

Sun City Hilton Head Computer Club Bylaws

ARTICLE I - GENERAL

Section A. *Name of Organization:*

Sun City Hilton Head Computer Club (SCHHCC)

Section B. *Purpose of Organization:*

The purpose of the SCHHCC is to provide a hospitable and open environment allowing Club users to pursue their areas of interest through the use of computer-based technologies. We provide this by supporting Special Interest Groups and making classes, lectures, and help sessions available.

Section C. These Bylaws willfully comply with the Community Association's (hereafter referred to as "Association") Governing Documents ("Documents"), and Chartered Club Rules and Procedures ("Rules"). In the event of a conflict between these Bylaws and the Documents or Rules, the Documents or Rules shall prevail.

Section D. SCHHCC shall be operated as a Non-Profit Association in accordance with applicable statutes and the Association's Documents.

Section E.

SCHHCC may create Special Interest Groups (SIGs) that support the SCHHCC's Purpose. Membership in SIGs will be open to all members of the SCHHCC at no charge. All SIG operations shall be consistent with SCHHCC policies. Current SCHHCC members with a common interest who wish to create a new SIG must present an "Application to Establish a New SCHCC Special Interest Group" to the Executive Board for approval.

ARTICLE II - MEMBERSHIP

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage. Members shall be required to present their Activity Card or member number when joining the Club.

Section B. There shall be no precondition for membership. If a particular skill is required, the Club must provide instructions to prospective members. Members shall not be required to join any national, state, or regionally affiliated organization.

Section C. Guest privileges. Guests may be either non-member residents or non-resident

guests. Guests may attend a maximum of three meetings as a non-member. Thereafter, a resident shall become a dues-paying member in order to continue to attend future activities. A member of the Executive Board may grant exceptions to the guest use of facilities due to extraordinary circumstances (such as but not limited to) death or serious illness of a member.

Section D. Dues/renewal dues shall be paid annually for the calendar year, January 1 through December 31 and are determined by the Executive Board. Any increase in dues shall be approved by the general membership. Club membership is required to be renewed annually.

ARTICLE III - OFFICERS

Section A. The Executive Board, who are elected or appointed officers, is the governing body of the Club. It shall consist of (as a minimum) a President, Vice-President, Secretary, and Treasurer. The Board shall also include the Immediate Past President and two (2) Member at Large positions. Any one member may not hold more than one position on the Executive Board. No two members of the same household may serve on the same Executive Board.

Section B. The Executive Board Members shall be elected by a vote of the general membership, shall serve without compensation and shall be considered the governing body of the Club. The newly elected officers (or appointed officers, in case of a vacancy), shall within 14 business days, attest that they have read and understand and will abide by the Club's Bylaws and the Association's Chartered Club Rules. They do this by signing the New Club Officer's form CC 50 and forwarding it to the Lifestyle Department by December 1st.

Section C. *Terms of Office and Responsibilities*

Terms of Office. Each officer shall serve a term of one year. The President of the Executive Board is limited to two consecutive terms. All other officers are limited to four consecutive terms in the same position.

Responsibilities.

The president shall preside at all meetings; consult with other officers of the SCHHCC and/or the membership on all matters of concern to the SCHHCC.

The vice-president shall preside at meetings in the absence of the president and assist whenever necessary.

The secretary shall record the minutes of all Executive Board meetings and formal meetings of the Club's general membership.

The treasurer shall keep all records of financial transactions and assets; and maintain the Club's checking account. In conjunction with the membership chairman, the treasurer shall collect dues and keep an up-to-date membership list.

The officers shall each have such powers and duties as generally pertain to their respective offices.

Section D. *Nomination and Election Procedures* All members of the Executive Board will be elected by the Club's general membership present.

(a) A Nominating Committee consisting of no less than two Club members shall be appointed at the September Executive Board meeting each year. The Nominating Committee shall present the proposed slate of officers at the club's general membership meeting during October of each year. Nominations may be made from the membership following the report from the Nominating Committee.

Officers shall be elected by a majority vote at the November General Meeting. Voting may be by a show of hands if uncontested or shall be by secret ballot if more than 1 member is running for the same office.

Section E. *Executive Board Meeting Quorum Procedures* The Executive Board shall hold regular meetings and at the discretion of any member of the board. A quorum shall consist of 51% of the Executive Board members.

Section F. *Executive Board Meeting Voting Procedures*

(a) Executive Board Members may participate by telephonic or electronic means in meetings and possess the same authority as members who are physically present at the meeting, provided that all of the following conditions are met:

1. The presiding officer/chairman and TWO (2) other Executive Board Members are physically present at the meeting place; and
2. All Members attending in person or by telephonic or electronic means can hear any and all comments made at the meeting; and

3. All comments, motions, and votes of the member(s) attending by electronic means are recorded in the minutes of the meeting.

(b) Voting shall be by majority agreement.

(c) Telephonic or electronic participation shall be limited to situations that prevent physical attendance at the meeting.

Section G. *Vacancies of Officers.* Interim appointments shall be made by the Executive Board to fill unexpired terms of office if and when an office becomes vacant.

Section H. *Officers-Recall.* Written notice of a proposed recall shall be given to members at least two weeks prior to any meeting called for such a purpose. An officer shall be removed from office by a majority vote of the membership present at such a meeting. The vote shall be by secret ballot.

Section I. All Executive Board members, upon retiring from office, shall deliver all records, historical information, accounts and other property belonging to the club to their successor.

ARTICLE IV - MEMBERSHIP MEETINGS

Section A. *Types and Frequencies of Meetings.* General membership meetings shall be held per the schedule created by the Executive Board. Special meetings may be called by the Executive Board. All meetings require either written or electronic notice to all members at least two weeks prior to the meeting.

Section B. Procedures not covered by these bylaws shall be governed by Robert's Rules of Order.

Section C. *Quorum.* A quorum at a regular or special meeting shall consist of a minimum of 10% of the club's members based on calculations of membership reported on Form CC20. The minimum quorum percentage may be lower based upon approval of an annual waiver request.

Section D. Voting procedures unless otherwise stated in these Bylaws, a majority vote, by a show of hands, shall be considered the will of the Club.

Section E. INTERVENTION PROCEDURE

If the Executive Board cannot resolve problems within the board members of the club,

then a CA3195 (Request for Review by the Ad Hoc Committee) shall be sent to the Ad Hoc Committee and Lifestyle Services via email. If an issue arises with the club membership, the club member should bring the issue to the club's Executive Board. If a problem arises with a member in a sub-group it should be dealt with within the subgroup. If it cannot be dealt with within the subgroup it shall come to the club's Executive Board.

ARTICLE V - FINANCIAL

Section A. Financial records shall be maintained for a period of seven (7) years. These records shall remain with the current treasurer.

Section B. Dual signatures are required on all checks over \$500. Electronic payments require two signatures on invoices. All expenditures shall be paid from the club's checking account, regardless of the amount. The Club shall adopt a budget. All activities that involve financial transactions shall operate within the budget which shall be approved annually by the general membership. Non-budgeted expenditures of up to \$300 per transaction shall be approved by the Treasurer. Non-budgeted expenditures over \$300 shall be approved by the Executive Board.

Section C. If any financial transactions take place within the club, the records must be certified on an annual basis by an individual(s) other than those elected to the executive board or their immediate family. The results of the certification (i.e., Form CC90) shall be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.

Section D. Responsibility for cash and inventory control shall be designated to the Treasurer by the Executive Board. The financial records shall include:

- A record of all moneys collected and dispersed through the Club's checking account
- An annual membership list (Form CC 20)
- An annual inventory of all equipment and furniture (Form CC 95)
- An annual financial report based on a calendar year (Form CC 90). This report shall be submitted to the Lifestyle Department and made available to the general membership.

ARTICLE VI — COMMITTEES

Section A. Standing committees and ad hoc committees shall be created as the Executive

Board deems necessary to promote the objectives of the Club. The SCHHCC shall have at a minimum, a Membership Committee, a Nominating Committee, a Program Committee, an Education Committee, a Monitors Committee, and a Facilities Committee.

Section B. Committee Chairpersons will be appointed by the Executive Board.

ARTICLE VII — BYLAW REVISIONS

Section A. *Notice requirement and procedure.* Proposed Bylaw revisions shall be approved by the Executive Board and submitted to the Lifestyle Department for preliminary approval prior to their submission to the general membership for its approval. Club members shall be notified in writing of any meeting to amend the Bylaws; such notice shall be a minimum of two weeks prior to that meeting.

Section B. To revise the Bylaws of this Club requires a majority vote of the membership present at a meeting duly called for such a purpose; a quorum being present, and required notice being given. A complete revised copy of the Bylaws will be presented to the Club members and, upon a majority vote by the membership, will be forwarded to the Lifestyle Director for final approval.

ARTICLE VIII - DISSOLUTION

Prior to Club dissolution, and after all debts are satisfied, all property and assets under the Club control shall be documented and physically relinquished to the Association through the Lifestyle Department.

Name/Signature

PRESIDENT FOR THE CLUB

Date

Name/Signature

FOR THE ASSOCIATION

Date