

# Lake Gaston Computer Club, Inc. By-Laws

Approved by a vote of the membership on November 12, 2023

## Article I Name

- A. The name of this organization shall be "Lake Gaston Computer Club, Inc." hereinafter referred to as the club.
1. The acronym shall be "LGCC"
  2. The motto shall be "Friends Helping Friends"
  3. The Club's logo shall be



## Article II Purposes

- A. Purposes of this Club
1. To provide a forum for members to interact and to exchange information, techniques, and knowledge relating to the use of computers and other technologies.
  2. To provide programs, information, and activities designed to improve the computer-related skills and knowledge of the members.
  3. To provide direct technical assistance to members to aid them in solving problems they experience with the operation of their computers.
  4. To initiate and conduct computer-related projects and activities of an educational and charitable nature in support of the community interest in the Lake Gaston area.

## Article III Membership

- A. Eligibility
1. Membership is open to individuals who wish to participate in the activities that stem from the purposes of this Club as set forth in Article II.
- B. Dues
1. Membership period shall be for 1 year, beginning with the date that the member joins. The expiration date of the membership period is 1 year from the last day of the joining month.
  2. All people living in the same household shall, upon payment of dues, be considered as 1 member, hereinafter called Club member, member, or membership.
  3. Dues are set by a vote of the Club membership.
- C. Termination of Membership
1. Resignation of the member
  2. Failure to pay dues by the anniversary due date (membership expiration date)
  3. A member who has acted in a manner detrimental to the Club may be removed by a 2/3 vote of the Board.
  4. Upon termination, the member shall be removed from the Club roster and lose all rights and privileges available to Club members.

## **Article IV Meetings**

- A. Regular Meetings
  - 1. Regular meetings of the Club shall be held on the second Tuesday of each month at the time and place specified by the Board of directors.
  - 2. If the time or place of the meeting is changed, advance notice of at least 5 days shall be required, except for emergencies as determined by the President.
  - 3. No regular meeting will be held in July and August.
- B. Annual Meeting
  - 1. The annual meeting of the Club shall be the November meeting.
- C. Special Meetings
  - 1. A special meeting of the members may be called by the President, any 3 directors, or by any 10 members of the Club.
  - 2. Advance notice of at least 5 days must be given to the members and shall include date, time, location, and purpose of the meeting.
- D. Electronic Meetings
  - 1. Meetings may be held electronically, including the use of the internet.
  - 2. During such a meeting, all participants must have simultaneous communication.
  - 3. Reasonable methods shall be taken to ensure that only those authorized to do so are permitted to cast votes.

## **Article V Voting**

- A. Eligibility
  - 1. Each member in good standing shall be entitled to cast 1 vote on all matters brought before the membership for Club action. It is the specific intent of this provision that members shall have only 1 vote as defined in Article III, B, 2.
- B. Required items to be voted
  - 1. By-laws amendments
  - 2. Election to the Board of Directors
  - 3. Any expenditure over \$1,000
  - 4. Dues
- C. Quorum
  - 1. At all meetings of the Club, 10% of the voting members shall constitute a quorum.
- D. Electronic Voting
  - 1. Board approval is required for electronic voting.
  - 2. There is a 10 business-day requirement to notify all members with items to be voted on.
  - 3. Reasonable methods shall be taken to ensure that only those authorized to do so are permitted to cast votes.

## **Article VI Board of Directors**

- A. Administration
  - 1. The administration of the Club shall be the Board of Directors, hereinafter called the Board.
  - 2. The Board shall consist of 9 to 12 members in good standing.
  - 3. The officers of the Club are selected from the Board and by the Board.
- B. Terms of Office
  - 1. Each Board member is elected for a 3 year term.
  - 2. There is no restriction on the number of terms, consecutive or otherwise, that a director may serve on the Board.
  - 3. Rotating members shall be elected each year.
  - 4. Election of the Board members takes place at the annual meeting in November.
  - 5. When board members are voted via electronic means, there will be no in-person voting at the annual meeting. The results will be announced at the annual meeting.
  - 6. Installation of the new Board members will take place at the December meeting, and they assume office January 1.

- C. Club Officers
  - 1. Prior to the December meeting the Board will meet to select President, Vice President, Secretary and Treasurer.
  - 2. There is no restriction on the number of terms, consecutive or otherwise, that an officer may serve in the same office.
  - 3. None of the offices may be held concurrently by the same person.
- D. Meetings
  - 1. A minimum of 8 regular meetings of the Board shall be held on the last Thursday of the month. If the time or place of the meeting is changed, advance notice of at least 5 days shall be required, except for emergencies as determined by the President.
  - 2. Special meetings can be called by any 3 members of the Board with a minimum of 5 days' advance notice. Announcement of the meeting shall include date, time, location, and purpose of the meeting.
  - 3. Meetings may be held electronically, including the use of the internet. During such a meeting, all participants must have simultaneous communication.
  - 4. Board meetings, except executive session, are open to all members, but they have no vote at the meetings.
- E. Quorum
  - 1. A quorum of the Board at any meeting shall be 50% plus one of the numbers of current board members.
- F. Vacancies
  - 1. Any vacancy in the Board shall be filled by appointment made by the remaining directors.
  - 2. The term of such appointments shall be for the duration of the term of the director being replaced.
  - 3. If the director being replaced is also an officer of the Club, other than the president, the Board shall select a replacement for that office.
  - 4. If the director being replaced is the president, the vice president shall succeed to the office of president for the duration of the president's term and the Board shall select a new vice president.

**Article VII**  
**Duties of the Club Officers and Directors**

- A. President
  - 1. Presides at all meetings of the Board and general membership.
  - 2. Shall have general charge and control of the affairs of the Club including the Club newsletter.
  - 3. Appoints all committees.
  - 4. Serves as ex-officio member of all appointed committees except the nominating committee.
- B. Vice President
  - 1. Assumes all powers and performs all duties of the president in the absence of the president or at the request of the president.
  - 2. Oversight of the Club Repair Shop
  - 3. Coordination with the President for the Club Newsletter
  - 4. Member of the Fundraising Committee
- C. Secretary
  - 1. Keeps the minutes of all meetings of the Board and membership meetings.
  - 2. Sends copies of the minutes of the Board meeting to the directors within 10 days of the meeting
  - 3. Keeps copies of all official documents and papers pertaining to the Club except those kept by the treasurer.
  - 4. Handles general correspondence relating to the Club.
- D. Treasurer
  - 1. Collects, records and makes timely deposits of all funds received and makes disbursements as needed.
  - 2. Maintains permanent, accurate, and detailed records of all Club financial transactions and makes such records and contracts available for inspection.
  - 3. Gives a financial report at each Board meeting.

4. Provides a list of all active accounts and contracts at the October Board meeting.
5. Prepares an annual budget to be voted on by the Board at their October meeting and presented to the membership at the November meeting.
6. Files all required financial forms and documents required by the government and other institutions.

E. Directors

1. Serves on one or more committees.
2. Provides input, planning and programming suggestions to the Board.
3. Expected to fully participate in Board meetings and Club activities.
4. If a Board member has acted in a manner that is deemed detrimental to the Board, the member can be removed by a majority vote of the Board.

### **Article VIII Committees**

A. Appointed Committees

1. All committees are appointed by the President.
2. Unless otherwise specified when the committee is established, the chairperson may select such other members to serve on the committee as he or she deems necessary.
3. All appointed committees serve at the pleasure of the president.

B. Standing Committees

1. Standing committees take affect January 1.
2. Each committee shall consist of at least 1 director.
3. The chairman is responsible for all communications in and out of their committee.
4. A committee report will be given at each Board meeting.
  - a. Membership
    1. Responsible for maintaining the membership database, the membership directory listing all members, and the member directory which is periodically distributed to the members.
    2. Provides the mailing list to the Communications Committee
    3. Provides the voter list as needed for ballot or electronic voting
    4. Emails membership renewal reminder notices and terminates unpaid memberships.
    5. Collects dues and provides membership information at the monthly Club meetings and special events.
  - b. Communications
    1. Distributes all communications to the general membership.
    2. Responsible for the update and maintenance of the Club's website, the e-mail distribution system and other communication activities
    3. Maintains the user database applications, business website and analytics
    4. The web master will be a consultant to this committee.
  - c. Technical Support
    1. Oversees all activities within the Repair Shop/Training Center
    2. Provides direct technical assistance to members to aid them in solving problems they experience with the operation of their computers.
    3. Updates and maintains all Club computers and equipment.
    4. Provides an annual inventory of all Club equipment at the Board's January meeting.
    5. This committee assumes no responsibility for loss of data or damage to electrical equipment in the process of repairing members' computers and Club equipment.
  - d. Programs
    1. Plans programs for the regular meetings of the Club
    2. Prepares the equipment necessary for the program presentation.
    3. Forwards a copy of the speaker's presentation to the Communications Committee for distribution to the membership.
    4. Coordinates the Christmas party and Ice Cream social

- e. Education and Training
  - 1. Initiates and coordinates educational and training opportunities for Club members through in-person classes and virtual/online classes.
  - 2. Assists in the formation and operation of Special Interest Groups (SIGS)
  - 3. Serves as a liaison with educational institutions for special training for members.
- f. Fundraising
  - 1. Initiates and oversees Club opportunities for raising funds
- g. Community Services
  - 1. Communicates Club events to the various community calendars and newspapers.
  - 2. Distributes Club information to various community businesses, organizations and media outlets for public relations and Club promotion.
  - 3. Handles any request for help from the local area.
  - 4. Facilitates presentation of funding to deserving individuals pursuing careers in computer science/technology using criteria and amounts determined by the Board. This award will be known as the Lake Gaston Computer Club Gus Best Education Fund.
- h. Historical Records
  - 1. Maintains and preserves records and videos of the Club's history in cloud storage.
  - 2. Takes pictures at Club activities and events
  - 3. Provides information and pictures to the Community Services Committee for public relations and Club promotion
  - 4. Maintains records of the scholarship winners

C. Ad Hoc Committees

- 1. May be appointed by the president at any time during their term of office
- 2. Shall terminate upon completion of the purpose for which they were appointed
  - a. Audit
    - 1. The president of the Board will choose 2 members, who are not Board members, to do the annual audit with the treasurer. The membership chairman will assist in the audit if needed. The Board must approve the committee.
    - 2. The financial year for the Club is January 1 through December 31.
    - 3. The audit committee shall audit the books and records of the Club for the year ending December 31.
    - 4. A written report on the results of the audit shall be presented to the Board at their March meeting and to the general membership at their April meeting.
  - b. Nominating
    - 1. The president, with the approval of the Board, will choose a nominating committee chairman by September. This chairman will choose 2 other members to serve on the committee.
    - 2. No member of the nominating committee may be a candidate for office.
    - 3. It is the purpose of this committee to present a slate to the membership for positions on the Board at the October meeting.
    - 4. The slate will be voted on at the November meeting. When Board members are voted via electronic means, there will be no in-person voting at the annual meeting. The results will be announced at the annual meeting.

**Article IX**  
**Use of Computers**

It is the specific intent of this Club to use the computer to carry out its objectives. All communications from the Club to its members shall be by electronic mail. Members shall not have the right to receive notifications, newsletters, or other official documents by other communications means. To prevent loss of information and ensure that they are available when needed, these records will be posted to the Club's cloud storage at a schedule designated by the Board.

**Article X  
Amendments**

Amendments to these by-laws may be adopted at the annual November meeting by 2/3 of the members who vote. The proposed amendments shall be sent to the membership not less than 30 days prior to the meeting. The amendments will take effect at the time they are adopted unless a motion to adopt shall state otherwise.

**Article XI  
Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Club in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of the Club and any special rules of order the Club may adopt.

**Article XII  
Nonprofit Status of the Club**

All funds paid into the Club, regardless of their source, shall be used exclusively for the purposes and objectives set forth in Article II. In no event shall any funds be paid to any member or director for services performed in connection with Club-related activities assigned to such person. This provision shall not be construed to prevent a member from accepting just and proper compensation for employment not related to Club duties. No member shall, by virtue of his membership, be precluded from selling supplies, materials, or services to the Club at fair market value.

**Article XIII  
Dissolution**

In the event of dissolution of the Club, all funds and equipment owned by the Club, including funds owed to the Club by others, shall be used first to satisfy any outstanding debts or obligations. Any remaining funds and assets owned by the Club shall be donated to nonprofit organizations recommended by the Board and approved by the members. All assets on loan to the Club shall be returned to the person or organization that loaned the assets to the Club.

**Article XIV  
Disclaimer**

The Club assumes no responsibility for injury, loss of personal property or loss of data incurred at any meeting or other activity.

These Bylaws were accepted by a vote of the membership on November 12, 2023 as certified by the undersigned officers of the Lake Gaston Computer Club, Inc.

Attest: \_\_\_\_\_ Doug Kolb, President

Attest: \_\_\_\_\_ Charlotte Wright