

**Sun City Summerlin Community Association, Inc.
(SCSCAI)**

**CONSTITUTION
OF
SUN CITY SUMMERLIN COMPUTER CLUB**

CCOC Mandatory Revision 10-31-2015

ARTICLE I
Name and Purpose

- SECTION I.1 The name of the club shall be Sun City Summerlin Computer Club, a subsidiary of the Sun City Summerlin Community Association, Inc. (hereinafter referred to as “Club”).
- SECTION I.2 The purpose of the Club shall be to provide a forum for the exchange of information and knowledge among its members with respect to personal computers and their uses. The Club exists to benefit its members and shall operate as a non-profit organization, with all funds being used for Club purposes.

ARTICLE II
Authority and Limitations

- SECTION II.1 The Club is organized and will operate in full compliance with the Chartered Clubs and Community Organizations Procedures Manual and the Articles of Incorporation, By-Laws, and Rules and Regulations of the Sun City Summerlin Community Association, Inc. (hereafter referred to as Association and/or SCSCAI).
- SECTION II.2 The Club shall not conduct business or obligate funds in the name of SCSCAI.

ARTICLE III
Membership

- SECTION III.1 Membership shall be open to any person holding a current SCSCAI membership card, and shall not be based on race, color, religion, sex, or national origin.
- SECTION III.2 Membership shall be voluntary.
- SECTION III.3 Dues shall be **\$10.00** per calendar year and may be pro-rated. Annual dues may be increased to an amount not to exceed \$50 per year by a majority vote of the membership at a business meeting of the club. The SCSCAI must approve amounts exceeding \$50 per year.

SECTION III.4 Resident guests may accept club hospitality two times per year before they are required to join the club. Non-resident guests may not join the club, but may attend a club function not more than two times per year as the guest of a member.

ARTICLE IV
Meetings

SECTION IV.1 Club business meetings shall be held quarterly. Notification of meetings must appear in the *Link*, the official publication of the Association.

SECTION IV.2 The club officers shall meet monthly. Special meetings of the officers may be called at the discretion of the president. All meetings will be recorded and the minutes made available for review by any member of the Club.

SECTION IV.3 Meetings shall be conducted in accordance with Robert's Rules of Order. The president can exercise his right to vote when the vote is by secret ballot or when his vote would affect the outcome.

SECTION IV.4 A quorum is required in order to conduct any club business. For this purpose, a quorum is defined as: (1) for clubs with 50 members or less, it shall consist of 35% of the membership; (2) for clubs with 51 or more members, a quorum shall consist of 35% of the membership with a maximum of 50 members being required.

ARTICLE V
Organization

SECTION V.1 Composition: The officers of the club shall be a president, vice-president, secretary, treasurer, six directors elected at large, and the immediate past president and shall be elected each year. (Club must have at least three officers).

SECTION V.2 Qualifications and Tenure: Any member in good standing may be nominated for election.

SECTION V.3 Vacancies: In the absence of the president, the vice-president will automatically assume the duties. All other vacancies shall be determined by a vote of the remaining elected officers.

SECTION V.4 Compensation: Officers shall not receive any salary or other compensation for their services as officers nor may they enter into contractual relationships with the club. However, they may be reimbursed for any actual expenses incurred in the performance of such officer's duties.

SECTION V.5 Authority: The club officers shall have the responsibility to propose such rules and regulations as they deem desirable and as are consistent with the By-Laws of SCSCAI and Chartered Clubs and Community Organizations Procedures Manual. All such proposals shall be approved by the membership at a business meeting of the club.

ARTICLE VI
Administration

- SECTION VI.1 President: The president shall preside over all club meetings and shall be responsible for the administration of all club business; shall act as principal liaison between the club and SCSCAI; shall appoint an audit committee and any other committee deemed necessary; shall act as ex-officio chairperson over all committees (except the nominating committee); and, shall insure the financial and administrative integrity of the club. All records must be passed on to successor.
- SECTION VI.2 Vice-President: The vice-president shall preside at all meetings in the absence of the president and shall perform other duties as may be assigned by the president.
- SECTION VI.3 Secretary: The secretary shall keep all records, issue notices of all meetings and maintain minutes thereof; shall conduct all correspondence relating to the club; shall maintain a complete roster of members; shall furnish to SCSCAI various reports as required. NOTE: Secretary's records will be retained for three (3) years and passed on to successor.
- SECTION VI.4 Treasurer: The treasurer shall receive all monies and pay all bills owed by the club; shall keep an up-to-date ledger recording all financial statements; shall reconcile and retain all bank statements; shall prepare financial reports for meetings; shall follow all requirements of the club treasurer's record system as defined in Section VI.E of the Procedures Manual. NOTE: Treasurer's records will be retained for a minimum of seven (7) years and passed on to each successor.

ARTICLE VII
Finances

- SECTION VII.1 A minimum of two elected officers' signatures shall be required on each check.
- SECTION VII.2 Expenditures exceeding \$500 (Not to exceed \$500) must have the approval of the members in accordance with club business procedures.
- SECTION VII.3 The fiscal year of the club shall be January 1 through December 31.
- SECTION VII.4 An annual audit of the treasurer's records is mandatory and shall be performed by person(s) independent of club treasurer. The audit shall be completed not later than January 31st and submitted to the Club Coordinator by March 31st each year.
- SECTION VII.5 The club officers shall prepare an annual budget to be presented to and approved by the club membership at a business meeting of the club.

ARTICLE VIII
Elections

- SECTION VIII.1 Elections shall be held in December and conducted at a club business meeting. The officers of each club shall be elected by written secret ballot.
- SECTION VIII.2 Not less than 60 days prior to the election date, a nominating committee shall be appointed by the club officers. The nominating committee shall present a slate of nominations to the members at least 30 days prior to the election.

ARTICLE IX
Amendments

- SECTION IX.1 Amendment proposals to Constitution and/or By-Laws must be in writing and submitted to the club officers. All proposed changes must be presented to the membership not less than 30 days prior to a vote of the membership at a business meeting of the club.
- SECTION IX.2 Secret written ballots are required. A quorum must be present for the vote to be valid.
- SECTION IX.3 All proposed changes to a club's constitution must be adopted in compliance with Article II, C,1.b of the Chartered Clubs and Community Organizations Procedures Manual and are subject to final approval by SCSCAI.

ARTICLE X
Dissolution

- SECTION X.1 Upon dissolution of this club, all assets shall remain the property of SCSCAI.
- SECTION X.2 Dissolution will not be initiated until all outstanding debts are satisfied. All members must fully understand that they are liable for any debts incurred by the club and must satisfy them in full prior to the club's dissolution.
- SECTION X.3 During the period leading to and including dissolution, the president and all other elected officials will function as outlined herein.
- SECTION X.4 Thirty days' advance notice to membership is required prior to a membership vote for dissolution. If the club membership fails to approve dissolution, new officer elections will be held in accordance with the Procedures Manual and the club will continue to operate as stated herein. If the majority of the club votes to dissolve the club, a request shall be forwarded to the Club Coordinator who will bring it to the CCOC for recommendation to the SCSCAI Board of Directors, for approval of the dissolution. **(See Attachment XIII)**
- SECTION X.5 Final dissolution of a club requires the approval of the SCSCAI Board of Directors.

ARTICLE XI
Adoption

SECTION XI.1 A quorum must be present for the vote to be valid. A majority vote of members in attendance at a business meeting is required for the adoption of this Constitution.

SECTION XI.2 This document must meet legal sufficiency and final approval of the Sun City Summerlin Community Association, Inc. Board of Directors.

SIGNATURES

Howard Verne, President 11/11/2015 Pat Lemay, Secretary 11/11/2015

REVIEWED/APPROVED

Sun City Summerlin Community Date
Association, Inc.
CLUBS AND COMMUNITY
ORGANIZATIONS COMMITTEE

FINAL APPROVAL

Date:

Sun City Summerlin Community
Association, Inc.
BOARD OF DIRECTORS