

By-laws of the Sunland Springs Village Computer Club (SSVCC)
Latest amendments (underlined) club-ratified 09.30.2020
Bylaw changes approved by the HOA Board on 11.19.2020

Article I General

1. The name of this organization is: The Sunland Springs Village Computer Club (hereinafter SSVCC).
2. The purpose of the SSVCC is to provide an open forum for the free exchange of 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.
3. These bylaws will comply with the Association's Governing Documents (Documents) and the policies for Clubs (Policy). In the event of a conflict between these bylaws and Documents or Policy, the Documents or Policy will prevail.

Article II Membership

1. Membership shall be open to any Association member in good standing without discrimination as to race, religion, color or national heritage.
2. There shall be no precondition for membership, nor will members be required to join affiliated national, state or regional organizations.
3. Guest Policy: Non-residents may petition for associate membership in the SSVCC. Associate members pay dues and may stand for election to Club office.
4. Membership and election to office in SSV Computer Club requires that dues be kept current and in compliance with all rules and regulations specified by these Bylaws.
5. Annual dues are established by the Executive Committee and are due every October 1, delinquent after January 15, and are non-refundable. Full membership dues shall be paid whenever a new member joins during the club program year - October through April
6. SSV non-members and non-SSV residents may attend one meeting per program year as a guest without paying the annual dues. Thereafter, non-members may petition for membership through the normal resident or guest joining process.
7. The Club's summer program session - May through September - is open to all members and non-members all summer. There are no dues collected during the summer session.

Article III Officers

1. All officers shall be elected by a vote of the general membership and shall serve without compensation.
2. The officers of the SSV Computer Club shall consist of six (6) elected members. They are: President, Vice-President, Programs, Vice-President, Operations, Secretary, Treasurer, and Technology Officer. These officers constitute the Executive Committee.
3. The duties and responsibilities of the officers shall be as follows:
 - a. The President shall:

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- i. Preside at all meetings including the Executive Committee;
 - ii. Be Ex-Officio on all committees except the Nominating Committee;
 - iii. Appoint members to fill board chairs and to program positions during his/her term of office;
 - iv. Nominate to the membership candidates to fill vacant elected officer positions;
 - v. Serve as the club's representative and negotiator to the HOA when it meets annually to consider SSV meeting space and resource allocations for all clubs and organizations. Ensure our ongoing ability to successfully carry out our mission function.
- b. The Vice President for Programs shall:
- i. Temporarily assume the duties of the President in the event of the President's absence, resignation or death;
 - ii. Serve as chair of the Program Committee.
- c. The Vice President for Operations shall:
- i. Assume the duties of Vice President for Programs in the event of the Vice President's absence or temporary assumption of the President's duties;
 - ii. Serve as chair of the Operations Committee.
- d. The Secretary shall:
- i. Take minutes and record the proceedings of business meetings of the computer club and of the Executive Committee;
 - ii. Conduct all correspondence for the computer club;
 - iii. Keep updated and make available copies of the Bylaws to any member upon request;
- e. The Treasurer shall:
- i. Receive all monies collected from whatever source;
 - ii. Pay bills and other disbursements as authorized by the Executive Committee;
 - iii. Keep complete, accurate records of receipts and disbursements and bank accounts and prepare a financial statement for the Executive Committee and membership meetings. Retention period for all lawful documents shall be three (3) years after which time all affected records will be archived;

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- iv. Maintain a commercial bank account at a bank approved by the Executive Committee. One signature either from the Treasurer or President shall be required on checks.
 - v. Maintain a roster of all paid club members.
 - vi. Maintain and use the Federal Tax ID as required by the IRS.
 - vii. Separately account for all reserves and commitments individually, including, but not limited to, funds to be paid to teachers at year-end, and funds for replacement of existing aging inventory. Inventory replacement funds will accrue at the rate of \$100.00 per month, and this fund will be reviewed annually by the Executive Committee for modification, if required.
- f. The Technology Officer shall serve as chair of the Technology committee, and:
- i. Be responsible for obligatory contracts with website host organizations and website and other software application suppliers as deemed necessary.
 - ii. Oversee the development and maintenance of the Club's website (ssvcc.com), and the Club's intra-club communication process.
 - iii. Build a technical team capable of maintaining, updating and monitoring the operational performance of software applications and electronic delivery systems for maximum effectiveness according to the needs of the Club.
 - iv. Act as the technical conscience to the Officer team regarding the purchase, integration and documentation of any product(s) designed to further the mission of this club.
 - v. Ensure all procedures used by the club are fully documented for club officers, members, visiting presenters, and, where necessary, other SSV organizations.
 - vi. Verify the accuracy of the current list of all club-managed HOA-owned property each year in April. File this list in a report to the SSV HOA Club Coordinator via the club Secretary on or immediately after April 1 of each calendar year.

3. Duties and Responsibilities of Executive Committee, operating under the direction of the President shall be as follows:

- a. May further establish fees and charges for participation in special activities or educational programs.
- b. Will ensure the club operates on a non-profit basis to ensure the tax status as a non-profit corporation. All funds collected are required to be used to benefit club membership.

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- c. Shall appoint chairpersons to serve on the Nominating, Publicity, Education, and Membership committees and may establish other committees as needed.
- d. Reserves the right to relieve any officer for failure to perform the duties of the office.
- e. Shall determine the criteria for, and the funding and management of the Inventory Reserve Fund for the purpose of replacing or upgrading existing equipment and the Teacher's Reserve Fund.
- f. Shall ensure that no expenditure in excess of \$500 shall be made without first obtaining approval from a majority of the members present at any business meeting or special meeting called for such purpose. Electronic voting is authorized.
- a. Shall appoint a member in good standing to perform an annual audit of the Treasurer's books in February or at any other time as deemed necessary.
- b. Shall ensure that individual or private selling of merchandise in SSVHOA facilities is approved by the Executive Committee and meets the guidelines of the SSV HOA Club Policy.
- c. Shall monitor membership levels to ensure that meeting room and equipment resources continue to be available to all qualified members. In a situation where resources are constrained due to increased competition for village space, the Committee needs to ensure that the membership procedure sufficiently favors SSV resident petitioners over non-SSV associate petitioners.

Article IV Committees

- 1. Standing committees shall include:
 - a. The Program Committee, responsible for the development and publicity of programs for General Membership meetings. The Vice President for Programs shall serve as chair and may appoint additional members.
 - b. The Operations Committee, responsible for computer facility operations, hardware, and software. The Vice President for Operations shall serve as chair and may appoint additional members.
 - c. The Nominating Committee shall propose a slate of officers that will consist of one consenting candidate for each office. This slate is to be submitted for the election to be held at the first Wednesday meeting of March. The chair will select two additional members to serve on this committee, no existing officer may serve.
 - d. The Publicity Committee is responsible for promoting interest and membership in the club in all available media, Village Voice, Channel 22, Tuesday Coffee Time, Bulletin Boards, the SSV Forum, online meetings, etc. The chair may appoint additional members to serve on this committee.
 - e. The Membership Committee, responsible for recruiting and encouraging active membership, to include welcoming new members and conducting follow-up interviews with members who do not renew, and reporting suggestions to the

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Executive Committee. The chair may appoint additional members to serve on this committee.

- f. The Education Committee is responsible for soliciting educational subject requests from the members, recruiting instructors, and scheduling classes and workshops to fill these requests. The chair may appoint additional members to serve on this committee.

Article V Meetings and Elections

1. There will be a minimum of two (2) general membership meetings held during the program year – October through April:
 - a. The first meeting shall be held the first regularly scheduled meeting of the fall season, in October, to present the officers and program for the upcoming year.
 - b. The second meeting shall be held on first meeting date in March to elect and install new officers, as necessary, and to review the programs of the past year. A membership quorum is required to ratify the installation of elected officers.
2. The Executive Committee may meet at any time and place as called by the President or by any two members of the Executive Committee; however, no business can be conducted with less than three of the six officers present. All appointed committee chairs are encouraged to attend Executive Committee meetings but will not have voting rights.
3. In addition to the regularly scheduled meetings, special meetings may be called by majority vote of the Executive Committee or by a petition signed by at least 20 members. Notice of these special meetings must be broadcast to all members at least one week prior to the meeting and must include the topic to be covered. Electronic voting is authorized, as needed, for all meetings to include general membership meetings.
4. Any action presented to the membership for approval at a club business meeting requires a majority vote of the members present. No proxy voting will be allowed except for amendments to the by-laws or Dissolution. See Articles IX and X.
5. Roberts Rules of Order, as revised, shall govern at all membership meetings.

Article VI Election and Terms

1. The election and installation of officers shall be held at the first General Business meeting in March. In addition to the slate of candidates presented by the Nominating Committee, other members may be nominated from the floor but must have the approval of the member being nominated. Nominees will be elected by a simple majority of the members present. The new officers elected will assume the duties the first meeting in April.
2. The term of office shall be for two years.
3. Elected officers may serve no more than two consecutive two-year terms in the same office, but may stand for election to another elected or appointed position thereafter.

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4. The term of service for elected officers will be staggered as follows, such that a nucleus of serving officers is retained by rotation during any given election cycle:
 - a. In odd-numbered years, the President, Vice-president of Operations and Treasurer must stand for election.
 - b. In even-numbered years, the Vice-President of Programs, Secretary and Technology officer must stand for election.
5. Resigning or term-limited officers are expected to mentor their replacements until job skills are fully transferred. Any serving officer who transfers duties to another serving or newly-elected officer will provide the same skills transfer.

Article VII Use of Computer Club Teaching and Storage Facilities and Equipment

The Executive Committee 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.

1. The facilities shall not be used for any purpose without a designated staff member or monitor present.
2. The facilities may not be used for commercial purposes of any kind.
3. The availability of a facility is not intended to serve as a substitute for the ownership of a computer or related equipment.
4. Under no circumstances shall any equipment be removed from the computer facilities except by pre-approved permission by the President or Vice President of Operations.
5. Any removable media brought into any facility must first be tested for virus before use in the lab equipment.
6. Food and beverages should not be brought into any facility.
7. Users shall not copy licensed material nor add or delete programs or files that are included in the systems found on the laboratory or classroom computers.
8. If a member using equipment during open lab hours encounters any particular problem during his or her use of the computer lab systems and equipment, all details should be immediately reported to the monitor or other staff on duty.
9. Only the President or the Vice President of Operations has the authority to lend any equipment or supplies.

Article VIII

1. Liability insurance, as well as security bonding for the club Executive Committee, is extended to the club through the umbrella provisions of the SSVHOA insurance coverage. Club events on SSVHOA premises are covered by Association insurance as long as the activity is within the scope of the clubs Bylaws. The Executive Committee will

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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 clubs Bylaws.

Article IX Amendments to the By-laws

1. Bylaw amendments require membership vote at a meeting duly called for such purpose. These Bylaws may be amended at any time by majority vote of the membership present or represented by proxy in writing or online voting at any regularly scheduled meeting or special meeting upon thirty (30) days' specific notice provided.

Article X Club Dissolution

1. The Club may be dissolved at any time by majority vote of the membership present or represented by proxy in writing at any regularly scheduled or special meeting upon thirty (30) days' notice provided. Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the Association.

End of Document

Signature: _____

Diana Grubb, President

Date 12-09.2020

Signature: _____

Allen Schaeffer, Acting Secretary

Date 12.09.2020