F.** Elections will be decided by a majority vote of the Members in good standing casting valid votes. The electoral process to be used will be determined by the Board.

**Section G.** Nominees who are elected will assume their official duties on the first day of the calendar year.

## ARTICLE IX – FINANCES

**Section A.** Financial procedures for the collection, deposit and expenditure of funds will comply with the procedures outlined in the Policy.

**Section B.** The accounting or fiscal year of the Club will be the same as the fiscal year of the SCTXCA.

**Section C.** A Board member may authorize purchases with Club funds not to exceed one thousand dollars (\$1,000) per expenditure without prior approval of the Board, provided the expenditure of such funds is authorized within the approved annual budget.

**Section D.** The President, Vice President, Secretary and Treasurer will have authority to approve SCTXCA payment requests drawn for payment from the Club's account with the SCTXCA. Any SCTXCA payment request over the amount of one thousand dollars (\$1,000) requires the signature by two of these four Officers.



**Section E.** An Officer will not approve a SCTXCA payment request in which the officer or a member of the officer's household is the payee.

## ARTICLE X – GRIEVANCES

**Section A.** A Member of the Club who has a grievance against the Club's policies, procedures or actions, or other Members, should submit their grievance in writing, using SCTXCA Form CC-9, to the Board. Prior to submitting form CC-9 to the Board, the complainant should review the Club's Bylaws to ensure the changes they wish to make are in compliance.

**Section B.** The Board or its designees will meet with the complainants within twenty (20) days of the submission.

**Section C.** If the parties cannot resolve the issue at that level, the provisions of section 5.2.4 of the SCTXCA Policy for Chartered Clubs will apply.

## ARTICLE XI - AMENDMENTS TO THE BYLAWS

**Section A.** As deemed necessary, but at least annually, the Board will review the Bylaws and propose any necessary amendments.

**Section B.** Any Member may propose an amendment to these Bylaws. The proposed amendment must be in writing, signed by the submitter, and submitted to the Secretary. Proposed amendments will be reviewed by the Board and, if accepted, will be presented to the Membership for approval.

**Section C.** All proposals to amend must be accompanied by a statement of rationale for the proposal. The statement of rationale may identify any mandatory changes required to comply with the SCTXCA Documents and Policy.

**Section D.** Except for the provisions of Article I, Section C. of these Bylaws, to amend the Bylaws of this Club, the Board will submit proposed revisions to the Club's Membership for a vote. For any proposed amendments to be adopted, two-thirds of the Members in good standing casting valid votes must approve.

**Section E.** Voting procedure will be as prescribed in Article VIII, Section D. The Secretary will ensure that copies of any proposed amendment and the accompanying statement of rationale are submitted to the SCTXCA office and posted in the Club's Cyber Center no less than fifteen (15) days prior to the start of voting.

**Section F.** Unless the proposal stipulates the effective date, amendments will become effective upon approval of the Membership.

## ARTICLE XII – DISSOLUTION

**Section A.** Dissolution of the Club will be decided by a two-thirds (2/3) vote of the Members in good standing casting valid votes in agreement to dissolve the Club.

**Section B.** Prior to Club dissolution, and after all debts are satisfied, all property and assets will be turned over to the SCTXCA.

### SUN CITY TEXAS COMPUTER CLUB

\_\_\_\_\_ signed \_\_\_\_\_

Name: Iris L. Chauffe, President

Date: \_\_\_\_\_ December, 2017 \_\_\_\_\_

Amended: August 14, 2017

Changed Training Director to Education Director

Added Help Center Director

Amended: December 2017

Reflected change in Article IV, Section C to reflect change in status for the Immediate Past President as voted upon by membership