

Operating Procedures 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 and further 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, which is incorporated here by reference. The Club will also comply with the Chartered Clubs and Community Organizations Procedures, Articles of Incorporation, CC&Rs, By-Laws, and Rules and Regulations of the Sun City Summerlin Community Association, Inc. (hereafter referred to as SCSCAI).
- 2.2 In the event of conflict between this document and any of the others listed in 2.1, this document will be subordinate to those.

3 Membership

- 3.1 Refer to the membership requirements in the SCSCC Constitution.
- 3.2 Additionally, membership in the Sun City Summerlin Computer Club requires only that all dues as specified in the Club Constitution be kept current and that there be compliance with all rules and regulations as hereinafter specified by these Operating Procedures and in the CCOC Procedures Manual Section III.A.5.
- 3.3 Club Dues are payable on or before January 1st of each year. Nonpayment of dues, upon expiration of a thirty-day grace period, shall automatically cause any member to be dropped from the active membership roll without further notice or hearing.
- 3.4 New members who join after October 31 and pay the dues for the following year will enjoy all the privileges of membership for the remainder of the current year.
- 3.5 Dues are not refundable.

4 Meetings

- 4.1 Club general meetings shall be held monthly on the first Thursday of each month at least 9 times per year. The SCSCC Board will determine the meeting schedule for the year not later than the last Board meeting of the preceding year.

5 Organization

- 5.1 The officers of the club shall be a president, vice-president, secretary, treasurer and not less than six or more than ten directors elected at large and shall be elected each year. (A SCSCAI chartered club must have at least three officers). All elected board members shall be considered officers. The immediate past president shall also serve as an unelected voting member of the board.
- 5.2 Any member in good standing may be nominated for election.
- 5.3 Officers and board members shall serve for a term of 1 year.
- 5.4 **Vacancies:** In the absence of the president, the vice-president will automatically assume the president's duties. For all other vacancies, a replacement shall be appointed by a majority vote of the remaining elected board members.
- 5.5 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.
- 5.6 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 Manual. All such proposals shall be approved by the membership at a business meeting of the club.

6 Election and Removal of Officers

- 6.1 All Club members are eligible to hold office.
- 6.2 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.
- 6.3 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.
- 6.4 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.

- 6.5 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 is present to conduct business. If the final November 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.
- 6.6 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.
- 6.7 In addition to the regularly scheduled monthly meetings, special meetings may be called by majority vote of the Board of Directors.
- 6.8 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 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.
- 6.9 **Removal.** Removal of an officer or board member shall be governed by the procedures set forth in the CCOC Procedures Manual Section V.1.e.

7 Supporting Staff Positions

- 7.1 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.
- 7.2 **Membership Chair** shall maintain a complete roster of members under the oversight of the club Secretary.
- 7.3 **Education Coordinator** shall oversee and coordinate the club's educational activities, including classes, SIGS, Q&As and seminars. Registration, where required, will be the responsibility of the session leader.
- 7.4 **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.
- 7.5 **Webmaster** shall be responsible for the ongoing management of the club's website.
- 7.6 **Gigabyte Gazette Editor** shall be responsible for editing and publishing the club's monthly newsletter.
- 7.7 **News list and chat line Moderator** shall be responsible for managing and moderating the club's various mailing list groups.

- 7.8 **Programs Coordinator** shall arrange for presentations at the club's monthly meetings.
- 7.9 **Coach Coordinator** shall organize and schedule coaches to assist students in hands-on classes.
- 7.10 **Lab Monitor Coordinator** shall be responsible for organizing and scheduling monitors to staff the club's open lab sessions.
- 7.11 **Greeter Coordinator** shall organize and schedule greeters to assist presenters and attendees of club seminars, SIGs and Q&As.
- 7.12 As needed, any other staff positions may be created and filled at the discretion of the board. Appointees serve at the board's discretion.

8 Use of Computer Club Facility and Equipment

- 8.1 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 hands-on 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.
- 8.2 The facility shall not be used for any purpose without a designated staff member or monitor present. Access to the facility requires that the name and Association ID of the club member desiring the key to the lab or classroom be on a list of authorized key recipients kept at the Pinnacle Social Monitor desk. The club vice-president will maintain the list of authorized key recipients and provide updates to the Pinnacle Social Monitor as needed. The volunteer coordinator will provide a copy of the monthly lab monitor calendar (from the Gigabyte Gazette) to the Pinnacle Social Monitor, listing the names of the authorized lab monitors.
- 8.3 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.*
- 8.4 The "Open Lab" hours scheduled for general use of the computer lab shall be governed by the club's board of directors but shall in no event be less than 3 hours per week.
- 8.5 In accordance with SCSCAI rules governing arts and crafts venues, the Club will allow SCSCAI residents, whether club members or not, to use the hands-on lab during designated "Open Lab" hours. This "Open Lab" must be under the direction of a club lab monitor.
- 8.6 A member may reserve use of a specific piece of computer lab equipment, within one week in advance, by contacting the lab monitor on duty. Reservations are limited to one hour of use per week except for the Media PC and the flatbed scanners, which may be reserved for three hours of use per week.

- 8.7 Under no circumstances shall any equipment be removed from either of the computer facilities except by facility staff.
- 8.8 Food and beverages should not be brought into the facility unless specifically allowed. Smoking is prohibited.
- 8.9 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.
- 8.10 If a member using equipment during Open Lab hours encounters any particular problem, the details should be immediately reported to the lab monitor or other staff on duty.
- 8.11 Upon entering the facility, club members or SCSCAI residents should be prepared to provide their Sun City Summerlin Community Association, Inc. membership ID. At each visit a member shall sign in at the facility using the procedure established for this purpose.
- 8.12 The club will establish and post rules and regulations that are intended to promote the health, welfare, and safety of persons or protection of equipment and property. Residents may be required to demonstrate proficiency in the areas of safety and the use of computer equipment and peripherals.

9 Club Finances

- 9.1 The funds of the SCSCC shall be kept and maintained in commercially acceptable and insured accounts as required by SCSCAI.
- 9.2 The President, Vice President, Treasurer and Assistant Treasurer of SCSCC are authorized to sign drafts drawn against accounts owned by the SCSCC. Two signatures are required on all drafts.
- 9.3 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.
- 9.4 The club shall bond its Officers when those individuals have the authority to withdraw or deposit funds.

- 9.5 The approval procedure for expenditures is as follows:
Each year, a budget / spending plan will be prepared by the Vice-President with the assistance of the Treasurer. That plan will be reviewed and approved by the full club board of directors at the December board meeting. The budget will include contingency line items to account for unexpected events or changes required by the Association or government mandates.

The approved budget will then be published on the club website and submitted to the general membership for ratification at the first general and business meeting of the following year. This ratification will constitute approval by the membership of all expenditures included in the budget.

Major expenditures of \$500 or more must be reconfirmed by the club board at a regular board meeting or, in event of an emergency, by email vote, before that expenditure is carried out.

Off-budget Expenditures: The board may, by a vote of 2/3 or more (8 for a 12-member board) plurality authorize expenditures not included in the budget approved by the membership up to a maximum of \$1000. Off-budget expenditures in excess of \$1000 must be ratified by a vote of the general membership to amend the previously approved budget.

- 9.6 The Board of Directors may establish fees or charges for participation in special activities or educational programs.
- 9.7 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.

10 Financial Notes

- 10.1 The club must use its Association- assigned Tax I.D. (EIN) number for financial transactions.
- 10.2 The SCSCAI operates as a not-for-profit corporation and requires its clubs to operate on a non-profit basis. Whenever sales activities are authorized, all funds collected by the club are required to be used to benefit club members. Any taxes from consumable sales are the responsibility of the club to report to SCSCAI.
- 10.3 Liability insurance, casualty insurance (subject to a \$5000 deductible per incident) and security bonding for the club and its Board of Directors, are extended to the club through the umbrella provisions of the SCSCAI insurance coverage. Club events on SCSCAI premises are covered by SCSCAI insurance as long as the activity is within the scope of the club charter. The club's Board of Directors will 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 club's mission statement.
- 10.4 Individual or private selling of merchandise in SCSCAI facilities is strictly forbidden unless sponsored by the Club and sanctioned by the SCSCAI.

11 Amendments

- 11.1 These Bylaws 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.
- 11.2 The amendment election process shall follow the procedures specified in the CCOC Policies and Procedures manual and the SCSCC Constitution.

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Approved
02/12/2025

Submitted and approved on this 12th day of February, 2025, by the Board of
Directors of the Sun City Summerlin Computer Club

Attest:

Jeff Wilkinson
President, Sun City Summerlin Computer Club

Gail Weiss
Secretary, Sun City Summerlin Computer Club