

Tellico Village Computer Users Club

Bylaws

Article I – Name

The name of this organization shall be the Tellico Village Computer Users Club, hereafter referred to as the “TVCUC”.

Article II – Purpose

The purposes of the TVCUC are as follows:

- To provide a forum for sharing knowledge and experience, resolving problems, and increasing the effectiveness of users of personal computers, related software, and peripherals.
- To provide an opportunity for formal and informal education and training in hardware and software applications.
- To provide community outreach and service programs and to share ideas with outside groups having similar interests.

Article III – Membership

Membership is open to all persons with an interest in personal computing.

Section 1. Household Membership

Any number of individuals living at the same address may be members for the payment of a single yearly fee. Households with more than one member shall identify additional participating members on the TVCUC membership application.

Section 2. Business Membership

Business membership shall promote participation by employees of a business. A business membership shall identify one individual who shall have the same privileges as a household member, and any number of associate members.

Section 3. Voting Rights

Each participating household member and one person from each business membership shall be entitled to cast a vote on all matters submitted to a vote of the membership. Associate business members shall have no vote.

Section 4. Good Standing

A member in good standing is defined as an individual or household paying the current year’s dues. The Board of Directors may revoke any membership for cause, in which case membership dues shall be prorated and returned.

Article IV – Officers and Directors

Specific duties for officers and directors shall be spelled out in an operations manual.

Section 1. Elected Offices

The elected officers of the TVCUC shall be President, Vice President, Secretary, and Treasurer. In addition, four Directors at Large shall be elected. All shall be members in good standing.

Section 2. Term of Office

Officers shall be elected for a one-year term. Directors at Large shall be elected for a two-year term. Director terms shall be staggered, with two Directors elected each year. Terms of office shall run concurrently with the fiscal year.

Section 3. Duties

The President shall serve as the chief executive officer and shall generally supervise, direct, and control the business and officers of the organization.

The Vice President shall serve in place of the President in his absence. In addition, the Vice President shall serve as the central administrator for managing all activities associated with a TVCUC office and shall monitor the activities of special interest groups (hereafter referred to as SIGs).

The Secretary shall take minutes of all general membership and Board of Directors meetings.

The Treasurer shall receive and deposit monies, pay bills, keep records, and report on finances to the Board of Directors. In addition, the Treasurer shall prepare and submit an annual budget, file required state and Federal tax returns, and publish an annual financial report.

Directors at Large shall assist the president in any area the president may see fit and shall function in a long-range planning capacity for the TVCUC.

Section 4. Removal from Office

In the case of nonperformance in office or other impeachable issue, an officer or Director may be removed by a two-thirds majority vote of the Board of Directors. Written notice of impeachment proceedings shall be given at least thirty (30) days in advance to the officer or Director in question.

Section 5. Vacancy in Office

Should a vacancy in office occur, the Board of Directors shall appoint a member to complete the current term of office.

Article V – Board of Directors

Section 1. Membership

The Board of Directors shall consist of the elected officers, the immediate past president, and Directors at Large.

Section 2. Duties

The business and affairs of this organization shall be conducted, and all the powers shall be exercised, by or under the direction of a Board of Directors.

Section 3. Executive Committee

The Executive Committee shall consist of the elected officers and the immediate past president. The President may call Executive Committee meetings to handle issues that cannot wait to be considered by the full Board of Directors.

Section 4. Meetings of the Board

The Board of Directors shall meet monthly unless otherwise specified by a majority vote of Board members. Special meetings may be held at the request of any four (4) Board members.

Meetings of the Board of Directors are open to the members, who shall have neither voice nor vote.

Article VI – Meetings

Section 1. General Membership Meetings

The regular meetings of the TVCUC membership shall normally be held each month on a date and place to be set by the Board of Directors. Visitors are welcome, but may not vote nor receive door prizes or products for review

Section 2. Annual Meeting

The annual meeting of the membership shall be held as a part of the regular membership meeting each November, at which time officers for the coming year shall be elected. In addition, outgoing officers shall make annual reports to the membership.

Section 3. Special Membership Meetings

Special membership meetings may be called by any of the following: (i) a majority of the Board of Directors; (ii) the President; (iii) upon the signed request of at least ten-percent (10%) of the membership. Only business specified in the call may be transacted at any special meeting. The membership must be notified of the date, location, time, and reason for the call at least three (3) weeks prior to the meeting.

Article VII – Committees

Specific duties for committee chairs and SIG leaders shall be spelled out in an operations manual.

Section 1. Standing Committees

Standing committees shall be the Program Committee, the Membership Committee, the Communications Committee, the Special Interest Groups (SIG) Committee, the Technology Access Program Committee, the Computer Education Committee, and the First Level Support Committee.

Section 2. Duties

The Program Committee shall plan the programs for all general meetings and special events to be conducted by the TVCUC.

The Membership Committee shall be responsible for registering new members, for collecting and recording dues, and for keeping an accurate record of the members in good standing.

The Communications Committee shall be responsible for publishing all TVCUC communications and for overseeing the activities of the Webmaster and newsletter editor.

The SIG Committee facilitates the formation of special interest groups to provide for the special interests of the membership. Membership in SIGs is open to all members in good standing.

The Technology Access Program Committee shall be responsible for preparing donated computers for the Club's project of giving computers in good working order to qualified families in the area, as well as for the Tellico community garage sales.

The Computer Education Committee shall be responsible for planning and executing a computer education program.

The First Level Support Committee shall be responsible for helping TVCUC members with computer problems.

Article VIII – Finances

Section 1. Fiscal Year

The fiscal year shall run from the first day of January to the last day of December.

Section 2. Budget Preparation and Adoption

The Treasurer shall prepare an annual budget for submission to the Board of Directors.

Section 3. Dues

The Board of Directors shall set the dues. Annual dues shall be payable in December and delinquent 90 days thereafter. Members whose dues are delinquent shall be suspended from membership, but may be reinstated upon payment of

current dues. If a member resigns, no refund of dues shall be made.

Section 4. Special Assessments

The Board of Directors may recommend special assessments for capital purchases or other special-purpose, one-time expenditures. Such recommendations shall require a two-thirds vote of the general membership for approval. All members must be notified, in writing, of the proposed assessment. Written notice may be in the form of email. The notice must detail the amount and purpose of the assessment and must clearly announce the date of the meeting at which the assessment vote will take place.

Section 5. Financial Restrictions for Activities and SIGs

All TVCUC activities that incur regular financial commitments shall operate within a budget approved by the Board of Directors. TVCUC activities that independently manage their finances shall provide the Treasurer with a monthly financial statement, in addition to a quarterly budget of anticipated income and expenditures.

Section 6. Auditor

An audit of the TVCUC financial records shall be conducted annually in January, and within 30 days after a change in treasurer. The Board of Directors shall appoint an auditor or an audit committee to carry out the audit.

Article IX. Elections

Section 1. Time and Method of Nominating

The Board of Directors shall appoint a Nominating Committee, consisting of the past President, who shall serve as chair, and two Directors at Large, no later than two months prior to the Annual Meeting. If the past president is no longer an active member of the Board, a third Director at Large shall be selected to serve as chair. This committee may, at its discretion, appoint up to three additional members who are not members of the Board of Directors, to serve as nominating committee members.

Section 2. Nominating Committee and Duties and Responsibilities

The Nominating Committee shall report to the Board of Directors its selection of (at least) one candidate for each elective office to be voted on at the Annual Meeting. Such report shall be made in time to present the slate to the membership at the general meeting one month prior to the Annual Meeting. Only members in good standing may be nominated for an office.

The Nominating Committee shall report its selections to the membership at the general meeting one month prior to the Annual Meeting. At this time the committee shall call for nominations from the floor. Names placed into nomination from the floor shall be accepted provided that the nominee

states a willingness to serve if elected. A notice of the names of nominated individuals shall be published in the newsletter and on the TVCUC Website.

Section 3. Time and Method of Election

The election shall take place at the Annual Meeting. A voice vote shall be called, unless a secret ballot is requested and approved by majority vote. A majority shall elect. If more than two candidates are nominated for an office, a plurality shall elect.

Article X – Quorum

A quorum for any general membership meeting shall be ten percent (10%) of the membership.

A quorum of the Board of Directors shall consist of five (5) Board members.

Article XI – Parliamentary Authority

The current edition of *The Standard Code of Parliamentary Procedure* governs this organization in all parliamentary situations that are not provided for in the law or in its charter, bylaws, or adopted rules.

Article XII – Amendments

Proposed amendments to the bylaws must first be submitted to the Board of Directors, which must approve an amendment by a majority before a notice of the proposed amendment is sent to the membership.

All members must be notified at least fifteen (15) days prior to the date of the meeting at which the amendment vote will take place. A written copy of the proposed amendment(s) must be made available to all members, either by a direct mailing or emailing.

The bylaws shall be amended by a 2/3 affirmative vote of the membership in attendance and voting by mail. Each member in good standing may cast one (1) vote for the proposed amendment(s) in person or by mail (by the announced date) and not by proxy.

Article XIII – Dissolution

Upon the dissolution of the TVCUC, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization. These assets shall be donated to one or more groups organized exclusively for charitable, scientific, or educational purposes. These organizations must qualify as exempt organizations under Internal Revenue Code Section 501(c)(3) (or the corresponding provision of any future United States Internal Revenue Law).

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