

## **REVISED BYLAWS**

### **ARTICLE I - GENERAL**

Section A. The name of this organization shall be Sunflower Technology Club, (hereinafter referred to as the "Club").

Section B. The purpose of the Club is to provide a forum for the exchange of information and knowledge among its members relating to technology and to maintain a computer facility for use by members.

Section C. These Bylaws willfully comply with the Governing Documents ("Documents") and Chartered Club Rules and Procedures ("Rules") of the Sunflower Community Association, Inc. (hereinafter referred to as the "Association"). In the event of a conflict between these Bylaws and the Documents, or Rules, the Documents or Rules will prevail.

Section D. This Club shall be operated as a nonprofit organization in accordance with applicable statutes and the Association's Documents.

Section E. The Club has no legal status independent of the Association. For this reason, all actions by its Membership, Club Executive Board, and Officers may be appealed by Members of the Club or others with standing to appeal, to the Board of Directors of the Association, which may uphold or overturn those actions. In the absence of such an appeal, actions by the Membership, Officers, and Club Executive Board of the Club, in accordance with these Bylaws, will stand.

## **ARTICLE II - MEMBERSHIP**

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

Section B. There shall be no precondition other than payment of dues for membership, nor will members be required to join any national, state, or regionally affiliated organization.

The Club does not receive any budget from the Association and relies upon the membership dues for its operating supplies (Paper, Ink, Toner etc.), equipment repairs/upgrades/additions, training materials, and any other routine expenses. Membership shall be conditional upon the timely payment of dues as provided for elsewhere herein. Failure to pay such dues shall be deemed proper cause for the termination of Club membership and computer facility privileges.

Section C. Non-Resident Guest -Individuals who are not residents of Sunflower who are visiting with a Club member are considered guests. Guests may use the computers to check their e-mail and other simple computer tasks. Guests must be accompanied by their sponsoring Club member at all times, and must check in at the Reception Desk of the Village Center. Any use of the Computer Facilities by guests shall conform to the rules and regulations established by the Club. The sponsoring Club member shall be responsible for all actions of the Guest. The Club Executive Board of the club shall have the authority to establish charges and collection methods for Guests using the computer facility to cover operating costs.

Section D. Annual dues shall be set by a majority vote of the Members present at the annual business meeting of the Club. Dues are payable in full in advance.

Dues are payable each year by the First day of October. Dues not paid within 30 days following this date shall be deemed delinquent and the Member will be dropped from the rolls.

The Club Executive Board may establish fees for participation in special activities to defray costs, as provided for in the Sunflower Chartered Club Rules and Procedures, and for use of Club facilities and equipment.

Section E. Membership in the Club is contingent upon proper use of the equipment and facilities. Failure to adhere to the following items may result in loss of access to the computer facility/equipment and loss of Club membership, at the discretion of the Club's Executive Board.

The equipment and facilities are to be used exclusively for the personal use of its members and is not to be used for any For-Profit activities.

All equipment to be handled with care, no excessive force is to be used at any time. If not sure how to handle a problem, contact an appropriate person to assist.

In order to protect the Association and the Club from liability from actions of its members, the following actions are prohibited:

Installation or use of copyrighted software for which the Club is not expressly authorized to install and use. No software shall be installed by the Club or its members without the written authorization of the Club's Executive Board.

Downloading, storing, and viewing copyrighted materials such as music files, video files, etc.

Downloading, storing, or viewing inappropriate files or images, especially child pornography.

### **ARTICLE III - EXECUTIVE BOARD AND OFFICERS**

Section A. There shall be an Executive Board of the Club, consisting of these voting officers, Club President, Club Vice President, Club Secretary, Club Treasurer, Immediate- Club Past-President, and two nonvoting Directors.

Section B. All Officers shall be elected by a vote of the general Membership, and they shall serve without compensation.

Section C. All Officers are elected for a two-year term and are limited to two consecutive terms in office for the same position. The terms for officers will be staggered with elections on even years to include president/secretary, odd years to include vice president/treasurer. The term of office shall begin on the first day of June and end on the last day of May.

Section D. The responsibilities of the Officers and the Club Executive Board shall be as follows:

Club President - Shall preside over all Club meetings and be responsible for the administration of all Club business; shall act as the principal liaison between the Club and the Association; shall appoint committees as deemed necessary; and shall ensure the financial and administrative integrity of the Club.

Past President – Shall serve in an advisory capacity to the executive board and shall be a voting member only in the event of a tie vote of the board.

Club Vice President - Shall perform the duties of the Club President in the latter's absence; and shall perform such other duties as may be assigned by the Club President.

Club Secretary - Shall maintain all records and minutes of the meetings of the Membership and Club Executive Board; shall conduct all correspondence relating to the Club; and shall furnish the Association with such reports as may be necessary. The Club Secretary will ensure that club archives are up to date upon leaving office, and will pass access to the archives to his/her successor.

Club Treasurer - Shall receive all dues and other moneys paid to the Club; shall disburse Club funds in timely payment of all bills owed by the Club; shall maintain a roster of the Members; shall maintain appropriate books, ledgers and other accounting records reflecting the financial transactions of the Club and its current financial condition; shall furnish the Association with such reports as may be called for and shall report to the Membership on the financial condition of the Club at the business meeting in October and at such other times as the Club President may direct. The Treasurer will ensure that club archives are up to date upon leaving office, and will pass access to the archives to his/her successor.

Director – An appointed nonvoting position; responsibilities include promoting and supporting club policies and activities.

The Executive Board may:

Establish Rules and Procedures for operation of the Computer Facility and any other Club-administered facilities and services.

Recommend annual Membership dues for approval by the Membership.

Set fees for Club activities, services and supplies, subject to approval by the Membership.

Insure the review and approval of financial status reports from the Club Treasurer at least quarterly.

Establish and maintain editorial policy for publications produced under the aegis of the Club, in electronic, print, or other forms.

Carry out such other duties and exercise such other powers as are normal for the Board of Directors of a non-profit organization and are not specifically restricted or preempted by other articles of these Bylaws or by the rules of the Association.

Section E. The Officers shall be elected at the annual Business Meeting of the Club in May subject to the following:

Any Member wishing to stand for office should submit his or her name to the Club Secretary prior to the meeting scheduled for April. The Club Secretary shall present these names at the April meeting and, if the nominations are seconded, will add these names to the slate of Officers.

Members attending the annual Business Meeting of the Membership in May shall voice vote; roll call may be used if in doubt.

Nomination and seconds for Club Officers/Directors will be accepted from the floor at the Annual Meeting.

Persons nominated in absentia or from the floor at the Annual Meeting will need to provide a written/verbal acceptance.

Elections shall be decided by a majority vote of the total of those Members voting in person.

Section F. Should the office of Club President become vacant the Club Vice President will succeed to that position. Should any other office become vacant the President will fill the vacancy by appointment from among the Members eligible to hold that office

or Director position, subject to approval by a majority of the Club Executive Board.

## **ARTICLE IV - MEETINGS**

### **Section A. Business meetings of the Membership.**

- (1) Special business meetings of the Membership may be held as determined by the Club Executive Board, at places and times also determined by the Club Executive Board.
- (2) An Annual Business Meeting of the Club will be held each October for the purpose of electing new officers, approving the upcoming budget, amending the Bylaws, receiving the report of the Club Treasurer, and conducting such other business as may properly come before it.
- (3) The Club President may call other business meetings of the Membership, and must call such meetings when directed to do so by a majority vote of the Club Executive Board. Such meetings shall be held in conjunction with the regularly scheduled Business Meeting of the Club whenever possible.
- (4) A quorum for actions at Business Meetings of the Membership shall consist of one-tenth (1/10) of the Members in good standing. The total number of Members present at a meeting shall be used to determine that a quorum has been established.
- (5) A majority vote of the total of those in attendance is required to resolve any question on the publicized agenda not related to a Bylaws amendment.
- (6) The officer presiding at a Business Meeting of the Membership will vote only in case of a tie.

### **Section B. Meetings of the Club Executive Board**

- (1) The Club Executive Board of the Club shall meet at least quarterly at times and places designated by the Club President.
- (2) The Club President may call other meetings of the Club Executive Board, and must call such meetings when directed to do so by a majority of the Club Executive Board.
- (3) The proceedings of all Club Executive Board meetings shall be recorded in minutes by or under the supervision of the Secretary. These minutes shall be open for inspection by the Membership and by staff members and Directors of the Association.
- (4) A quorum for actions at Club Executive Board meetings shall consist of at least three (3) of the four Members of the Club Executive Board. Club Executive Board Members who cannot attend a meeting may give another Board Member a written proxy authorizing that member to vote on his or her behalf.
- (5) A majority vote of the total of those voting, either in person or by proxy, is required to resolve any matter on which the Club Executive Board acts.

## **ARTICLE V - FINANCIAL**

Section A. Annual dues for Membership in the Club shall be recommended by the Club Executive Board to a Business Meeting of the Membership at the May Business meeting, and shall become effective in October only after a majority vote of the Members present to approve them.

Section B. The Club Executive Board must authorize all expenditures of Club funds, including those in approved annual budgets with the exception of consumables such as toner, paper, etc., and items under \$50.00, which may be purchased by club officers as necessary and reported at the next board meeting. .



Section C. Financial records will be maintained for a period of seven (7) years.

Section D. Financial records will be available for review on annual basis by the HOA manager or their appointed representative.

Section E. An inventory of all Club assets shall be maintained. All assets of the Club shall be physically inventoried on an annual basis.

Section F The accounting year will be October 1 through September 30.

Section G The Club President, Club Vice President, and Club Treasurer shall have authority to sign checks drawn against the checking account established for the Club.

Section H. All checks over \$250.00 shall be signed by two of the above Officers.

## **ARTICLE VI - COMMITTEES AND SPECIAL-INTEREST GROUPS**

Section A. Permanent (standing) committees may be appointed each year by the Club Executive Board to be known as the Tech Team, volunteers who maintain the computer lab and assist with Tech Club technology needs.

## **ARTICLE VII - AMENDMENTS TO THE BYLAWS**

Section A. To amend the Bylaws of this Club requires a two-thirds vote of the Membership present at a meeting duly called for such purpose, a quorum being present and required notice being given.

Section B. The Club Secretary shall deposit copies of the proposed amendment and the accompanying statement of rationale in the Village Center, in the Computer Facility, and other locations as

appropriate at least fourteen (14) days prior to the date of the meeting on which the amendment will be voted upon. At the same time, the Secretary will post notices of the availability of these copies and of the meeting to vote on the amendment on bulletin boards outside the Community Association office and in the Computer Facility.

Section C. Any Member may propose an amendment to these Bylaws.

Section D. Proposals to amend must be submitted to the Club Secretary in writing, must be signed by the person proposing the amendment and must be accompanied by a statement of the rationale for the amendment.

Section E. Amendments will become effective upon approval of the Association Board of Directors.

## **ARTICLE VIII - DISSOLUTION**

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.