

## BYLAWS

Festival Bytes Computer Club

### CHARTERED CLUB

#### ARTICLE I – GENERAL

Section A. Name of Organization:

Festival Bytes Computer Club

Section B. Purpose of Organization: To provide an organized framework under which Sun City Festival residents may engage in a variety of activities for acquisition and/or the advancement of skills in the use of computers and their applications. The club will provide information, education, activities and field trips. It will also provide management oversight, centralization scheduling, logistics, and publicity in concert with Lifestyles Director to ensure maximum accessibility to residents, efficient use of Association facilities, staff, and material resources.

Section C. These bylaws will fully comply with the Association's Governing Documents and Chartered Club Rules and Procedures Manual. In the event of a conflict between these bylaws and the Documents or Rules, the Documents or Rules will prevail.

Section D. This organization shall be operated as a non profit association in accordance with applicable statutes and the Association's Documents.

#### ARTICLE II – MEMBERSHIP

Section A. Membership is open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

Section B. There is no precondition for membership, nor will members be required to join any national, state, or regionally-affiliated organization.

Section C. Guest Privileges: A guest is defined as a person(s) who does not reside within the confines of Sun City Festival and who is attending a Festival Bytes Computer Club function at the invitation of and accompanied by an Association Member in good standing with the club. Sun City Festival residents may participate in club activities in a guest status at one function: they must join the club as a regular, dues-paying member if they wish to continue to participate

Section D. Dues: Effective 1/1/2014 Dues are \$10.00 per year per person payable by the end of January. Individuals joining Festival Bytes Computer Club after September 30 each year will pay the full year dues but will include the following year. Dues in the form of cash or personal check made payable to The Sun City Festival Community Association accompany submission of Festival Bytes Computer Club Membership Application. Dues and membership applications are submitted to any officer. Internal procedures are developed to insure the security of funds and the confidentiality of personal information.

Club officers retain the prerogative to institute additional annual dues in the future should club solvency warrant and upon approval of the general membership.

### ARTICLE III – OFFICERS

Section A. The Executive Board consists of a president, vice president, secretary and a treasurer. The latter two offices may be combined into one, dual-functioning position with the consent of a majority of the membership.

Section B. All officers are elected by a majority vote of those present and during an annual membership meeting once a quorum has been established. Officers serve without compensation.

Section C. Terms of Office and Responsibilities: All officers are elected for one year term and can succeed themselves provided they receive a majority vote of those in attendance at the election.

Terms of office are one year starting the first day of January and ending the last day of December.

- President – Presides over all club meetings and is accountable for the administration of all club business. The incumbent acts as the principle liaison between the club and the Association, and appoints members of all committees that have been authorized. This relationship is depicted on the

- Club organization chart. In addition, the President will oversee the committee on Shows and Competition.
- Vice President – Performs all duties of the Club President in the event of his/her absence or inability to perform. In addition, the Vice President will chair the committee on Travel & Events.
- Secretary – Maintains club records, issues notices of all meetings, and publishes and distributes meeting minutes to all club member and the Association’s Lifestyle Director. Is the administrative focal point for all correspondence between the Club and the Association. The secretary shall develop special publicity media such as flyers, newsletters, interests, etc., to inform residents of club activities. In addition the Secretary will chair the committee on Memberships and PR.
- Treasurer – Receives and deposits all monies due to the club and pays all obligations that may be incurred by the club in the regular course of its business. The incumbent maintains an up-to-date ledger of all financial transactions and provides financial reports as may be required at club meetings. Prepares, coordinates with the club President, and submits Year End reports as required by the Association.

Section D. Nomination and Election Procedures: Nominations are solicited from the general membership by a voice poll during the meeting held during November of each year to identify candidates for office to commence the following year. Elections occur in December with new officers installed in January of each year.

Section E. Meetings, Quorum and Voting Procedures: Meetings are held as determined by the Club Executive Board. A quorum is a minimum of 10 percent of the general membership. Only members in good standing are permitted to vote. Annual voting for club officers will be by written secret ballot or other electronic means. All other topics require a majority vote will be by a method specified by the club President (voice, show of hands, or written ballot).

Section F. Vacancies and Recall of Officers: In the event of an officer is not able to perform his/her duties, a replacement will be appointed by the Club Executive Board.

#### ARTICLE IV – MEETINGS

Section A. Types and Frequency of Meetings: General membership meetings will be held not less than three times per year; the time and place of such meetings to be determined by the Club Executive Board.

Section B. Conduct of Meetings/Parliamentary Procedures: Issues involving policies, procedures, elections, and events that affect the membership as a whole will be presented for a vote during the business portion of each general meeting using Roberts Rules of Order as a guide.

Section C. Voting and Quorum Procedures: A quorum is a minimum of 10 per cent of the general membership. Only members in good standing are permitted to vote. Annual election of club officers will be by means of a written, secret ballot or other electronic means. All other issues requiring a membership vote will be a method designated by the club President.

#### ARTICLE V – FINANCIAL

Section A. The club Treasurer maintains all financial records for the current and seven previous years of the club's operations.

Section B. Individual expenditures in excess of \$250 shall require a majority approval by a vote of the general membership in accordance with voting and quorum procedures defined in Article IV, Section C of the club's bylaws. The results of the vote by the general membership shall be duly recorded in the minutes of the meeting at which the vote occurred.

Section C. Financial records shall be certified on an annual basis by individuals other than club officers. Annual audits shall be conducted by two club members whose names were randomly drawn during the last club meeting preceding the actual audit. Audit results will be presented to the general membership and duly recorded in the applicable meeting minutes.

Section D. All funds/revenue shall be deposited in a bank account established in the club's name with the Association's designated chartered club banking services provider. However, the club may retain up to \$100.00 in petty cash on hand collected from club dues/activities for cash payments such as prizes or member reimbursement (with the purchase receipt or invoice retained as the expense reimbursement documentation). The club's bank account shall be maintained through succeeding club administrations. Disbursements, other than those made from the petty cash on hand discussed above, should not be made from cash that has not been deposited in the club's bank account. These disbursements shall be

made by Club check. All checks in excess of \$100.00 shall require two executive board members' signatures. Inventory control procedures over durable assets shall include periodic physical counts and reconciliations of underlying accounting records. Club inventories are to be performed annually, and maintained and safeguarded to prevent theft, deterioration, etc. The club furnishes a copy of all inventories to the Association.

Section E. Semi-annually, the club will submit Form CC-8, "Annual Financial Report" to the Lifestyle Director. A copy of the report will be retained in the official club file, and the original will be forwarded to the Association's Controller for use when preparing and filing the Association's annual tax return. This report must be provided to the Association not later than the 15th day of January and July, and must be certified by the club president and treasurer.

#### ARTICLE VI - COMMITTEES

Section A. Permanent (standing) committees may include but are not limited to publicity, scheduling, and logistics.

Section B. The chairperson of each committee shall, first, be a volunteer for the position. In the event a volunteer does not emerge, the club President shall appoint a committee chairperson to serve for a period of not less than six months. At least two club members shall serve on each committee and may be a volunteer or a draftee appointed by the committee chairperson.

Section C. All committees will have written mission statements prior to their formation. Mission statements may be amended as conditions warrant.

#### ARTICLE VII - AMENDMENTS

Section A. To amend these bylaws requires a majority vote of the quorum at a meeting duly called for such a purpose.

Section B. Notice requirement and procedure: Any proposed amendment(s) to these bylaws must be publicized in a written document distributed to the entire club membership at a regular or special club meeting.

ARTICLE VIII - DISSOLUTION: Prior to club dissolution, and after all debts are satisfied, all property and assets shall be

Relinquished to the Association.

FOR THE CLUB: FOR THE ASSOCIATION

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Club President

Lifestyle Director

Name & Signature

Name & Signature

APPROVAL

This document supersedes bylaws Amended in April 2008 and Deletes membership eligibility previously extended to renters. This Charter is hereby granted, subject to the Chartered Club Rules and

Procedures Manual and subject to paragraph 10 of the application. This document supersedes all previous editions.

DATED

THIS \_\_\_\_ day of \_\_\_\_\_

SUN CITY FESTIVAL COMMUNITY ASSOCIATION, INC.

By: \_\_\_\_\_

Community Manager

Section

B. Notice requirement and procedure:

Any proposed amendment(s) to these bylaws must be publicized in a written document distributed to the entire club membership at a regular or special club meeting.

Amendment

ARTICLE VIII –

DISSOLUTION: Prior to club dissolution, and after all debts are satisfied, all property and assets shall be relinquished to the Association.

FOR THE CLUB:

FOR THE ASSOCIATION

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Carolyn Whitehead, Club President

\_\_\_\_\_

Tracy Citrano, Lifestyle Director

\_\_\_\_\_

Date

\_\_\_\_\_

Date

APPROVAL

This document supersedes bylaws Amended in April 2008 and deletes membership eligibility previously extended to renters. This Charter is hereby granted, subject to the Chartered Club Rules and Procedures Manual and subject to paragraph 10 of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

SUN CITY FESTIVAL COMMUNITY ASSOCIATION, INC.

By:

\_\_\_\_\_

Bruce Friedman, Community Manager



AMENDMENT:

ARTICLE III – OFFICERS

Section C: Terms of Office and Responsibilities: All officers are elected for a two year term and can succeed themselves provided they receive a majority vote of those in attendance at the election.

Terms of office are for two years, starting the first day of January and ending the last day of September.

This document supersedes December, 2012 document and deletes original Terms of Office requirements for Festival Bytes Computer Club.

FOR THE CLUB

FOR THE ASSOCIATION

\_\_\_\_\_  
Richard Carlson, President  
Festival Bytes Computer Club

\_\_\_\_\_  
Janet Turner, Lifestyle Director  
Sun City Festival

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPROVAL:

This Charter is hereby granted, subject to the Chartered Club Rules and Procedures Manual and subject to paragraph 10 of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

SUN CITY FESTIVAL COMMUNITY ASSOCIATION, INC.

By:

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Brad Lundmark, Community Manager