



# **SUN CITY TEXAS COMPUTER CLUB**

## **BYLAWS**

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## **ARTICLE I—GENERAL**

**Section A—Name of Organization** - The name of this organization is the Sun City Texas (SCTX) Computer Club (Club).

**Section B—Purpose of Organization** - 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.

**Section C—Compliance** - These Bylaws comply with the SCTX Community Association's (Association) Governing Documents (Documents) and the Association's Policy for Chartered Clubs (Policy). In the event of a conflict between these Bylaws and the Association's Documents and Policy, the Association's Documents or Policy will prevail. These Bylaws will be amended by a vote of the Executive Board (Board) to comply with the Association's Documents and Policy.

**Section D—Non-Profit Organization** - This organization will be operated as a non-profit Club in accordance with applicable statutes and the Association's Documents or Policy. The Club has no legal status independent of the Association. For this reason, all actions by the Club membership and Board may be appealed to the Association, which may uphold or overturn those actions. In the absence of such an appeal, actions by the membership and Board, in accordance with these Bylaws, will stand.

## **ARTICLE II—MEMBERSHIP**

**Section A—Qualifications** - Membership will be open to any Association member and renter in good standing without discrimination as to race, religion, color, sexual orientation or national heritage.

**Section B—Disclaimer** – Membership in this Club is open to all members of the Association, subject to certain very limited restrictions on eligibility (such as, chartered clubs can be segregated for males and females (like the women's and men's golf clubs)) provided that each gender has the same opportunity (i.e., there could not be a female golf club without a male golf club being in place). Neither the Association nor any chartered club performs background checks or other screening for chartered club eligibility, other than to confirm membership or residency in the Association. It is every member's responsibility to perform whatever due diligence and take any measures the member believes appropriate. For example, and without limitation, members put in the situation of interacting one-on-one with other members of chartered clubs should perform whatever due diligence they believe appropriate for safety reasons.

**Section C—Preconditions** - There will be no precondition for membership, nor will members be required to join affiliated national, state, or regional organizations.

## **Section D—Types of Memberships**

1. **Regular Membership** will be open to all Community members in good standing.
2. **Life Membership** will be conferred upon Past Presidents, who have served a minimum of one (1) 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.
3. **Associate Membership** will be open to all employees of the Association 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 E—Guest Policy**

1. **Resident Guest** - A Resident Guest is a resident of the Association who has not yet formally joined the Club but is qualified to do so. In the event a homebuyer has not closed escrow, he/she may join the Club on a temporary basis. A qualified renter is entitled to the same rights as a resident.
2. **Non-resident Guest** - All other individuals who are accompanied by a Club member, or otherwise sponsored by an Association member, are considered Non-resident Guests and do not qualify for Club membership.
3. **Developer Guest** - During the period of Community development, and during the time 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 sales associates 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 attend Club activities and programs. Sales associates may only use Association-assigned Club facilities when accompanying a prospective home buyer.
4. Any use of the Club facilities by any of the above guests will conform to the Bylaws and Policies (Club Policies) established by the Club.

## **Section F—Dues and Fees**

1. 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 it is determined 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 casting valid votes. Membership will be conditional upon the timely payment of dues. Failure to pay such dues will be deemed proper cause for the termination of Club membership.
2. All other fees charged to members and guests for Club activities and for use of Association-assigned Club facilities will be based on costs, as provided for in the Association Documents and Association Policy, and will be established by a vote of the Board.

## ARTICLE III—EXECUTIVE BOARD

**Section A—Executive Board Members** - The Board will consist of the following Officers: President, Vice President, Secretary, and Treasurer. The Directors on the Board will be Communications, CyberCenter Operations, Education, Help Center Operations, Membership, Programs, Special Interest Groups (SIGs), and Web Site Functions. The Past President will be a member of the Board.

**Section B—Election of Board** - 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—Terms of Office and Responsibilities**

1. All Board members will be elected for one (1) -year terms. The Immediate Past President will serve concurrently with the succeeding President.
2. 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 such other 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 Association with such reports as may be necessary.

**Treasurer** – The Treasurer will maintain accurate accounting records reflecting the assets and financial transactions of the Club and its current financial condition, develop a proposed annual budget for the Board, 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.

3. The Board will:
  - a. review and approve the annual budget;
  - b. approve expenditures in accordance with Article VII—Financial Controls and Procedures;
  - c. set annual membership dues in accordance with Article II, Section E;
  - d. set fees for Club activities, services and supplies;
  - e. review monthly reports from each Board member;
  - f. receive and act on grievances and disciplinary actions;
  - g. ensure that all records are retained for three (3) years;
  - h. determine an appropriate appreciation for Club volunteers; and
  - i. 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 Association's Documents and Policy.

#### **Section D—Nomination and Election Procedures**

1. The Board will be elected annually by the membership in a vote to be conducted November 1 through November 15 in a manner to be specified by the Board.
2. Prior to the September Board meeting, the President will appoint a Nominating Committee of at least three (3) members, two (2) of whom will not be Board members. The Nominating Committee will develop a list of nominees for each Board position for the coming year. This list will consist of at least one (1) nominee for each Board position.
3. Following the September Board meeting and prior to September 15, the Communications Director will send a communication to members informing them:
  - a. of the appointment of a Nominating Committee including the committee members' names;
  - b. that the Nominating Committee will be seeking nominees for all Board positions until the first Monday in October;
  - c. that written nominations from the members will be accepted by the Nominating Committee from the date of this communication until the first Monday in October:
    - (1) that a member may nominate him/herself by submitting to the Nominating Committee a dated and signed statement giving his/her own name and position seeking; and
    - (2) that a member(s) may nominate another member with that member's approval by submitting to the Nominating Committee a dated statement signed by the nominator and the nominee giving the name of the nominator, the name of the nominee, and the position for which the nominee is being nominated; and
  - d. that If there is more than one nominee for a position, all nominees will be listed on the ballot.

4. At the October Board meeting, the Nominating Committee will present its report to the Board.
  - a. When there is only one (1) nominee for each position, the Board may declare, by a majority vote of those Board members present, that each nominee is appointed. The Communications Director will communicate to the members the fact that the nominees were appointed and state the names of the appointees and the Board position to which each appointee was appointed.
  - b. When there is more than one (1) nominee for a position, by October 15, the Communications Director will communicate the names of all nominees for every Board position to the membership for a vote. The notice will describe specific voting instructions.
5. Elections will be decided by a majority vote of the members in good standing casting votes. The electoral process to be used will be determined by the Board.
6. Nominees who are elected will assume their official duties on the first day of the calendar year.

#### **Section E—Vacancies and Recall of Officers**

1. 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.
2. Upon the approval of two-thirds (2/3) of the Board, the Board will remove and replace any Board member for cause or if the individual is unable to fulfill the assigned duties

#### **Section F—Committees**

1. The Board may appoint permanent (standing) committees. The Board may also appoint *ad hoc* committees.
2. 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 IV—SPECIAL INTEREST GROUPS (SIGs)**

**Section A—Formation** - 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 and Leadership** - 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 V—MEETINGS

### Section A—Types, Frequencies and Voting Procedures

#### 1. Board Meetings

- a. Meetings of the Board will be at times and places designated by the President.
- b. The proceedings of all Board meetings will be recorded in minutes by, or under the supervision of, the Secretary. These minutes will be posted on the website for inspection by the membership and by officials, staff members, and directors of the Association.

#### 2. Membership Meetings

- a. 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.
- b. A membership meeting of the Club will be held annually for the purpose of reporting the election of the Board and any other matter upon which the membership voted, receiving an annual report from the Treasurer; reporting on the state of the Club, and conducting such other business as may properly come before it.
- c. 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.
- d. The proceedings of all membership meetings will be recorded in minutes taken by, or under the supervision of, the Secretary. These minutes will be posted on the website for inspection by the membership and by Association officers, staff members, and directors.

**Section B—Rules of Order** - *Roberts Rules of Order Newly Revised* will govern the proceedings of all meetings.

## ARTICLE VI—GRIEVANCE PROCEDURES

**Section A—Grievance** - A Club member who has a grievance against the Club's policies, procedures or actions or against another member should consult applicable sections of Association *Policy for Chartered Clubs*, Section 5.2, Membership and Club Operation.

## ARTICLE VII—FINANCIAL CONTROLS AND PROCEDURES

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

**Section B—Fiscal Year** - The accounting or fiscal year of the Club will be the same as the fiscal year of the Association.

**Section C—Payment Form** - All reimbursement or payment requests must be submitted using the *Computer Club Payment Request Form* available on the Club website.



## **Section D—Authorization Level**

1. 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.
2. Any payment request over the amount of one-thousand dollars (\$1,000) requires approval of the Board and the Form must be signed by two of the four (4) Officers.

**Section E—Officer Authority** - The President, Vice President, Secretary and Treasurer each will have authority to approve a request for payment from the Club's account with the Association.

**Section F—Officer Non-Authority** - An officer cannot approve a payment request in which the officer or a member of the officer's household is the payee.

## **ARTICLE VIII—AMENDMENTS TO THE BYLAWS**

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

### **Section B—Proposed Amendments**

1. 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.
2. All proposals to amend must be accompanied by a statement of rationale for the proposal.
3. Amendments to the Bylaws requiring a vote of the membership will be determined by the Board.

### **Section C—Vote**

1. The Board will submit proposed revisions to the Club's membership for a vote.
2. Fifteen (15) days before the date voting begins on any amendments, the Communications Director will notify members of any proposed amendments and the accompanying statement of rationale together with voting procedures via a posting on the Club's website.
3. For any proposed amendments to be adopted, two-thirds (2/3) of the members in good standing casting votes must approve.

**Section D—Effective Date** - Unless the proposal stipulates the effective date, amendments will become effective upon approval of the membership.

## **ARTICLE IX—CLUB DISSOLUTION**

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

**Section B—Assets** - Upon Club dissolution and after all debts are satisfied, all Club assets (monies, inventory and equipment) will remain assets of the Association.

SUN CITY TEXAS COMPUTER CLUB

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_