

# 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.
--------------	--

## ARTICLE II

### Mission

<b>MISSION:</b>	The mission of the Quail Creek Computer Club is to provide its' members with Assistance, Training and Education for their computing devices by motivated and well qualified community volunteers.
-----------------	---

## ARTICLE III

### Authority and Limitations

<b>Section 1:</b>	The Club will operate as an independent entity of the Quail Creek Property Owners Association, but will not act on behalf of, conduct business on behalf of, or otherwise obligate or incur liability on behalf of, or in the name of the POA.
-------------------	--

## ARTICLE IV

### Members

<b>Section 1:</b>	Membership shall be open to all Residents as defined in the Declaration of Covenants, Conditions and Restrictions of Quail Creek Country Club.
<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 reported to the Club's membership prior to any change.
<b>Section 5:</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 6:</b>	At meetings of the Club, decisions may be made by a majority vote of those members present and voting.
<b>Section 7:</b>	A good standing member is a member who is enrolled in the Club and whose dues are current.

## 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 may 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 Club website (quailcreekcomputerclub.org) and emailed to members at least two weeks prior to the Club regular November 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>	<p>The PRESIDENT shall:</p> <ul style="list-style-type: none"> <li>a) be the chief administrator of the Club,</li> <li>b) preside over all the club's Regular and Board meetings,</li> <li>c) be ex-officio a member of all committees, except the Nominating Committee,</li> <li>d) appoint, with Board approval, the Chairpersons of Committees,</li> <li>e) schedule facilities usage with the Activities Director,</li> <li>f) negotiate for the Club's Board approved contracts, such as equipment and instruction,</li> <li>g) cosign for Board approved contracts.</li> </ul>
-------------------	--

<b>Section 2:</b>	<p>The VICE PRESIDENT shall:</p> <ul style="list-style-type: none"> <li>a) assist the President,</li> <li>b) in the President's absence, perform the duties of the President's office.</li> </ul>
<b>Section 3:</b>	<p>The SECRETARY shall:</p> <ul style="list-style-type: none"> <li>a) record the minutes of the Board and regular meetings for the membership</li> <li>b) be in charge of all of the Club's records, other than the Treasurer's,</li> <li>c) prepare any reports required by the Association.</li> <li>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.</li> <li>e) Post required notices on the Club webpage.</li> <li>f) Also perform the Membership chair function when required. They shall include: coordinate dues collections with the Treasurer, maintain the membership roster, provide reports as needed and be the primary interface on all matters regarding members Club dues status.</li> </ul>
<b>Section 4:</b>	<p>The TREASURER shall:</p> <ul style="list-style-type: none"> <li>a) be the chief financial officer and shall be responsible for processing and depositing the monies for member dues and other collected monies,</li> <li>b) pay Board approved bills owed by the Club,</li> <li>c) present a financial report at each Board and Club membership meeting,</li> <li>d) prepare and present a final FY report and proposed budget for coming FY to membership for approval by January 31.</li> </ul>

**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 by January 31. 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 at least 1 week prior to being held in the Quail Creek What's Happening and via internet from the Club.
<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.
-------------------	---

## 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 Club website and/or emailed to members one (1) week prior to the club's meeting.
-------------------	--

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

**Record of Changes :**

Changes approved by the Quail Creek Computer Club Membership: 11/19/2002  
Changes approved by the Quail Creek Computer Club Membership: 12/11/2001  
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  
Changes approved by the Quail Creek Computer Club Membership: 10/16/2018  
Changes approved by the Quail Creek Computer Club Membership: 11/23/2021

SIGNATURES

---

Quail Creek Computer Club President (date)

---

Quail Creek Computer Club Secretary (date)