

WILLOW VALLEY COMPUTER CLUB BY-LAWS

Name

The name of this computer club shall be: Willow Valley Computer Club. In these bylaws it will be referred to as the Club.

Mission Statement

The mission of the Club is threefold:

Provide a forum for the interchange of information on computers and provide training for those requesting it.

Arrange for speakers to talk to the Club about subjects regarding computers and systems of interest to the members.

Provide means to educate beginners or interested non-users on how to use the computer and its systems.

Membership

All residents of the Willow Valley Communities may become members in the Club upon payment of the required annual dues. Similarly, Team Members needing recycled computers or components, and prospective Residents, may also become members. Membership renewal dues are due on March 1st of the renewal year at a rate to be set by the Executive Committee by February 1st of each year.

Meetings

Monthly club meetings will normally be held on the first Thursday of each month except for July and August when meetings will not be held. Special club meetings may be held on a day, time and place determined by the Executive Committee. The location for Monthly meetings will be determined by the Executive Committee. The Members will be informed of the location and time of meetings at least one month before the scheduled meeting date.

Officers

The elected officers are President, Vice President, Secretary, and Treasurer.

The President shall:

Preside over all Club meetings and Executive Committee meetings.

Appoint members to committees and designate committee chairpersons.

Maintain liaison with the Willow Valley Management.

Coordinate all Club communications.

Have authority to commit the Club for expenditures up to \$200.

Provide other necessary functions to serve the best interests of the Club and its members.

The Vice President shall:

In the absence of the President perform the duties of that office.

Chair the Program Committee, and assist the President in appointing members of that committee.

Perform other leadership functions requested by the President.

The Secretary shall:

Be the Official Recorder of the Executive Committee meetings and other meetings as requested by the President.

Distribute meeting minutes to the Executive Committee members.

Maintain records of the meetings and turn over the records to the newly elected Secretary.

Perform other secretarial functions as needed.

The Treasurer shall:

Be custodian and bursar of all Club funds.

Report monthly to the Executive Committee all Club receipts, expenditures and balances.

Maintain the list of all paid Club members.

Election of Officers

The Officers will be elected at the April meeting of the Club in even number years (i.e., 2004, 2006, etc.) and serve for a period of two years.

The President will appoint a Nominating Committee of three (3) members not later than January 31.

The Nominating Committee shall, at the March Club meeting, publish the names of the nominees for each elected office.

The nominees will be voted on by those members present at the April Club meeting.

Nominations may be made from the floor if the nominee's consent has been obtained.

Elected officers will take office on the May 1 following their April election and will be invited to participate in Executive Committee activities subsequent to their election.

Vacancies in any office will be filled by appointment of the Executive Committee.

Executive Committee

The Executive Committee shall be the officers, committee chairpersons and past presidents.

It shall meet monthly to plan and evaluate the activities of the Club, approve Club expenditures, and conduct all necessary business for the smooth and efficient operation of the Club.

To insure representation of each of the Communities, there will be at least one Executive Committee Member from each Community.

Standing Committees

The Program Committee will oversee the content and scheduling of all Club meetings.

The Newsletter Committee will oversee publication of the bimonthly newsletter and special newsletters requested by the Executive Committee.

The Education & Training Committee will plan, schedule and oversee classes of limited size to instruct in specific areas of computer knowledge and use.

The Apple Special Interest Group (Apple SIG) will oversee meetings, training and other activities directly related to the use of Apple devices and services by Willow Valley Residents.

The Equipment Committee will oversee procurement, installation and maintenance of computers, peripherals, software and other equipment in the Club computer rooms of the Communities.

The Computer Room Monitors Committee will oversee staffing by and scheduling of members to serve as monitors for the Club computer rooms of the Communities.

The Website Committee will oversee the development and maintenance of the Club website.

Each Committee will have representation, if possible, from all Communities.

The President may appoint other Standing Committees as the need arises.

Revision of Bylaws

These Bylaws may be revised as follows:

The Executive Committee shall present the proposed revisions at a Monthly or special meeting called for the purpose of revising the bylaws.

A motion to accept the proposed revisions shall be read by the Secretary.

After seconding, the motion shall be tabled until the next Monthly meeting when an affirmative vote by a majority of the voting Club members present will constitute acceptance and the revisions will become effective immediately.

These bylaws were accepted and approved by a majority vote of the members present at a Club meeting held on March 5th, 2020.

Gary Staton, Secretary