

WILLOW VALLEY COMPUTER CLUB BY-LAWS

Name

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

Organization

The Club exists at the pleasure of Willow Valley Communities, a not-for-profit Pennsylvania corporation, for the benefits of residents, employees and related individuals in that community. The Club is an independent unincorporated, resident-led organization registered as an IRS exempt organization under Internal Revenue Code Section 501(c)(7). The fiscal year of the Club is the calendar year.

Mission Statement

The mission of the Club is threefold:

- Provide a forum for the interchange of information on computers and related devices, and provide training for those requesting it.
- Arrange for speakers to talk to the Club about subjects regarding computers and topics of interest to the members.
- Provide means to educate beginners or interested non-users on how to use technology

Membership

All individual residents of Willow Valley Communities may become lifetime members in the Club upon payment of the required dues. Similarly, Team Members and SmartLife members may also become members. Dues shall be set by the Executive Committee. Legacy two-year membership renewal dues are due by March 1st of the renewal year. Legacy two-year memberships are not available to new members.

Meetings

The Club shall hold an annual membership meeting each year in May to review Club activity and financial reports, and to present other business as determined by the Executive Committee.

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, or as otherwise determined by the Executive Committee.

Special Club meetings may be held on a day, time and place approved by the Executive Committee. The location for Monthly meetings will be approved 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.

If a meeting location must be changed seven days or less before the meeting date, the President may approve the new location. Members will be informed of the location change as soon as possible.

Governing Body

The Club is governed by an Executive Committee comprised of officers, committee chairpersons, past presidents, and any Technical or Community Advisors appointed by the President.

The Executive Committee 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.
- Identify challenges and opportunities facing the Club.
- Develop and maintain ties to Willow Valley Communities Management and IT staff.
- Periodically consider developing or updating a strategic plan for the Club, including alternative sources of funding.
- Ensure, as may be practicable, representation of each of the Communities on the Executive Committee.

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 Willow Valley Communities Management.
- Coordinate all Club communications.
- Have authority to commit the Club for expenditures up to an amount recommended by the Finance Committee and approved by the Executive Committee.
- 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:

- Chair the Finance Committee.
- Be custodian and bursar of all Club funds.
- Report monthly to the Executive Committee all Club receipts, expenditures and balances.
- Ensure compliance with legal, IRS and other requirements and reporting obligations.
- 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., 2024, 2026, 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 only at the March meeting if the nominee's consent has been obtained.

Elected officers will take office on May 1 following their April election.

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

Standing Committees

Standing Committees shall be:

- Finance Committee
- Program Committee
- Media Committee
- Education & Training Committee
- Technology Center Committee
- Website Committee

The Executive Committee shall adopt and maintain a charter for each of the Standing Committees, and each committee is responsible for maintaining its operating procedures. Each committee will have representation, if possible, from all Communities. The President may appoint other Committees or Task Forces 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.

Dissolution and Distribution of Assets

The Club may be dissolved at any time upon recommendation from the Executive Committee. The recommendation shall be submitted to the members at a regular or special meeting, requiring a two-thirds majority of those present and voting for passage.

Upon dissolution, all assets of the Club shall be distributed to one or more appropriate organizations described in Section 501(c) of the Internal Revenue Code.

The Executive Committee shall determine the recipient organization(s) and the method and timing of distribution.

These bylaws were accepted and approved by a majority vote of the members present at a Club meeting held on October 2, 2025.



Paula Sandridge, Secretary