

# Quail Creek Computer Club Bylaws and Charter

## ARTICLE I

### Name

<b>NAME:</b>	The name of the organization shall be: Quail Creek Computer Club, hereinafter referred to as "the Club", A NONPROFIT ORGANIZATION.
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## ARTICLE II

### Mission

<b>MISSION:</b>	The mission of the Club shall be the promotion, for its members, of computer usage. The modes of promotion will be decided by the Club's Board of Directors, hereinafter referred to as "the Board", and by the Club's members.
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## ARTICLE III

### Authority and Limitations

<b>Section 1:</b>	The Club will operate as an instrumentality of the Quail Creek Property Owners Association, hereinafter referred to as "Association", in compliance with its bylaws and regulations, but will not conduct business or obligate funds in the name of the Association.
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## ARTICLE IV

### Members

<b>Section 1:</b>	Membership shall be open to any person having a current Quail Creek Homeowner / Property Owner Identification Card.
<b>Section 2:</b>	No eligible person shall be denied membership to the Club because of gender, race, color, religion, national origin, marital status, sexual orientation, or veteran status.
<b>Section 3:</b>	Quail Creek Computer Club enrollment may be conducted at any time outside of a regular meeting, by enrolling with the Club Secretary.
<b>Section 4:</b>	Dues for Club membership will be set by the Club's Board and approved by the Club's membership.
<b>Section 5:</b>	Fees may be charged for the Club activities in addition to the regular membership meeting. Monies will be handled by the Club's Treasurer.
<b>Section 6:</b>	Any member of the Club, in good standing, shall be entitled to vote at any regular or special meeting of the Club and to participate in all club events upon compliance with adopted regulations and bylaws.
<b>Section 7:</b>	At meetings of the Club, decisions may be made by a majority vote of those members present and voting.

<b>Section 8:</b>	A good standing member is a member who is enrolled in the Club and whose dues are current.
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**ARTICLE V**

*Board of Directors & Officers*

<b>Section 1:</b>	The Club's elected Board of Directors, who shall be members in good standing, hereafter referred to as "the Board", shall select the officers of the Club: a President, a Vice President, a Secretary, and a Treasurer.
<b>Section 2:</b>	All officers must be members of the Board.
<b>Section 3:</b>	TERM OF OFFICE: Each Club Board member shall hold office for a term of up to two years and may be elected to the Board for not more than three consecutive terms.
<b>Section 4:</b>	Beginning in 2015, the Board shall consist of seven members. Four Board members shall be elected at the annual meeting in even numbered years and three Board members shall be elected at the annual meeting in odd numbered years.
<b>Section 5:</b>	The membership of the Club may vote to remove a member of the Board. The rules of amending this charter, see Article XII, apply to removing a member of the Board.

**ARTICLE VI**

*Nomination and Elections*

<b>Section 1:</b>	Election of Board members shall take place at the annual meeting. No less than 28 days prior to the annual meeting the Board shall appoint a Nominating Committee Chairperson. Additional committee members shall be selected from the membership by the Chairperson.
<b>Section 2:</b>	The slate of Board candidates proposed by the Nominating Committee shall be posted on the Activities Bulletin Board at least one week prior to the Club regular membership meeting at which the directors will be elected.
<b>Section 3:</b>	A majority of the Club members, present and voting, in person or by proxy, shall elect and such election shall be by written ballot unless the number of nominees does not exceed the number of board positions to elect in which case election may be by acclamation.
<b>Section 4:</b>	No Board member may serve on the Nominating committee.
<b>Section 5:</b>	The elected Board shall take office on January 1.

ARTICLE VII  
*Governing Body*

<b>Section 1:</b>	The governing body of the Club is the Board.
<b>Section 2:</b>	It shall be the duty of the Board to conduct, manage, and control the affairs and business of the Club between meetings of the regular membership.
<b>Section 3:</b>	A majority of the Board shall constitute a quorum for a Board meeting.
<b>Section 4:</b>	Vacancies occurring in any office shall be filled by a Board appointment.
<b>Section 5:</b>	Board vacancies that occur between elections shall be filled by Board appointment. The term served by the appointee is the remainder of the term of the Board member being replaced.

ARTICLE VIII  
*Duties of Officers*

<b>Section 1:</b>	The PRESIDENT shall: a) be the chief administrator of the Club, b) preside over all the club's Regular and Board meetings, c) be ex-officio a member of all committees, except the Nominating Committee, d) appoint, with Board approval, the Chairpersons of Committees, e) schedule facilities usage with the Activities Director, f) negotiate for the Club's Board approved contracts, such as equipment and instruction, g) sign for Board approved contracts in addition to the Association representative.
<b>Section 2:</b>	The VICE PRESIDENT shall: a) assist the President, b) in the President's absence, perform the duties of the President's office.
<b>Section 3:</b>	The SECRETARY shall: a) record the minutes of Meetings of the Board and of the membership, b) be in charge of all of the Club's records, other than the Treasurer's, c) prepare any reports required by the Association. d) At a regular meeting, present the previous regular meeting's minutes. The regular meeting's minutes must be approved by the Club's membership. e) Post required notices.
<b>Section 4:</b>	The TREASURER: a) is the chief financial officer and shall be responsible for collecting the dues of the members and other monies, as required, b) shall pay Board approved bills owed by the Club, c) shall present a financial report at each Board and Club membership

	meeting, d) shall present the Club financial report to the Association, for the end of the fiscal year (December 31), by January 31, e) shall retain the Treasurer's records.
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**ARTICLE IX**  
*Fiscal and Finance*

<b>Section 1:</b>	The fiscal year shall be January 1 through December 31.
<b>Section 2:</b>	No Club director shall receive compensation for serving as a director.
<b>Section 3:</b>	The Treasurer's books will be reviewed at least annually by the Board. A review shall be completed no later than 28 days following the end of the fiscal year. A review is also required when there is an incoming new Treasurer. The review shall be reported to the membership at the next regular meeting.
<b>Section 4:</b>	The Treasurer, and at least two other members of the Board, shall be authorized to sign checks to expend the Club's monies for Board approved expenses. Two signatures shall be required on checks.
<b>Section 5:</b>	Budget: a) The Board prepared budget shall be presented for approval of the membership at the annual meeting. b) The budget may be revised, as needed during the year, with approval of the Board and the Club membership. c) No single unbudgeted expenditure in excess of One Thousand US Dollars shall be made without approval of the Club membership.

**ARTICLE X**  
*Meetings*

<b>Section 1:</b>	Membership and Board meetings shall be held as called by the President, a minimum of four times per year.
<b>Section 2:</b>	The date and location of the next regular meeting shall be announced by the President in the Quail Creek Newsletter and shall be posted on the Activities Bulletin Board at least 1 week prior to the Club meeting.
<b>Section 3:</b>	The annual meeting will be held in November of each year. Annual meetings will follow the rules of a regular meeting.

**ARTICLE XI**  
*Parliamentary Authority*

<b>Section 1:</b>	Roberts Rules of Order shall be the authority of all questions of parliamentary law unless in conflict with these bylaws, with the bylaws of the Association, or with the laws of the State of Arizona.
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ARTICLE XII  
Amendments

<b>Section 1:</b>	The bylaws may be amended, by a two-thirds (2/3) vote of the members present and voting, in person or by proxy, at a regular or annual meeting of the Club, provided written notice of each proposed amendment, or proposed new bylaws, has been posted on the Activities Bulletin Board one (1) week prior to the club's meeting.
<b>Section 2:</b>	All proposed amendments to these bylaws are subject to final approval by the Association.

Adopted by the Quail Creek Computer Club Membership: 12/11/2001

Changes approved by the Quail Creek Computer Club Membership: 11/19/2002

Changes approved by the Quail Creek Computer Club Membership: 09/16/2003

Changes approved by the Quail Creek Computer Club Membership: 11/17/2010

Changes approved by the Quail Creek Computer Club Membership: 11/19/2012

Changes approved by the Quail Creek Computer Club Membership: 11/19/2013

Changes approved by the Quail Creek Computer Club Membership: 04/15/2014

SIGNATURES

\_\_\_\_\_  
Quail Creek Computer Club President (date)

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Quail Creek Computer Club Secretary (date)