

# MARIS GROVE COMPUTER CLUB

## OFFICIAL CONSTITUTION AND BY-LAWS (Amended 6.30.17)

### CONSTITUTION

#### **The Club Name**

The name of the Club shall be the Maris Grove Computer Club, hereafter referred to as The Club.

#### **Club Mission**

The Mission of the Maris Grove Computer Club is to provide Maris Grove residents with a friendly, creative environment in which they can keep up with the ongoing changes in computer and related digital technology and are able to improve their individual competence to securely and safely use such technology.

### BY-LAWS

#### **ARTICLE 1: Membership**

Membership is open to all residents of Maris Grove who pay their annual dues. Membership in the Club may be terminated by a voluntary resignation or revoked for non-payment of dues. Membership may also be terminated for issues not acceptable to the Club as determined by the Executive Committee.

Neither the Club nor Maris Grove will be responsible for problems caused by the suggestion of members or presenters at the meetings.

#### **ARTICLE 2: CLUB OFFICERS AND EXECUTIVE COMMITTEE**

The Officers of the club shall consist of the Chair, the Vice-Chair, the Secretary and the Treasurer.

The Maris Grove IT personnel who provide support to the club and are liaisons with the Erickson Living IT system will serve as members of the Executive Committee.

The Executive Committee will consist of the Club Officers, Maris Grove IT representatives and specific club members who lead such activities and Committees as are needed to plan and implement the activities of the club. This will include Committees on Membership, Finance, Program, Publicity and Outreach (detailed in the Addendum). The Chair may create other committees at any time as needed. All Executive Committee members can vote on Club matters.

#### **ARTICLE 3: ELECTIONS**

Annual Elections will be held at the first meeting in June. The Chair will propose and announce the nominations for Club Executive Committee at least one month before the annual election and seek additional nominations from the membership. Nominations will be closed at the last meeting in May and the election will be held on at the first meeting in June. Executive Committee officers will typically serve two consecutive two-year terms on any Committee position. The Chair and Treasurer will be elected on even years; the Vice-Chair and Secretary will be elected on odd years.

#### **ARTICLE 4: FISCAL MATTERS AND DUES**

The Club fiscal year begins the first of each year and extends through the last day of Dec of the year.

The Executive Committee will establish club dues each year. For Club members of record, dues are payable by the first day of the new fiscal year. For new members dues are payable at the time of submission of the application form. New members who join in the last half

of the fiscal year will be considered to have paid dues through the next fiscal year. Paid dues will not be refunded for any reason.

All monies paid to the club by the members or from any other source become the property of the club. Funds shall not be returned to the members but may be credited to the following year's expense or used by the club in any manner authorized by the Board of Directors or the club membership.

The Executive Committee shall authorize all individual club expenditures over \$100.00. The Executive Committee can authorize Officers and Executive Committee members to spend up to \$100 for incidentals and supplies. Any expenditure will require submission of a "REQUEST FOR PAYMENT " form to the Treasurer with justification for the expenses incurred.

The club will authorize up to three members of the Executive Committee to approve checks. Each check will require only one signature.

#### **ARTICLE 5: CLUB MEETINGS**

Regular meetings will be held in an appropriate meeting room at Maris Grove generally on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month, unless canceled or changed for any reason. The meeting times and dates can be changed by the Executive Board at any time.

Additional meetings or workshops can be held on specific topics at a time that is determined by the Executive Committee.

Visitors are welcome at any regular meeting provided space is available.

#### **ARTICLE 6: OFFICER AND COMMITTEE RESPONSIBILITIES**

##### Chair

Organize and conduct meetings of the membership.

Chair the executive committee meetings.

Serve as liaison with the management of Maris Grove.

##### Vice-chair

Take on the duties of the Chair in his/her absence. Lead a major committee of his or her choice such as Membership or Finance, etc.

##### Secretary

Keep minutes and attendance of meetings and circulate minutes to Executive Committee members. Correspond on behalf of the Club, as necessary.

##### Treasurer

Receive funds and pay expenses as authorized.

Maintain financial records and any appropriate documentation.

Pay expenses as authorized.

Provide regular financial reports of receipts and expenses.

#### **ARTICLE 7: AMENDMENTS**

Any member in good standing may propose amendments to the By-Laws to the Executive Committee. The Executive Committee will consider the proposed amendment. These bylaws may be amended with Executive Committee approval and a two-thirds majority vote of club members attending a scheduled club meeting. A notice of the proposed amendment shall be publicized to all club members at least seven days prior to the meeting in which the amendment vote is to be taken

**Previous Draft: August 12, 2009**

**Revised: Aug. 27<sup>1</sup>, 2014**

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## **ADDENDUM TO BYLAWS**

### **1. CURRENT CLUB COMMITTEES (August 2014)**

#### **Membership Committee**

- Maintain an up-to date list of members, member's addresses, email addresses and interests.
- Manage email directory in the Club g-mail account.

#### **Program Committee**

- Plan and manage yearly programs to meet diverse needs of members.
- Assess key interests of members.
- Regularly evaluate and adapt programs based on member interests.

#### **Publicity and Information Committee**

- Publicize Club programs and information with Maris Grove TV and Maris Grove Resident Life activities.
- Participate in TV Interviews.
- Organize participation in the Annual Maris Grove Club Fair
- Provide access to handouts.

#### **Finance Committee**

- Coordinate overall financial planning and policy

#### **Outreach Committee**

- Computer One-on-One technical assistance program  
This program provides residents with one-on-one assistance with computer/tablet problems. It also provides residents the opportunity to contribute to the Resident Care Fund in appreciation of any benefits provided to them by Club volunteers.

### **2. COMPUTER CLUB VISITOR POLICY**

The space limitations of the Brinton Classroom require the Computer Club to restrict attendance to club members at times. Our policy is that

Visitors who wish to learn more about the club are always welcome, if space is available. Visitors are requested to sign the attendance sheet. Visitors can become members at any time by paying the standard membership fee.