

## **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 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 Association and/or SCSCAI).

### **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 Bylaws.
- 3.3 Club Dues are \$20.00 per member per year, payable on or before January 1st of each year. Dues for a new membership commencing after July 1st and prior to December 31st shall be one-half of the annual amount for such partial year. The Board of Directors may establish a reduced dues rate for additional individuals living in the same household as the first member. To promote timely renewals, the Board of Directors may establish an "early bird" discount rate.
- 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.

- 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.
- 3.7 Dues are payable on the first day of the calendar 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.
- 3.8 The Club is required to provide a membership list annually to the Association's Club Coordinator. Per the CCOC Procedures, the list is due no later than January 31st of the year following a club's annual election and shall include each member's name and SCSCAI membership number.

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

- 4.1 Club general meetings shall be held monthly on the first Thursday of each month, unless New Year's Day or Independence Day should either fall on or the day before the first Thursday. Under those conditions the Club board may delay the meeting by one week, provided a suitable meeting venue is available, or may cancel the meeting. Notification of Club meetings must appear in the *Link*, the official publication of the Association.
- 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 (100 members) 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.
- 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. As specified in the CCOC procedures, the Secretary will transmit the results of the election to the Association within 14 days of the election.
- 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 (100 members) 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.
- 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 Membership Chair shall maintain a complete roster of members under the oversight of the club Secretary.
- 5.2 Education Chair shall oversee and coordinate the club's educational activities, including classes and seminars.
- 5.3 SIG Coordinator shall oversee and coordinate the club's Special Interest Groups.
- 5.4 Lab 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.

- 5.5 Class Registration coordinator shall be responsible for Boot Camp class registrations.
- 5.6 Coach coordinator shall organize and schedule coaches to assist students in the Boot Camp class and other hands-on classes.
- 5.7 Lab Monitor coordinator shall be responsible for organizing and scheduling monitors to staff the club's open lab sessions.
- 5.8 Greeter coordinator shall organize and schedule greeters to assist presenters and attendees of club seminars.
- 5.9 As needed, any other staff positions may be created and filled at the discretion of the board. 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 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.
- 6.4 The hours scheduled for general use of the computer lab shall be governed by the Board of Directors, but shall in no event be less than 6 hours per week.
- 6.5 In accordance with Association rules governing arts and crafts venues, the Club will provide at least 20 percent of its posted operating time in the lab facility for use by the general SCSCAI membership for open lab use. This time may not be hindered by meetings, instructional classes, or other planned courses, but must be under the direction of a club monitor. A SCSCAI resident member shall not be denied use of our lab facility during designated open lab times even though he does not hold a SCSCC membership.
- 6.6 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, which may be reserved for three hours of use per week.
- 6.7 Under no circumstances shall any equipment be removed from either of the computer facilities except by facility staff.

- 6.8 The club does not have the authority to lend any equipment or supplies unless approved in advance by the Executive Director of the Association.
- 6.9 Food and beverages should not be brought into the facility unless specifically allowed. Smoking is prohibited.
- 6.10 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.
- 6.11 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.
- 6.12 Upon entering the facility, a member should be prepared to show his or her Sun City Summerlin Community Association, Inc. membership card. At each visit a member shall sign in at the facility using the procedure established for this purpose.
- 6.13 The club will establish 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. The non-member resident rate for the use of equipment may not exceed \$1 per hour.
- 6.14 Additional details regarding the procedures for oversight and operation of the facility are available upon request. 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 accounts as required by the Sun City Summerlin Community Association, Inc.
- 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 expenditures is specified in the club constitution and the CCOC procedures.
- 7.5 The Board of Directors may establish fees or charges for participation in special activities or educational programs.

- 7.6 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 must use the SCSCAI Tax I.D. Number 88-0251727. All filings to the IRS will be done by SCSCAI.
- 8.2 The SCSCAI operates as a non-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.
- 8.3 Liability insurance, as well as security bonding for club Board of Directors, is 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.
- 8.4 The club shall bond its Officers when those individuals have the authority to withdraw or deposit funds.
- 8.5 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.

Submitted and approved on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Board of  
Directors of the Sun City Summerlin Computer Club

Attest:

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Thomas N. Burt  
President, Sun City Summerlin Computer Club

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