

TOPEKA PC USERS CLUB

BYLAWS

ARTICLE I - NAME AND OBJECTIVES

Section 1. Name

The name of this organization shall be the Topeka PC Users Club (hereinafter referred to as "the Club").

Section 2. Objectives

The objectives of the Club are as follows:

- a. To unite owners and users of Intel-based and compatible computers for constructive endeavors.
- b. To encourage and provide a forum for the free interchange of ideas.
- c. To promote and increase the utility and enjoyment of Intel-based microcomputers through:
 - (1) Encouraging dialog about computers between members.
 - (2) The presentation of appropriate programs to the membership for their enlightenment.
 - (3) The discussion of hardware and software experiences, and such other materials as may be found instructive.
 - (4) Sharing of knowledge and experience of computing with others in the community.
- d. To contribute to the improvement of education in the area of microcomputers.

ARTICLE II - MEMBERSHIP

Section 1. Requirements for Membership

Interest in the use of Intel-based personal computers accompanied by the payment of annual dues are the only membership requirements.

Section 2. Revocation or Suspension of Membership

Revocation or suspension of membership shall occur on a formal majority vote of the Executive Board (EB), as defined in Article III, Section 4, only when the EB has determined that:

- a. A member has become delinquent in the payment of dues, or
- b. A member has acted in a disruptive manner or a manner inconsistent with the objectives of the Club.

ARTICLE III - CLUB ORGANIZATION

Section 1. Officers and Directors

The Club's Officers shall be the President, Vice President, Secretary, and Treasurer. There shall be at least a total of seven (7) Directors, composed of the aforementioned Officers and Directors and three (3) At-Large Directors.

Section 2. Club Committees

The Club should maintain the following standing committees: Activities, Newsletter, and Publicity. Other committees may be created at the discretion of the EB.

Section 3. Duties and Responsibilities of Officers and Directors

President: It shall be the duty of the President to preside at all meetings; execute all written contracts and obligations in the name of the organization as authorized by the EB, and to perform such other duties as generally pertain to the office. The President shall also have the responsibility of appointing all committee Directors.

Vice President: The Vice President shall preside at all meetings in the absence of the President and perform other duties as requested by the President.

Secretary: It shall be the responsibility of the Secretary to record the minutes of all EB meetings and General Membership meetings when a vote of the membership is required (i.e. election of officers and directors, by-law amendments, dues consideration). The Secretary shall also maintain records and files pertaining to the Club and Club activities and perform other duties as requested by the President.

Treasurer: It shall be the duty of the Treasurer to collect all dues and fees, and give receipts thereof, and keep an accurate record of same; furnish a report at each EB meeting and perform such other duties as ordinarily pertain to such office. The Treasurer shall also maintain the official Club roster and membership status.

Activities Director: It shall be the duty of the Activities Director to provide programs for general membership meetings, coordinate scheduling of meeting places, and coordinate special events.

Newsletter Director: It shall be the duty of the Newsletter Director to coordinate the editing, publishing, and distribution of the official Club Newsletter. Format of the newsletter shall be at the Director's discretion.

Publicity Director: It shall be the duty of the Publicity Director to announce Club events, meetings, and workshops in whichever medium deemed appropriate by the Executive Board to promote the Club and its activities.

Web Director: It will be the duty of the Web Director to maintain the club's web page in a timely manner. The design, format and contents of the page are to be at the Web Director's discretion. The restrictions that apply are those that were established when the page was first established.

The above mentioned Directors shall be offered the position of board membership. These Board positions, if accepted by the Directors, may be in addition to or part of the executive board as defined above.

Directors at Large: The duties of the Directors at Large shall be to provide support and input to the officers and/or committees as necessary. Special tasks may be assigned to these directors by the President or the EB as deemed appropriate.

Section 4. **Executive Board (EB)**

- a. The EB shall be the governing body of the Club and shall consist of the following:
President
Vice President
Secretary
Treasurer
Directors

- b. Meetings of the EB shall be held monthly at the call of the President or a majority of the EB. Adequate notice of such meetings shall be given to all EB members. A quorum is 50% of the EB members.

- c. The President shall preside at all meetings of the EB. In his absence the officer to preside shall be determined in the following succession: Vice President, Secretary, and Treasurer.

- d. Unless precluded by other sections of the Bylaws and without limitations regarding other matters, the EB shall have among its responsibilities the following:
 - (1) Promulgate the policies and programs of the Club.
 - (2) Periodically review and approve the Treasurer' s Report.
 - (3) Recommend Club dues to general membership.
 - (4) Review all actions and programs of the Club' s Committees, Sub-Committees and Task Forces and request those groups to appear before the EB at appropriate times.

- e. No two members of the same family shall serve concurrently on the EB.

ARTICLE IV – VOTING

Section 1. **Voting Rights**

All members in good standing shall have the right to vote on Club matters. Membership voting matters include:

- (1) Voting for EB Officers,
- (2) Voting on matters of relative importance which are brought to the general membership by the EB for approval, and
- (3) Any other issue which is introduced in the form of a motion by an individual member at a regular membership meeting.
- (4) If a motion passed by the general membership at a membership meeting is in conflict with a decision of the EB, or an individual EB member, the vote of the general membership shall be binding.

Section 2. **Voting Actions**

Matters requiring a vote by the Club shall be approved by a majority of those voting, except for Bylaw changes (see Article VIII, Section 2.).

ARTICLE V – MEETINGS

Section 1. Meetings of Members

- a. Meetings of members to advance the purpose and objectives of the Club shall be held on such date and at such time and place as may be designated by the EB.
- b. Meeting notices shall be in the newsletter which shall be mailed to each member of the Club.
- c. Twenty percent (20%) of the Club members or fifty (50) members (whichever is less) shall constitute a quorum for the transaction of official business duly presented at any meeting of the Club.
- d. The President shall preside at all meetings. In his absence the officer to preside shall be determined in the following succession: Vice President, Secretary, and Treasurer.

Section 2. Meeting Procedure

In transacting official business, the rules of parliamentary procedure contained in the most recent revision of Robert's "Rules of Order" shall govern all meetings of the Club.

ARTICLE VI - NOMINATION, ELECTION AND FILLING OF VACANCIES FOR OFFICERS AND DIRECTORS

Section 1. Nominations

- a. The President shall appoint a Nominating Committee consisting of at least one member of the EB and at least one member from the general membership.
- b. This Committee shall nominate from the Club membership at least one candidate for each of the Club's officer and director positions. The nominees may be volunteers, members nominated by other members, or current EB members. In case of an insufficient number of candidates, a person may fill more than one position.
- c. In the newsletter distributed immediately prior to the March Membership Meeting, notice shall be given requesting volunteers and nominations for serving as a Club officer or director the following program year. Nominations shall be submitted to the Nominating Committee.
- d. The EB, at its meeting immediately prior to the April Membership Meeting, or as near to that as circumstances permit, shall approve a slate of candidates based on the recommendations of the Nominating Committee. The EB shall have the authority to add names to the slate as it deems appropriate.
- e. The slate of candidates shall be published in the newsletter distributed immediately prior to the Membership Meeting at which elections will be held.
- f. At the Membership Meeting at which the election is held, just prior to holding the election of officers and directors for the coming year, nominations shall be accepted from the general membership.

Section 2. Balloting and Election

- a. If there is a contest for one of the positions, ballots will be prepared in a form to be determined by the President.
- b. Elections shall be held as close as possible to the April Membership Meeting.
- c. The election shall be administered and the results tabulated by an Election Committee of three (3) members appointed by the President.
- d. The Election Committee shall certify to the EB no later than its next regularly scheduled Board Meeting the results of the election.
- e. When there is no contest for an elective position, balloting is not required. Instead nominees for such positions may be elected by acclamation.
- f. The Newly Appointed Offices will then select the Directors at their first Board Meeting.

Section 3. Eligibility

To be eligible for office in the Club, a member must be a member in good standing. The EB may refuse to accept the nomination of a candidate who has already held the position for two consecutive years.

Section 4. Filling Vacancies

In the event of a vacancy occurring in the office of President, the Vice President will succeed. In the event of a vacancy in the office of Vice President, the office will remain vacant until a special or regular election is held. In the case of a vacancy in any other position, the President will appoint a board member to fill the vacant position. Such appointment must be confirmed by a majority of the remaining board.

ARTICLE VII - FINANCIAL ADMINISTRATION

Section 1. Dues

- a. The Clubs annual dues shall be set by majority vote of the general membership. Dues shall be paid in full on an annualized basis, i.e., each membership shall begin in the month in which the full dues amount is received and shall extend for an additional eleven (11) consecutive months.
- b. Any member who is delinquent in the payment of dues in the calendar month of their annual billing date shall automatically cease to be a member of the Club. A member renewing after such expiration shall be reinstated subject to the provisions in subsection a. above.
- c. Any person interested in becoming a Club member shall be entitled to attend Membership Meetings and receive one complimentary mailing of the Club's newsletter the month following their initial sign up as a visitor to a Membership meeting. Such guests of the Club may pay their dues and become a member at any time during this period, and until they pay their dues, are not entitled to any other membership privileges such as attending the Club's workshops.

Section 2. Financial Responsibility

- a. The EB shall have authority to prescribe such procedures, as it deems appropriate to assure adequate budgetary and financial controls for the Club.
- b. The EB shall have the authority to authorize the use of Club funds for normal operating expenses.

Section 3. Program (Fiscal) Year

The program (fiscal) year shall be from June 1 through the following May 31.

Section 4. **Dissolution**

In case of dissolution of the Club, any money or other assets remaining after the payment of all obligations shall be distributed to the Washburn University Computer Science Department.

ARTICLE VIII - AMENDMENTS TO BYLAWS

Section 1. **Origination of Amendments**

Proposed changes in these Bylaws shall be submitted in the following manner:

- a. By proposal in writing to the Vice President, or President if the Vice President is vacant, from any ad hoc Committee appointed by the President to review the By-Laws; or,
- b. By proposal in writing to the Vice President signed by twenty percent (20%) of the Membership or fifty (50) members of the Club, whichever is fewer.

Section 2. **Processing Procedure**

Changes shall be submitted to the EB. After review and coordination with the initiator, appropriate changes along with EB analysis shall be submitted to the Club membership, by mail notification to each member in good standing, for vote. An affirmative vote by 2/3 of those voting is required for approval.