

**Sun City Palm Desert Community Association
By-Laws of Let's Compute Computer Club**

A Chartered Club

Revised as of July 1, 2007
Authorized by SCPDCA Board Resolution dated _____

Article I - General

Section A - Name of Club. Let's Compute Computer Club.

Section B - Purpose of Club. Computer Education

Section C – Compliance. These By-Laws willfully comply with the Community Association Articles of Incorporation, By-Laws, and Chartered Club Rules and Regulations. In the event of a conflict between these By-Laws and the above-stated governing documents of the Community Association, the Community Association documents shall prevail.

Article II - Membership

Section A – Membership. Membership shall be open to all Residents with a valid SCPDCA membership card or a valid Renter's card, and rosters shall be submitted annually to the Association.

Section B – Affiliations. Other than that mentioned in Section A, there shall be no precondition for membership. Members will not be required to join any national, state or regionally affiliated organization.

Section C - Guest Privileges: - Residents and renters may visit the Computer Lab to obtain information on classes and other benefits of joining the Club. Once Club operations and programs have been explained and understood, the Club requires membership for participation in Club activities. Non-member residents or renters may attend one general or Special Interest Group (SIG) meeting, but must join the club to continue attending them.

Section D – Discipline. Disciplinary procedures shall be in compliance with Section XIV of the Chartered Club Rules and Regulations, as may be amended from time to time by the Association's Board of Directors.

Section E – Membership year is July 1 to June 30. Dues are established by the Club's Executive Board.

Article III - Officers

Section A – Election. All officers will be elected at least annually by a vote of the general Club membership and shall serve without compensation. In the election process, no member can be a candidate for more than one office at a time.

Section B – Terms. Terms in office shall begin July 1 and end June 30. Any one or all officers may be recalled earlier upon presentation of a recall petition signed by at least ten percent of the members to

either the president or vice president. The majority vote at a recall meeting, which must be held within forty-five days of receipt of the petition, will determine if the recall is successful.

Section C – Officers and Responsibilities. The Executive Board shall consist of the following officers with responsibilities as described.

| Officers | Responsibilities |
|----------------------------|----------------------------------------------------------------------------------------------------------------------|
| President | Conduct meetings and ensure that the rules are followed |
| Vice-President | Assume President’s duties as needed and serve as Director of Education |
| Secretary | Take and maintain minutes of meetings |
| Treasurer | Collect and deposit all funds, pay all bills, maintain financial records, prepare Financial Report and annual budget |
| Director of Communications | Maintain membership list and communication with members. |
| Director of Maintenance | Maintain the club’s hardware and software systems |
| Director of Programs | Schedules presentations for the general meetings. |

Section D – Vacancies. If a vacancy should occur on the Executive Board for any reason including as a result of recall by members, the remaining members of the board shall decide the make-up of the board and may fill the vacancy from the Club membership. The designee shall serve until the next election of officers. Appointees, if not confirmed by the Club membership, may attend governing unit meetings, but without a vote.

Article IV - Meetings

Section A - Frequency of Meetings. General meetings open to the membership will be held on the fourth Tuesday of the month, excluding June, July, August and December. Special meetings may be called by the Executive Board or by 10% of the membership.

Section B - Provisions for Announcing Meetings. Notice of general meetings should appear in the *News & Views*, CCTV channel 78 aka “the wheel,” *Bits & Bytes* newsletter and the Club’s websites.

Section C – Minutes. Minutes will be taken to document all meetings. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section D – Attendance. Attendance figures for all meetings will be reported monthly to the Association.

Section E – Voting and Quorum Requirements. A quorum, required to conduct an election, is considered to be 25 percent of the entire membership. A quorum, required to conduct business, is considered to be 25 percent of the entire membership. An affirmative vote by simple majority of those present constitutes a vote of approval.

Article V - Financial

Section A – Record Retention. Financial records shall be retained for a period of not less than seven (7) years.

Section B – Bank Accounts. This Club operates as a part of the Community Association, which is a nonprofit mutual-benefit California Corporation. Any and all bank accounts should be opened using the Community Association Federal Identification number [943200731], in keeping with bank policy. Revenue other than dues must be accounted for separately or placed in a special bank account. A copy of the monthly bank statements must be forwarded to the Association Finance Dept.

Section C – Financial Reporting. On an annual basis, before July 15, the Financial Report (Form CA-11) of this Club shall be presented to the Association Chief Financial Officer. The financial statements underlying the Financial Report shall include an income statement (Form CA-10) and shall be prepared following the cash accounting principles. The fiscal year shall begin on July 1 and end on the last day of June. The Club’s Executive Board is expected to manage revenues and expenditures in such a way that funds collected during a year are expended on the membership during that same year. Any monies carried forward at the end of a fiscal year must be in accordance with planned operations, provided that the Club obtains written approval of the Community Association Chief Financial Officer if the Club has need to carry forward funds.

Section D – The Treasurer is responsible for preparing an annual budget and submitting it to the Association Finance Dept. The budget must include expenditures for recognition of officers and/or members. The budget’s availability for review must be announced to the members.

Section E – Donations must be approved in advance by the General Manager. (Honorariums paid to speakers are not considered to be donations)

Section F - The Community Association and/or any member of the Club, with minimum notice, shall have unrestricted access to all of the books and records of the Club.

Section G – Payments. All payments, whether for goods or services, shall be made by check, credit card, or debit card, which must provide a paper trail.

Section H – Monies for periodic equipment and software purchases will be accumulated in a separate reserve account. Funds derived from the sale of excess equipment will be placed into this separate reserve account.

Section I – An inventory of all capital items shall be performed annually.

Article VI - Committees

Section A – Committees. Committee chairpersons shall be appointed by the Executive Board.

Section B – Standing Committees. Permanent (standing) committees will, at a minimum, include a Financial Review Committee, a Nominating Committee and, if required, a Safety Committee.

Section C – Financial Review Committee. The President will establish a Financial Review Committee from the general membership. An elected Club officer or other committee chairperson may not be a member of this committee.

a. The Financial Review Committee is under the direction of the Executive Board.

b. The Financial Review Committee will examine the Treasurer’s accounting and/or report of Club funds on an annual basis, in time to be reported to the Association. This examination may include vouchers, bank statements, cash and other records as required.

c. The Financial Review Committee will submit its report on Form CA-11 to the President for signature and forward the report to the Association Chief Financial Officer.

Section D – Nominating Committee. The Nominating Committee Chairperson shall select a committee to establish a slate of officer candidates for election. Nominations from the floor shall initially be solicited at a club meeting where the slate is first presented.

Article VII - Amendments

To amend the By-Laws of this club requires a two-thirds (2/3) vote of the membership present at a meeting specifically called for such purpose, a quorum sufficient to conduct business being present. Any amendments approved by the Club membership must be submitted to the SCPDCA Board for final approval.

Article VIII - Dissolution

Prior to Club dissolution (after all debts are satisfied), all Club-owned property and assets shall be transferred to the Community Association or in accordance with the wishes of the Club and with the approval of the Community Association’s Board of Directors.

Required Approvals

Submitted for Approval: _____
 Club President _____ Date _____

 Club President Printed Name

Membership Approval: _____
 Club Secretary _____ Date _____

 Club Secretary Printed Name

Recommend Approval: _____
 Association Documents Committee Chair _____ Date _____

 Asn.Documents Committee Chair Printed Name

Approved: _____
 General Manager _____ Date _____

 General Manager Printed Name