

## **VIEWPOINT TECHNOLOGY CLUB BY-LAWS (Revised 3/1/22)**

### **I. NAME AND PURPOSE**

This club shall be a non-profit unincorporated association known as the ViewPoint Technology Club (V.P.T.C.) comprised of members of other technology groups. Its structure shall be that of a self-help group dedicated to aiding and facilitating the education and communication among members.

### **II. MEMBERSHIP**

Residents of ViewPoint who complete a membership form and pay dues for the current season.

### **III. MEETINGS**

The Executive Committee will schedule an Annual General Meeting (A.G.M.) during the season. Individual user meetings shall be scheduled by the chairs of each user group on a weekly, bi-weekly or monthly basis as they deem necessary. The season shall commence on or about the first week of November and end on or about the last week of March of the next year.

### **IV. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the elected officers of President, Vice-President, Secretary, Treasurer and Past President. The Executive Committee will provide administrative and financial oversight of the club. The term of the officers shall be one (1) year and they shall be eligible for re-election. Officers shall be elected at the Annual General Meeting. Officers shall serve until their successors have been elected. If any officer shall fail to return to ViewPoint the following season, or shall otherwise be unable or unwilling to serve, a special election shall be called by the remaining officers to elect his/her successor.

### **V. DUTIES**

**PRESIDENT:** The President shall preside at all Executive Committee meetings and shall represent V.P.T.C. in all communications with Management. The President may call a monthly business meeting to review any motions passed or policy set during the past month and to review the financial position of the club. The President shall also appoint various members to such committees or positions which he/she deems necessary for the smooth operation of V.P.T.C. The President shall be one of the Bank signing officers.

**VICE- PRESIDENT:** The Vice-President shall perform the duties of the President in his/her absence, and shall perform such other duties as requested by the President. The Vice-President shall be one of the Bank signing officers.

**SECRETARY:** The Secretary shall take minutes at Executive Committee, Board and A.G.M. meetings and shall be prepared to give a report at monthly Board meetings. The Secretary is responsible for all correspondence requested by the President.

**TREASURER:** The Treasurer shall accept/record all payments of dues and other club revenues collected by each user group and shall keep all financial records. The Treasurer shall be one of the Bank signing officers. He/she shall arrange for a Bank account on which checks may be written with signing authority to be any one of the three Bank signing officers (who shall be the President, Vice- President and Treasurer). The Treasurer will prepare a financial report upon the President's request. The major expense proposal will be presented for approval at the Annual General Meeting for the upcoming season. The Treasurer shall file appropriate United States Department of the Treasury tax returns and Arizona state tax returns as required by law.

**PAST PRESIDENT:** Immediately after their term of office, the President shall become the Past President and shall be a member of the Executive. His/her term shall last until the current President becomes the past President. The Past President will serve as chairperson of the Nominating Committee.

**BOARD:** The Board shall consist of the Executive Committee, a representative from each user group and committee chairs, all of whom shall have voting privileges. Each user group shall select a representative at the end of each season who will attend all Board meetings or select a designated alternate and will disseminate information from Board meetings at all user group meetings.

## **VI. RULES OF ORDER**

Rules of Order at any meeting shall be in accordance with accepted practices for the conduct of meetings. Robert's Rules of Order may be consulted when appropriate.

## **VII. DUES**

The amount of the annual membership dues shall be reviewed and set by the Executive Committee at the last Executive Committee meeting of the season. The amount will be publicized in the Viewpoint Activities Guide and on the V.P.T.C. website. Any change in annual dues must be authorized by a vote of the Executive Committee at a monthly meeting.

## **VIII. DISBURSEMENT OF FUNDS**

Expenditures over two hundred dollars (\$200.00) require a majority vote of the Executive Committee.

**IX. Upon dissolution of the ViewPoint Technology Club, any funds remaining on hand will be distributed to a local charity chosen by the Board.**

**X. QUORUM FOR ANNUAL GENERAL MEETING (A.G.M.)** A quorum for the conduct of business shall be fifteen (15) members.

## **XI. AMENDMENT OF BY-LAWS**

The By-Laws may be amended by announcement and reading of the proposed amendments at the A.G.M. A majority vote of the members present shall be required for approval of proposed

amendments. Additional meetings may be called at the discretion of the President and may be in person or online. In emergency situations the Board may take any actions they deem necessary.