

COMPUTER CLUB OF SUN CITY

RULES & REGULATIONS

I. Executive Board

- A. The Executive Board shall consist of nine (9) members, elected by the CCSC general membership.
- B. For the purpose of election of the new officers into the positions of President, Vice President, Secretary, and Treasurer, 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 election and prior to the end of the calendar year.
- C. The Executive Board members so elected shall take office at the first Executive Board meeting after such election.
- D. Officers shall be elected to fill the following positions:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
- E. In the event of a vacancy of the elected club officers, the club's Executive Board shall appoint a replacement from the club membership to serve out the balance of the term, provided it is less than six (6) months. If it is more than six (6) months, club membership approval is required. **Exception:** If the club's President's office is vacated, it shall be filled by the club's Vice-President.
- F. All Board members have voting privileges except for the President who has no vote except to break a tie.
- G. A quorum necessary to conduct business is 51% of the occupied positions.
- H. These club officers can serve a maximum of three one-year successive terms in each office. Terms shall be specified in the club's rules and regulations. After serving for not more than three years in a club office, any elected club officer must remain out of club office one year before running for the same club office again. Regular club term limitations will again apply.
- I. Duties
The duties of the elected officers are described in Article III, Section 1 of the Chartered Clubs Board Policy No. 12A. The following are specific additional duties for our club.
 1. 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.
 2. The **Secretary** shall publish minutes of General Meetings and Board meetings as soon as possible after the meeting.
 3. The **Treasurer** shall prepare a monthly report and annual financial reports as required by the RCSC and this club.

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 Chair will choose the necessary members for the committee from the general membership.

A. Committees

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

B. Duties of Committee Chairs:

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 of recommendations for and/or suggest the purchase of hardware, software, or other equipment
 - d. Presentation of three competitive bids for capital expenditures over \$1000 shall be made to the Board for its approval.
4. Public Relations
 - a. Maintenance of club's website
 - b. Mass e-mailing to members
 - c. Submitting articles to publications, including the Sun Views
5. Education
 - a. Recommending training classes and programs to the Board
 - b. Recruiting 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. Elections

A. Nominating Procedures

1. 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.

2. 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.
 3. No current member of the Board shall serve on the Nominating Committee.
 4. 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 months a year.
- B. Alternate Election Procedures outlined in Article IV, Section 2-D-3 of the RCSC Chartered Clubs Board Policy will be used. Following the specifications in this Article, at the annual election meeting, three (3) Executive Board members shall be elected to serve a term of three (3) years each.
 - C. At the annual election meeting, if there are no more candidates than open positions, they may be elected by a hand vote, a quorum being present. If there are more candidates than positions open, a paper ballot must be used. Prior to this meeting ballots will be prepared with candidates listed in alphabetical order 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.

IV. Guests

- A. Visitors, including RCSC card holders, may visit and look around the facility. Visitors must be accompanied by a CCSC member. It is the responsibility of the monitor to find a member to act as a guide.
- B. Sun City Recreation Card holders may attend a Roundtable, Special Interest Group (SIG) or presentation as a visitor only two times and must be accompanied by a Club member.
- C. Former members who move to retirement centers in the Sun City vicinity may continue to attend functions of CCSC provided that they are signed in as a personal guest of a member in good standing.
- D. Guests and visitors may not use any CCSC equipment or attend any:
 1. Classes
 2. Board meetings
 3. Business meetings

V. Monitors

- A. All new members must attend Monitor Training to be eligible to participate in classes.
- B. Members are expected to serve at least one four-hour session per year or serve in other volunteer positions as aides, SIG leaders, teachers, Board members or other approved volunteer positions.
- C. Each member is responsible to follow current procedures for volunteering as a monitor.

VI. Handling of Funds

A. Fiscal Responsibilities

See Article II Section 4 of RCSC Chartered Club Board Policy No. 12A.

- 1. CCSC shall operate within its budget.
- 2. All expenditures in amounts from \$1,000 to \$10,000 shall have prior approval of the CCSC Board.
- 3. All expenditures in excess of \$10,000 shall have prior approval of the membership. (Article II, Sec 4 RCSC Chartered Club Board Policy No. 12A)
- 4. Dues shall be set prior to the November meeting and ratified by the membership. (Article I, Sec 4 RCSC Chartered Club Board Policy No. 12A)
- 5. Both the CCSC President and the Property Chairman have the authority to spend up to \$1,000 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, 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.
- 5. The person who receives the check cannot be the signer of the check.

VII. 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, 2011, for 2011 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.

Date of Membership Approval 07/16/2010

President's Signature /S/ Barry Spinka

Club Organization Committee /S/ Opal M. Hantke 8-31-2010