

## **FUN N' SUN COMPUTER CLUB BY-LAWS**

### **Article I. Name**

This organization shall be called the Fun N Sun Computer Club.

### **Article II. Purpose**

The purpose of this club is to encourage the use of home computers to provide instructions and education for its members and to be a gathering of people with this common interest.

### **Article III. Officers**

#### **Section 1. Election and Terms**

- A. The elected officers of the club to be President, Vice-President, Secretary and Treasurer.
- B. The nomination of officers shall come from members, seconded and voted upon the first Monday of November each year.
- C. All elected officers shall take office the second Monday of November for a term of one year.
- D. Any vacancy occurring in an office shall be filled by appointment of the President or highest ranking officer for the length of the unexpired term.

#### **Section 2. President**

- A. Schedules and conducts regular club meetings.
- B. Chairs any meetings of officers to be scheduled.
- C. Appoints chairpersons and committees, as needed, to carry on the business of the club, with approval of the Executive Board.
- D. Work with elected officers to accomplish purposes and goals of the club.

#### **Section 3. Vice-President**

- A. Assumes responsibility of President in absence of that officer.
- B. Acts as chairperson of the Program Committee and is responsible for the programs at the regular club meetings from the second Monday in November to the last Monday in March.

#### **Section 4. Secretary**

- A. Shall keep minutes and report on them at all club meetings.
- B. Handles correspondence as requested.
- C. Provides a copy of the club meeting minutes for the President and keeps records of club meetings and official documents.

**Section 5. Treasurer**

- A. Maintains complete records of financial status of club.
  - 1. Weekly financial report to club membership at meetings.
- B. Receives and pays all bills with the proper records.
- C. Prepares a financial record for a yearly audit by the incoming Executive Committee.

**Article IV. Membership**

**Section 1.**

- A. Any person interested in computers may become a member.
  - B. At such person's second meeting he/she shall be a member of record.
- C. Each member of record is entitled to one vote on each matter submitted for a vote.

**Article V. Donations**

**Section 1.**

- A. Donations are accepted for all computer club expenses.
- B. Special projects will be funded by donations of the membership.

**Article VI. Meetings**

**Section 1.** Regular meetings of this club shall take place each Monday beginning the first

Monday in November and continuing to the last Monday in March.

**Section 2.** From the first Monday of April to the last Monday in October, there may be

informal meetings each Monday.

**Article VII Executive Board**

**Section 1.** The Executive Board shall consist of duly elected officers.

**Section 2.** Meetings of the Executive Board shall be conducted according to Roberts Rules of Order.

**Article VIII Amendments**

**Section 1.** These By-Laws may be altered, amended, or repealed and new laws adopted by a

majority of the members present at any regular meeting, if at least seven (7) days notice is given of an intention to alter, amend, or repeal these By-Laws at such meeting.

**CLUB POLICIES**

1. Members and guests will be asked to sign a register at all meetings.
2. Guests are welcome at club meetings.
3. Announcements at club meetings from an individual must be submitted to the Club President for approval.

4. If necessary to have a Board Meeting during the summer months it may be legally held by  
telephone, fax, any electronic means.
5. The Executive Board will meet the last week of the month from November through March.