

By-laws of the Sunland Springs Village Technology Group (SSVTG)
Club-ratified
Bylaws approved by the HOA Board –

6Article I GENERAL

Section A The name of this organization is: Sunland Springs Village Technology Group (hereinafter SSVTG).

Section B The purpose of the SSVTG is to provide an open forum for the free exchange of ideas, knowledge and experience concerning the use and operation of computers and to provide both formal and informal education in computer applications, hardware and software technologies.

Suggested replacement for Section B:

The purpose of the SSVTG is to provide an open forum for the free exchange of ideas, knowledge, experience, formal, and informal education involving the operation and maintenance of a broad range of technological resources and capabilities.

Section C These bylaws will comply with the Association's Governing Documents (Documents) and the policy for Clubs (Policy). In the event of a conflict between these bylaws and Documents or Policy, the Documents or Policy will prevail.

Article II MEMBERSHIP

Section A Membership shall be open to any Association member in good standing without discrimination as to race, religion, color or national heritage.

Section B There shall be no precondition for membership, nor will members be required to join affiliated national, state or regional organizations.

Section C Guest Policy: Non-residents may attend but cannot become a member.

Section D Dues

- Membership and election to office in the SSVTG requires that dues, **if being collected**, be kept current and in compliance with all rules and regulations specified by these Bylaws.
- Annual dues are established by the Executive Committee and are due January 1, delinquent after October 31, and are non-refundable. Full membership dues shall be paid whenever a new member joins during the club's non-summer season, October through April
- SSV non-members and non-SSV residents may attend one meeting per program year as a guest without paying the annual dues.
- The Club's summer program session - May through September, if any, - is open to all members and non-members all summer. There are no dues collected during the summer session.

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- Summer sessions may be canceled, resumed, or curtailed at the discretion of the club officers and membership.

Article III OFFICERS

Section A Executive Board Members - The officers of the SSVTG shall consist of four (4) elected members. They are: President, Vice-President, Secretary, and Treasurer.

Section B All officers shall be elected by a vote of the general membership and shall serve without compensation.

Section C Terms of Office and Responsibilities of the officers shall be as follows:

Duties and Responsibilities of Executive Committee, operating under the direction of the President shall be as follows:

- a. May further establish fees and charges for participation in special activities or educational programs.
- b. Will ensure the club operates on a non-profit basis to ensure the tax status as a non-profit corporation. All funds collected are required to be used to benefit club membership.
- c. Shall appoint chairpersons to serve on the Nominating, Publicity, Education, and Membership committees and may establish other committees as needed.
- d. Reserves the right to relieve any officer for failure to perform the duties of the office.
- f. Shall ensure that no expenditure in excess of \$500 shall be made without first obtaining approval from a majority of the members present at any business meeting or special meeting called for such purpose. Electronic voting is authorized, of those responding.
- g. Shall appoint a member in good standing to perform an annual audit of the Treasurer's books in February or at any other time as deemed necessary.
- h. Shall ensure that individual or private selling of merchandise in SSVHOA facilities is approved by the Executive Committee and meets the guidelines of the SSV HOA Club Policy.
- i. Shall monitor membership levels to ensure that meeting room and equipment resources continue to be available to all qualified members. In a situation where resources are constrained due to increased competition for village space, the Committee needs to ensure that the membership procedure sufficiently favors SSV resident petitioners over non-SSV associate petitioners.

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- a. The President shall:
 - i. Preside at all meetings including the Executive Committee;
 - ii. Be Ex-Officio on all committees except the Nominating Committee;
 - iii. Appoint members to fill board chairs and to program positions during his/her term of office;
 - iv. Nominate to the membership candidates to fill vacant elected officer positions;
 - v. Serve as the club's representative and negotiator to the HOA when it meets annually to consider SSV meeting space and resource allocations for all clubs and organizations. Ensure our ongoing ability to successfully carry out our mission function.

- b. The Vice President shall:
 - i. Temporarily assume the duties of the President in the event of the President's absence, resignation or death;

- c. The Secretary shall:
 - i. Take minutes and record the proceedings of business and special meetings of the computer club and of the Executive Committee;
 - ii. Conduct all correspondence for the computer club;
 - iii. Keep updated and make available copies of the Bylaws to any member upon request;

- d. The Treasurer shall:
 - i. Receive all monies collected from whatever source;
 - ii. Pay bills and other disbursements as authorized by the Executive Committee;
 - iii. Keep complete, accurate records of receipts and disbursements and bank accounts and prepare a financial statement for the Executive Committee and membership meetings. Retention period for all lawful documents
 - iv. shall be three (3) years after which time all affected records will be archived;
 - v. Maintain a commercial bank account at a bank approved by the Executive Committee. One signature either from the Treasurer or President shall be required on checks.
 - vi. Maintain a roster of all paid club members.
 - vii. Maintain and use the Federal Tax ID as required by the IRS.

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Section D Nomination and Election Procedures

- The formal installation of officers elected in October shall be held at the first general business meeting in January each year. In addition to the officers presented by the club's nominating committee, nominations from the floor for unfilled positions are permitted. The new officers elected will assume the duties at the end of this meeting.
- The term of office shall be for two years.
- Elected officers may serve no more than two (2) consecutive two-year terms in the same office, but may stand for election to another elected or appointed position thereafter.
- The term of service for elected officers will be staggered as follows, such that a nucleus of serving officers is retained by rotation during any given election cycle:
 - a. In odd-numbered years, the President, Vice-president of Operations and Treasurer must stand for election.
 - b. In even-numbered years, the Vice-President of Programs, Secretary and Technology officer must stand for election.
- Resigning or term-limited officers are expected to mentor their replacements until job skills are fully transferred. Any serving officer who transfers duties to another serving or newly-elected officer will provide the same skills transfer.

Section E Vacancies and Recall of Officers

Article IV MEETINGS

Section A There will be a minimum of two (2) general membership meetings held during the calendar program year, January through December:

- a. The first meeting shall be held on the first regularly-scheduled meeting date in January to present the incoming officers and review the program for the upcoming year.
- b. The second meeting shall be held on the first regularly-scheduled meeting date in October to elect/reelect new and continuing officers, as necessary, and to review the program results of the past year. A quorum of the members in attendance locally and remotely is required to ratify the election of nominated officers. Nominations from the floor are permitted.
- c. The Executive Committee may meet at any time and place as called by the President or by any two members of the Executive Committee; however, no business can be conducted with less than two of the four officers present. All appointed committee chairs are encouraged to attend Executive Committee meetings but will not have voting rights.
- d. In addition to the regularly scheduled meetings, special meetings may be called by majority vote of the Executive Committee or by a petition signed by at least 20

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members. Notice of these special meetings must be broadcast to all members at least 30 days prior to the meeting and must include the topic to be covered. Electronic voting is authorized, as needed, for all meetings to include general membership meetings.

- e. Any action presented to the membership for approval at a club business meeting requires a majority vote of the members present. No proxy voting will be allowed except for amendments to the by-laws or Club dissolution. See Articles IX and X.

Article V GRIEVANCE PROCEDURES

Article VI FINANCIAL CONTROLS AND PROCEDURES

Section A Financial procedures for collection, deposit, and expenditure of funds will comply with the procedure outlined in the SSV Club policy.

Article VI Use of Computer Club Teaching and Storage Facilities and Equipment

The Executive Committee will provide policy direction and general oversight for the operation of the computer club facilities. The facility staff will consist entirely of volunteers drawn from the membership of the club.

1. The facilities shall not be used for any purpose without a designated staff member or monitor present.
2. The facilities may not be used for commercial purposes of any kind.
3. The availability of a facility is not intended to serve as a substitute for the ownership of a computer or related equipment.
4. Under no circumstances shall any equipment be removed from the SSVTG storage facilities except by pre-approved permission by the President or Vice President of Operations.
5. Any removable media brought into any facility must first be tested for virus before use in the lab equipment.
6. Food and beverages should not be brought into any facility.
7. Users shall not copy licensed material nor add or delete programs or files that are included in the systems found on the laboratory or classroom computers.

Article VIII now not required?

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1. Liability insurance, as well as security bonding for the club Executive Committee, is extended to the club through the umbrella provisions of the SSVHOA insurance coverage. Club events on SSVHOA premises are covered by Association insurance as long as the activity is within the scope of the clubs Bylaws. The Executive Committee will remain cognizant of potential liability needs and inquire into one-time coverage through an independent agent for special activities that extend beyond the scope of the clubs Bylaws.

Article IX Amendments to the By-laws

Section A Bylaw amendments require membership vote at a meeting duly called for such purpose.

Section B These Bylaws may be amended at any time by majority vote of the membership present or represented by proxy in writing or online voting at any regularly scheduled meeting or special meeting upon thirty (30) days' specific notice provided.

Article X Club Dissolution

1. The Club may be dissolved at any time by majority vote of the membership present or represented by proxy in writing at any regularly scheduled or special meeting upon thirty (30) days' notice provided. Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the Association.
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End of Document

Signature: Hand signature on file in HOA office ____ /s/ Jerry Rogan____

Jerry Rogan, President

Date 08.19.2022

Signature: Hand signature on file in HOA office ____ /s/ Allen Schaeffer____

Allen Schaeffer, Secretary

Date 08.19.2022

/as