

**BY-LAWS  
COMPUTER CLUB OF  
HOT SPRINGS VILLAGE, ARKANSAS**

**ARTICLE I. PURPOSE AND POLICIES**

Section 1. The Computer Club of Hot Springs Village (the Club) is organized for charitable and educational purposes. To this end the Club will endeavor to provide members an opportunity to gain knowledge of computer hardware and software, and to provide education, training and social programs.

Section 2. The Club will secure the equipment and software necessary to educate members who desire to achieve expertise in operating and using personal computers (PCs). To this end the Club will conduct classes taught by persons in the Club, or other qualified persons, who have the needed experience and expertise.

Section 3. The Club will provide volunteer assistance to other non-profit organizations or qualified public institutions in achieving the goals as stated in Sections 1 and 2 above.

**ARTICLE II. MEMBERSHIP AND DUES**

Section 1. Membership in the Club is open to property owners of Hot Springs Village, AR and others with Property Owner Association (POA) qualified access to the Village, who are interested in computer technology and usage upon payment of annual dues, the amount of which shall be fixed from time to time by the Club's Board of Directors.

Section 2. Member Emeritus may be granted by the Board to any member who has served the Club for three or more years in any activity of the Club such as serving on the Board or instructing classes, but not limited to these activities.

Section 3. Dues are defined as the amount collected for one membership in the Club, and which may include other interested members of the household.

Section 4. Dues as set by the Board of Directors will be paid on an annual basis and prorated for new members joining during the year. Dues for a calendar year (January 1 - December 31) will be due beginning January 1st. Delinquent members will be removed from the Club rolls on February 28; they will be reinstated only upon payment of dues.

Section 5. Expenditure of Club dues, and any other funds becoming part of the Club's treasury, shall be subject to controls established by the Board of Directors.

Section 6. Dues will be collected by the Director of Membership who will maintain a membership roster and remit money collected to the Treasurer. The Treasurer will report the condition of the Club's finances at regular monthly meetings and upon request of the Board of Directors as needed.

Section 7. Members in good standing:

(1) are eligible to participate in educational training classes for which fees may be charged. Members and non-members may participate in all classes with members having priority.

(2) will receive notice of each meeting and other Club information in the Club's newsletter, local media and/or the Club's Web page.

Section 8. The roster of the Computer Club of Hot Springs Village membership is for the sole purpose of communicating with the membership. No portion of the information in the roster may be used for commercial advertising, promotion of other clubs or any other venture.

### **ARTICLE III. MEETINGS**

Section 1. An Annual meeting shall be held during the last regular meeting of the year. Principal business at the Annual meeting will be the official report of the Board of Directors, presented by the President or a designee, the Treasurer's report, election and installation of officers for the coming year and such committee reports as the President requests.

Section 2. General membership meetings will be held each month subject to the expressed desire of the Board of Directors that a meeting for a specified month(s) be omitted or combined.

Section 3. Special meetings of the membership may be called by the President should the need arise.

Section 4. In the absence of the President, the Vice President will act on behalf of the President.

Section 5. For all regular meetings, a majority vote of all members in good standing, who are present, shall be needed to conduct any official business that requires a vote. A vote is defined as one vote per paid membership.

### **ARTICLE IV. OFFICERS**

Section 1. The officers of the Club shall be President, Vice President, Director of Membership, Secretary, and Treasurer. The Board of Directors will consist of officers elected by the membership at the Annual Meeting. Officers will be elected for one-year terms. The immediate Past President shall serve as an ex officio member of the Board.

Section 2. Officers shall serve without pay or stipend from membership monies. They may be reimbursed expenses incurred in the performance of their duties and for club purposes as approved by the Board of Directors.

Section 3. When any officer is, for any reason, unable to serve, that position will be filled by the Board of Directors for the remainder of the un-expired terms. In the case of the inability of the President to serve, that position shall automatically be filled by the Vice President and the Board of Directors shall then name a new Vice President.

Section 4. A document entitled BOARD JOB DESCRIPTIONS shall be maintained and updated annually by each current Board of Directors. This document shall set forth the duties and responsibilities of each position on the Board and shall be given to each officer.

**ARTICLE V. ELECTIONS**

Section 1. Each year, the President of the Club shall appoint a nominating committee of at least three persons from the membership. The nominating committee shall prepare a slate of officers to be announced at the regular October meeting and published in the November newsletter. Election will take place at the Annual meeting.

Section 2. Balloting for officers will be conducted at the Annual meeting. Voting may be by acclamation, or by show of hands for each position listed in Article IV.

Section 3. Elected officers shall take office at the Annual meeting.

**ARTICLE VI. COMMITTEES**

Section 1. A nominating committee of at least three members, whose duties are described in Section 1., Article V., will be appointed annually by the President.

Section 2. The Board of Directors will appoint other committees as needed.

Section 3. The Treasurer may establish a Finance Committee of the Club.  
(a) The Treasurer will obtain an independent audit of the Club's financial records annually. The results will be reported to the membership at the regular February meeting.

Section 4. **ARTICLE VII. EQUIPMENT**

Section 1. The Board of Directors or its appointee(s) has sole authority for decisions regarding the use, maintenance and storage of the Club's equipment.

Section 2. The Board of Directors will make decisions to secure equipment and software necessary to educate members.

**ARTICLE VIII. AMENDMENTS**

Section 1. These Bylaws may be amended by an affirmative vote of a majority of members in good standing who are present at the regular meeting where the amendment is presented for approval.

Section 2. The Secretary shall maintain a permanent file of the Bylaws with all proposed amendments as noted as to action taken. Approved amendments will be properly certified by signatures of the President and Secretary, attesting to the action taken.

Section 3. All proposed amendments must be published a minimum of two weeks prior to voting by the membership.

**ARTICLE IX. AFFIRMATION**

These Bylaws as set forth herein replace all previous Bylaws and amendments thereof and constitute the Articles governing the Club as to its activities.

These Bylaws are approved by affirmative vote of the members of the Computer Club of Hot Springs Village, Arkansas on July 26, 2000 and attested to by:

/s/ Jeanne Backes, President, September 19, 2000

/s/ Willis Alderson, Secretary, September 19, 2000

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Amended: December 13, 2001  
Article IV, Officers

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Amended: March 24, 2004  
Article II, Section 3; date changed to [February 28].  
Article IV, Section 1; added [Instructional Coordinator].

/s/ Ken Drake, President

/s/ Esther Halbrook, Secretary

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Amended: May 25, 2005  
Article IV, Section 1; eliminated [Vice President / Finance].  
Article V, Section 1; eliminated [none of whom shall be current members of the Board of Directors].  
Article VI, Section 3; eliminated [entire section]. Section 4 becomes Section 3 and Section 5 becomes Section 4.  
Article VI, Section 3 and 3a; changed [Vice President / Finance to Treasurer]

/s/ Ken Drake, President

/s/ Esther Halbrook, Secretary

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Amended: January 25, 2006  
Article II, Section 7; added [use of roster]

/s/ Herb Williams, President

/s/ Esther Halbrook, Secretary

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Amended: April 25, 2007  
Article IV, Section 1; added [Vice President / Instructional Technology]

/s/ Renee Steinpreis, President

/s/ Esther Halbrook, Secretary

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Amended: May 28, 2008  
Article II, Section 2; Added [Section 2 through 7 became Section 3 through 8]

/s/ Renee Steinpreis, President

/s/ Esther Halbrook, Secretary

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Amended: October 27, 2010

Article I, Section 3; Added "Section 1".

Article II, Section 6; Added Director of Membership.

Article III, Section 4; deleted 1<sup>st</sup>

Article IV, Section 1; deleted 1<sup>st</sup>, and Vice President/Program, Vice President/Training and Education, Vice President/Membership, Vice President/Communications, Vice President/Social, Vice President/Instructional Technology, Instructional Coordinator, Editor and Webmaster. Added Director of Membership.

Article IV, Section 3; deleted 1<sup>st</sup> on lines 5 and 6.

Article V, Section 2; Changed to "Balloting for officers will be conducted at the Annual Meeting."

Article V, Section 3; Deleted Electees and added Elected Officers.

Article VI, Section 2, deleted. Section 4 became Section 2.

/s/ Bill Evans, President November 8, 2010

/s/ Esther Halbrook, Secretary November 8, 2010

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