

**Northeast Ohio PC Club
Constitution and Bylaws
Revised 9/14/2011**

1.0 Name

1.1 The Club name is Northeast Ohio PC Club hereafter referred to as "Club".

2.0 Purpose

2.1 The Club is made up of personal computer users from novice to computer professionals. Our purpose is to obtain current and accurate information about the trends in the computer industry and educate our members about computers. Our goals are to keep abreast of future technology as well as optimizing older technology. The purpose of Northeast Ohio PC Club is to promote and encourage the education, training and understanding of its members and guests in the use of personal computers.

3.0 Membership

3.1 Membership shall be open to all persons.

3.2 Dues shall be recommended by the Executive Board and approved by the general membership.

3.3 Membership in this club by one member of a household shall include the immediate family.

4.0 Executive Board

4.1 The elected officers of the Club, plus the immediate past President shall constitute the "Executive Board" hereafter referred to as the "Board"

4.2 Shall have general supervision of the fiscal affairs of the club.

4.3 Fix the hour and place of the Steering Committee meetings.

4.4 Make recommendations to the club and shall perform other duties specified in the Bylaws.

4.5 Responsible for maintaining contacts with other computer clubs.

4.6 The term of office shall be for one fiscal year.

4.7 All elected officers, by virtue of their office, shall be ex-officio members of all committees.

5.0 Steering Committee

5.1 The Steering Committee shall be the operational and planning body of the club.

5.2 The composition of this body shall include the Executive Board members, the chairpersons of the User's Groups and the Special Committees.

6.0 Nominations and Elections

6.1 A Nominating Committee Chairman shall be appointed by the President. The Chairman shall then appoint two non-Board members to serve on the Nominating Committee.

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- 6.2 The Nominating Committee shall present the "Slate of Officers" at the August Steering Committee meeting for presentation at the August General Meeting.
- 6.3 The Slate of Officers will be displayed in the September issue of the Nybbles & Bytes newsletter
- 6.4 Nominations for election to the Board may be made at the general meeting in September prior to the election. A nominee, so introduced, must offer prior approval to be named.
- 6.5: Elections shall take place at the general meeting in September.
- 6.6: The elections shall be by formal ballot if more than one nomination exists for any office otherwise a call for the Secretary to cast the ballot of the assembly.
- 6.7 The elected officers of the Club shall consist of a President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, and Member at Large.
- 6.8 New officers shall assume responsibilities on October 1st.

7.0 Duties of the Board

- 7.1: The Board shall be responsible for all club assets and the management of this organization subject to the will of the membership.
- 7.2 Certify for payment by the Board all proper bills of the club in the absence of a budget.

8.0 Duties of the President

- 8.1 Preside at all Board and Steering Committee meetings.
- 8.2 Appoint the chairmen of all standing committees with the approval of the Board.
- 8.3 Appoint committees not otherwise provided for.
- 8.4 Fill committees and pro tem vacancies.
- 8.5 Call special meetings.
- 8.6 Appoint members to fill any vacancy in the Board until the election of Officers.
- 8.7 Perform such other duties as are assigned by the Board.

9.0 Duties of the 1st Vice President:

- 9.1 Perform the duties of the President in his absence.
- 9.2 In the event that the President cannot fulfill his or her duties the Board shall assume the President's responsibilities.
- 9.3 Supervise and coordinate the efforts of the Program Committee

10.0 Duties of the 2nd Vice President:

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- 10.1 Supervise and co-ordinate the efforts of the Membership Committee.
- 10.2 Perform such other duties as are assigned by the Board.
- 11.0 Duties of the 3rd Vice President:**
- 11.1 Act as the Financial Officer responsible for the fiscal integrity of the Club and perform year end audit of the Treasurers records.
- 12.0 Duties of the Secretary:**
- 12.1 The Secretary shall keep the minutes of all business meetings.
- 12.2 Record the number of members present at each meeting.
- 12.3 Maintain an up-to-date roster of members as supplied by the Membership Committee.
- 12.4 Maintain the Club's correspondence.
- 12.5 Solicit and file Year End Reports from all officers and committees by the end of our fiscal year.
- 12.6 Perform such other duties as are assigned by the Board.
- 13.0 Duties of the Treasurer**
- 13.1 Keep an accurate account of all financial transactions of the organization.
- 13.2 Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Board.
- 13.3 Where an approved budget exists honor all payment requests by the duly authorized agent of the account.
- 13.4 Present all financial records for audit to the Finance Director prior to October 1st.
- 13.5 Perform such other duties as are assigned by the Board.
- 14.0 Duties of the Member-at-Large:**
- 14.1 Be a member of the Board representing the interests of the general membership.
- 14.2 Provide hospitality for any new members or guests attending our meetings.
- 14.3 Acquaint new members with the features of membership in our organization.
- 14.4 Perform such other duties as are assigned by the Board.
- 15.0 Meetings:**
- 15.1 The time and location of the General meeting and the Board meeting shall be designated by the Executive Board.

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- 15.2 All Steering Committee meetings shall be open to the general membership.
- 15.3 Robert's Rules of Order shall govern the proceedings of all meetings except where inconsistent with the Bylaws and Policies of this organization.
- 15.4 Special meetings may be called by the President, the Board or by a petition signed by 20 percent of the general membership. The Purpose of the special meeting shall be stated at the time of its calling.
- 16.0 General Provisions**
- 16.1 Assets of the Club shall be known as Club property.
- 16.2 Any expenditure or commitment not previously budgeted must receive prior approval by the Executive Board.
- 16.3 The fiscal year shall be from October 1 to September 30, inclusive. All budgeting and financial accounting shall be rendered on this basis.
- 16.4 A quorum for a business meeting of the general membership shall be defined as 50% of the average of the number of members present at the previous three general meetings.
- 16.5 Any meeting of the Board shall have a quorum if a majority of the duly elected members are present.
- 16.6 Funds of the organization shall be deposited in a bank or savings and loan association in the name of the Club. The checking account shall be established so that monies may be withdrawn by signature of either the President or the Treasurer. The Payee shall not be the payer or "Cash".
- 16.7 All books and records of the Club may be inspected by any member on request at the next meeting.
- 17.8 No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as set forth herein.
- 17.9 Notwithstanding any other provisions of these articles, this corporation shall not, engage in any activities or exercise any powers that are not in furtherance of the purpose of this corporation.
- 17.10 Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

18.0 Amendments

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- 18.1 These Bylaws may be amended by submission in writing of a proposed amendment at any regular meeting of the Club. The proposal shall be received and voted on at the next regular meeting of the Club at which there is a quorum present.
- 18.2 A two-thirds majority vote of the members present at that meeting shall be required to adopt or reject the amendment.
- 18.3 Written notice of the meeting containing the proposed amendment shall be published in the Nybbles and Bytes before the meeting at which the amendment is voted.

Revision History:

- Revision 1: November 7, 1983
- Revision 2: June 13, 2001
- Revision 3: July 13, 2005
- Revision 4: July 11, 2007
- Revision 5: September 14, 2011