

## **By-Laws of the Sun City Summerlin Computer Club (SCSCC)**

### **1 Purpose**

- 1.1 The purpose of the Sun City Summerlin Computer Club (SCSCC) is to provide an open forum for the free exchange of all ideas, knowledge and experience concerning the use and operation of computers, smart phones, tablets and “Internet of Things” devices. A further purpose is to provide both formal and informal education in computer applications, hardware and software technologies.
- 1.2 It shall be the further purpose of this organization to offer an opportunity for communication with other computer user groups.

### **2 Authority and Limitations**

- 2.1 The Club is organized and will operate in full compliance with the SCSCC Constitution and the Chartered Clubs and Community Organizations Procedures, which are incorporated here by reference. The Club will also comply with 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).

### **3 Membership**

- 3.1 Refer to the Membership Dues requirements in the SCSCC Constitution. Club Dues are payable on or before January 1st of each year.
- 3.2 Membership in the Sun City Summerlin Computer Club requires only that all dues be kept current, that the Club member have a current, valid SCSCAI membership card and that the member comply with all rules and regulations as specified by these Bylaws.
- 3.3 Dues are not refundable.
- 3.4 Nonpayment of dues, upon expiration of a grace period ending January 31, shall automatically cause any delinquent member to be dropped from the active membership roll without further notice or hearing.
- 3.5 New members who join after October 31 will enjoy all the privileges of membership for the remainder of the current year and for the following year.

- 3.6 A material violation or failure to comply with the SCSCC Bylaws 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.

#### **4 Meetings and Elections**

- 4.1 Club general meetings shall be held at least 9 times per year on the first Thursday of the month. The schedule will be determined each year by the Club Board. Should New Year's Day or Independence Day fall on or the day before the first Thursday, the Club Board may delay the meeting by one week, provided a suitable meeting venue is available, or may cancel the meeting. Commonly, meetings during the summer months will be canceled. Meetings may also be canceled if no speaker is available.
- 4.2 All Club members are eligible to hold office.
- 4.3 A business meeting shall be called for the first Thursday in November to permit the Nominating Committee to present its slate of nominees for club Board of Directors. The president or his designee will act as the presiding officer. The Nominating Committee will propose a slate of Board of Directors that will consist of one candidate for each office. Nominees must agree to serve if elected.
- 4.4 At this same business meeting, additional nominations will be accepted from the floor. 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.
- 4.5 The general membership meeting held on the first Thursday of December shall be a business meeting of the club for the primary purpose of electing the Board of Directors.
- 4.6 The President or his designee will act as the presiding officer for the purpose of conducting the annual election. His first duty is to determine if a quorum (as per the club constitution) is present to conduct business. Additional nominations, if any, will be accepted from the floor. If the final slate of nominees contains only one nominee for each office, the presiding officer may call for a voice vote and the slate shall be considered elected by acclamation. Otherwise, the presiding officer will appoint at least three tellers to distribute, collect, and count the ballots; and will 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. The Secretary will transmit the results of the election (using the CCOC Club Officer Form) to the Association within 14 days after the election.
- 4.7 The newly elected Board of Directors takes office January 1 of the year following the December election. They will be invited to attend the December meeting of the outgoing Board to participate in transition activities.

- 4.8 If a majority of the Club Board of Directors determines that any officer is not fulfilling his assigned duties, they may call for a special recall election. This must be noticed 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.
- 4.9 In addition to the regularly scheduled monthly meetings, special meetings may be called by majority vote of the Board of Directors.
- 4.10 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. The business meeting must be publicized in an edition of the *Link* that has a publication date of not less than 15 days nor more than 60 days prior to the date of the meeting.
- 4.11 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.

## 5 Supporting Staff Positions

- 5.1 Facilities Director shall oversee the equipment and software used in the classroom and training lab. This includes directing the activities of the system administrators and the lab maintenance team.
- 5.2 Coach Coordinator shall organize and schedule coaches to assist students in the Boot Camp class and other hands-on classes.
- 5.3 Lab Monitor Coordinator shall be responsible for organizing and scheduling monitors to staff the club's open lab sessions.
- 5.4 Greeter Coordinator shall organize and schedule greeters to assist presenters and attendees of club seminars.
- 5.5 Gigabyte Gazette Editor shall compile and publish the monthly Club newsletter to the Club website.
- 5.6 Membership Chair shall maintain a complete roster of members under the oversight of the club Secretary.
- 5.7 Education Chair shall oversee and coordinate the club's educational activities, including classes, SIGs and seminars.
- 5.8 Webmaster shall edit and manage the Club's online website.
- 5.9 As needed, any other staff positions may be created and filled at the discretion of the Board of Directors. Appointees serve at the Board's discretion.

## 6 Use of Computer Club Facility and Equipment

- 6.1 The Board of Directors of the Club will provide policy direction and general oversight for the operation of the computer club facility, i.e., the computer classroom and computer lab. 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.
- 6.2 The facility shall not be used for any purpose without a designated staff member or monitor present.
- 6.3 Upon entering the facility, a member or resident should be prepared to show his or her SCSCAI membership card. At each visit a member shall sign in at the facility using the procedure established for this purpose.
- 6.4 The facility may not be used for commercial purposes of any kind. In particular, individual or private selling for profit of merchandise or services, or canvassing for signatures on any petitions in SCSCC facilities is strictly forbidden unless previously approved by the club Board of Directors.
- 6.5 The club will provide at least **6 hours** of its posted “Open Lab” operating time in the lab facility for use by the general SCSCAI membership. This time must be under the oversight of a Club Lab Monitor. A SCSCAI resident member, on showing a valid, current SCSCAI membership card, will be allowed use of the lab facility during designated “Open Lab” times even though he/she does not hold a SCSCC membership.
- 6.6 Under no circumstances shall any equipment be removed from either of the computer facilities except by facility staff.
- 6.7 Food and beverages should not be brought into the facility unless specifically allowed. Smoking is prohibited.
- 6.8 If a member using equipment during “Open Lab” hours encounters any 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.
- 6.9 Additional details regarding the procedures for oversight and operation of the facility are posted to the club’s website ([www.scscclub.com](http://www.scscclub.com)). Such documentation shall be subject to change at any time by approval of the Board of Directors.

## **7 Finances**

- 7.1 The funds of the SCSCC shall be kept and maintained in commercially acceptable and insured bank accounts. The Club will use the Tax I.D. Number (EIN) assigned by SCSCAI.
- 7.2 The President, Vice President, Secretary, and Treasurer of SCSCC are authorized to sign drafts drawn against accounts owned by the SCSCC.
- 7.3 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.
- 7.4 The approval procedure for specific expenditures is specified in the Club constitution and the CCOC procedures.
- 7.5 The Club Treasurer, assisted by other officers, will prepare an annual club income and expense plan to be approved by the Club Board in December for the upcoming year. This approved income and expense plan will be submitted to the Club membership for ratification by majority of a quorum at the first general / business meeting of the new year.
- 7.6 The Board of Directors may establish fees or charges for participation in special activities or educational programs.
- 7.7 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.

## **8 Financial**

- 8.1 The Club operates on a non-profit basis.
- 8.2 The Club may bond its Officers when those individuals have the authority to withdraw or deposit funds.
- 8.3 Individual or private selling of merchandise in SCSCAI facilities is strictly forbidden unless sponsored by the Club and sanctioned by the SCSCAI.

## 9 Amendments

- 9.1 These By-Laws may be amended at any time by majority vote of the Board of Directors, subject to ratification by the membership at a Club business meeting. Said business meeting must occur within 91 days of passage of the amendment by the Board and must provide not less than 30 days notice in the LINK and on club bulletin boards and electronic communication vehicles.
- 9.2 The amendment election process shall follow the procedures specified in the CCOC Policies and Procedures manual and the SCSCC Constitution.
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Submitted and approved on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Board of Directors of the Sun City Summerlin Computer Club

Attest:

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Jeffrey Wilkinson  
President, Sun City Summerlin Computer Club

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Patricia L. LeMay,  
Secretary, Sun City Summerlin Computer Club