

COMPUTER CLUB OF SUN CITY

RULES & REGULATIONS

I. Executive Board

- A. The Executive Board shall consist of nine (9) members, elected by the Computer Club of Sun City (CCSC) General Membership.
- B. For the purpose of electing the new club officers, a special Executive Board meeting shall be called by the outgoing President, whether or not that person is elected to serve as a member of the Executive Board for the new year. This meeting shall occur after the annual General Membership election and prior to the end of the calendar year.
- C. The Executive Board members elected as officers shall serve a term of one (1) year and take office at the first Executive Board meeting after the first of the new year.
- D. Officers shall be elected to fill the following positions:
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
- E. A Board position or an officer position will be declared vacant in the event the person resigns, is absent from three (3) or more consecutive Board meetings, or is otherwise unable to serve.
- F. In the event of a vacancy on the Executive Board, the club's remaining Executive Board members shall, by majority vote, appoint a replacement from the club membership to serve until the next scheduled annual General Membership election meeting. If an officer position becomes vacant, the Executive Board, by majority vote, shall elect a person to fill that position. **Exception:** If the club President's office is vacated, it shall be filled by the club's Vice-President.
- G. All Board members shall have voting privileges except for the President who has no vote except to break a tie.
- H. A quorum necessary to conduct business is 51% of the occupied positions.
- I. Duties
The duties of the elected officers are as follows:
 1. The **President** shall preside at all club meetings; direct all activities of the club's Executive Board, communicate with the RCSC's club office, and assure that the club's rules and regulations are updated and officially recorded. The President shall assure that the officers' list and independent contractor agreements are up to date and filed with the RCSC's club office.
 2. The **Vice-President** shall be responsible for the program scheduling and overall supervision of the club's Special Interest Groups (SIGs) and Presentations. All will be assembled in a monthly calendar for distribution. The Vice-President shall perform such club duties as requested by the President.
 3. The **Secretary** shall publish minutes of General Membership meetings and Board meetings as soon as possible after the meeting.
 4. The **Treasurer** shall prepare a monthly report and annual financial reports as required by the RCSC and this club. The Treasurer is to choose an Assistant Treasurer. The Assistant Treasurer must be confirmed by a majority vote of the Board.
- J. Removal of Executive Board Member. A motion may be made by an Executive Board Member to remove a board member for inappropriate conduct (BP12 par 17) or failure to perform duties. Motion must then be seconded by an Executive Board Member. Approval requires 7 votes and the President may vote.

II. Standing Committees

After the Board has elected the officers, the President shall assign the various Standing Committee Chairmanships from the remaining Board members. Each Standing Committee Chairperson will choose the necessary members for the committee from the general membership.

A. Committees

1. Membership
2. Monitors
3. Property (hardware, software and facilities)
4. Public Relations
5. Education

B. Duties of Committee Chairpersons

1. Membership
 - a. Orientation of new members
 - b. Maintenance of membership records and required reports to RCSC
2. Monitor
 - a. Recruiting of new monitors
 - b. Training of monitors
 - c. Scheduling of monitors
3. Property
 - a. Inventory of all club property
 - b. Maintenance and upkeep of all club property (hardware/software/facilities)
 - c. Review recommendations for and/or suggest the purchase of hardware, software, or other equipment
 - d. Presentation of three (3) competitive bids for capital expenditures over \$1,000 shall be made to the Board for its approval.
 - e. Submission of the RCSC form as required for acquisitions and disposals.
4. Public Relations
 - a. Maintenance of club's website
 - b. Mass emailing to members
 - c. Submitting articles to publications, including the SunViews
5. Education
 - a. Recommendation of training classes and programs to the Board
 - b. Recruiting of instructors for classes and programs approved by the Board
 - c. Review and approval of instructors' syllabi and/or handouts for classes and programs
 - d. Class registration
 - e. Scheduling room usage for classes, dates, and times.

III. Meetings

- A. At least one (1) General Membership meeting will be conducted annually as scheduled by the Executive Board.
- B. At least two (2) Executive Board meetings will be conducted annually as scheduled by the President.

IV. Elections

A. Nominating Procedures

1. A nominating committee of at least three (3) members in good standing shall be named by the President prior to July of the current year.
2. Notice to the membership at large shall be posted to invite members to become nominees. In the event additional nominees are needed by October 1, the Nominating Committee shall begin recruiting to provide the required number of nominees.
3. Any member may become a nominee for election by filing a notice of intent with the Chairman of the Nominating Committee and submittal of a written statement of his/her qualifications to serve on the Board.
4. No current member of the Board shall serve on the Nominating Committee.

5. To be eligible to be a candidate for election or appointment to the Board, the member must be current on his/her membership dues and available to attend Board meetings a minimum of nine (9) months a year.
- B. At the annual General Membership election meeting, three (3) Executive Board members shall be elected to serve a term of three (3) years each. In the event that at election time there is a vacancy in an unexpired term, a member shall be elected to fill the unexpired portion of that term.
- C. At the annual General Membership election meeting, if there are no more candidates than open three (3)-year positions, they may be elected by acclamation, a voice vote, or a hand vote at the discretion of the Nominating Chairperson, a quorum being present. If there are more candidates than positions open or if an unexpired term is to be filled, a paper ballot must be used. The three (3) candidates receiving the highest number of votes will fill the full three (3)-year terms. Any unexpired terms will be filled by the remaining candidates according to the number of votes received with the fourth highest vote total designating the winner of the longest unexpired term. Additional unexpired terms will be filled by remaining candidates with the next longest term going to the next highest vote getter, etc. Prior to this meeting ballots will be prepared with candidates listed in random order based on a drawing for position by the Nominating Committee with a write-in option for nominations from the floor. The ballots will be distributed to each member in good standing who is present at this meeting. After members make their selections, the Balloting Committee will collect and count the votes. The results will be announced by the end of the meeting.

V. Members

All members are subject to provisions of RCSC Board Policy, CCSC Rules and Regulations, and CCSC Policies and Procedures.

VI. Non-members

- A. Non-members, including RCSC cardholders, may visit to look around the facility. It is the responsibility of the monitor to find a member to act as a guide for any non-member who wishes to look at our facility.
- B. Recreation Centers of Sun City cardholders may attend a Round Table Discussion , Special Interest Group (SIG), or presentation as a visitor a maximum of two times and must be accompanied by a club member.
- C. Non-members may not use any CCSC equipment or attend any:
 1. Classes
 2. Board meetings
 3. Business meetings
- D. Presenters and Contract Instructors:
The Vice-President and the Education Chairperson have the authority to engage non-members to make appropriate presentations and teach classes when in the best interest of the membership. An RCSC CHARTERED CLUB INDEPENDENT CONTRACTOR AGREEMENT will be completed and filed for each non-member instructor and presenter. Such persons must be volunteers and will receive no payment of any kind for their services.

VII. Monitors

- A. Members are expected to serve at least one four (4)-hour session per year or serve in other volunteer positions as aides, SIG leaders, teachers, Board members or other approved volunteer positions.
- B. Each member is responsible to follow current procedures for volunteering as a monitor.

VIII. Handling of Funds

- A. Fiscal Responsibilities
(See RCSC Chartered Club Board Policy)
 1. CCSC shall operate within its budget.
 2. All expenditures in amounts from \$1,000 to \$10,000 (inclusive) shall have prior approval of the CCSC Board.
 3. All expenditures in excess of \$10,000 shall have prior approval of the membership.
 4. Dues shall be set prior to the annual General Membership election meeting and be ratified by the membership.

5. Both the CCSC President and the Property Chairman have the authority to spend up to \$1,000 (inclusive) for incidental expenses per occurrence.
6. Recreation Centers of Sun City Rules and Regulations must be followed in establishing fees, contract fees, guest fees, etc.

B. Financial Records and Procedures

1. It is the responsibility of the Treasurer to:
 - a. Keep the financial records of the club
 - b. Collect all moneys due and pay bills of the club, recording all transactions
 - c. Prepare an annual financial report at the end of each calendar year, using current forms obtained from the Recreation Centers of Sun City
 - d. Prepare an annual financial projection of income and expenses.
2. Money shall be kept in an approved bank in the name of the Computer Club of Sun City.
3. The Treasurer, Assistant Treasurer, President, and Vice-President shall be the authorized signatories whose signatures are registered with the bank.
4. A capital reserve fund must be maintained for the upgrade and replacement of computer hardware and software.

C. Audits

An internal audit must be completed annually. An Audit Team is to be chosen by the President. Every three (3) years or when a new Treasurer is elected by the Board, an audit by the RCSC Audit Team will be requested.

IX. Membership Dues

- A. Dues are \$15.00 per year per person (January 1 to December 31).
- B. There will be no prorated dues for a partial year.
- C. There will be a grace period until the end of February for payment of current year's dues. (Example: payment by February 28, 2013, for 2013 calendar year membership)
- D. Members delinquent after the last day of February will be removed from membership roles, but may be reinstated by paying delinquent dues.
- E. Lapsed Membership: After one year as a non-member, each person must re-join as a new member and comply with the Rules for new members in effect at that time.

X. Membership votes

- A. When membership approval of a proposal is required, it may be requested at a General Membership meeting or the Executive Board may also request a membership vote on a proposal through electronic and written ballots.
- B. The Executive Board may elect to request a membership vote on a proposal through electronic and written ballots.
 1. A mass email will be sent to all members (with an email address on file) that explains the approval requested and the deadline for voting. It will also be prominently displayed on the Club web page, and calendar and posted on a Club bulletin board.
 2. Members can vote by one of the following:
 - a. Email by checking the appropriate voting box and filling in their CCSC member number on the return email.
 - b. Fill out a paper ballot at the club by checking the appropriate box and providing their CCSC member number.
 3. At least two weeks will be allowed for members to vote.
 4. The president shall appoint two persons to count the ballots verifying that each vote is by a current CCSC member and that there are no duplicate votes.
 5. Passage of any proposal submitted requires a favorable vote by a majority of a quorum of the members on record as of the date of submission of the proposal.

Date of Membership Approval: October 4, 2016

President's Signature _____
 Robert Heath

Club Organization Committee _____