

## The Roanoke Valley Personal Computer Club

### Bylaws

#### ARTICLE I - NAME and STATUS

A voluntary Non-Profit association of individuals interested in Personal Computers shall be known as:

The Roanoke Valley Personal Computer Club

Salem, Virginia

#### ARTICLE II - OBJECTIVES

The purpose of this Club is to promote education among our members relating to the hardware, software and other components that make up the Personal Computer.

#### ARTICLE III – ORGANIZATION

##### Section 1:

The elected officers shall be a President, Vice President, Secretary, Treasurer, Two Public Relations Officers, Membership Chairperson, Webmaster.

Should an Officer die, resign, etc. The nominating committee must promptly seek a replacement who shall be elected by the membership. Only those members who have paid their dues may vote in any election.

##### Section 2:

A Chairperson from Roanoke County Schools is made an Officer with voting rights. This person can only be elected by a quorum of the Clubs Officers at the first Official Meeting of the year.

##### Section 3:

The Executive Committee is made up of the Officers listed in Sections 1 and 2 above.

##### Section 4:

The Executive Committee shall be responsible for determining the goals and policies of the RVPCC, and to direct membership in pursuit of increasing Personal Computer literacy. Meetings of the Executive Committee are set by the President.

Section 5:

Five (5) Officers constitute a Quorum for Executive meetings.

Section 6:

Members or Membership referred to in this document are those whose dues are paid. A member is entitled to one vote, one newsletter; however, the membership is extended to all family members who reside at the same address.

Section 7:

Members wishing to amend the Bylaws shall present changes in writing to the President. The President will then submit the proposal to the Executive Committee. The Executive Committee will discuss and vote on the proposal, and if approved will submit the proposal to the membership for consideration. A majority of members is needed to approve the proposal. If passed, the approved version will be made available to the membership. At the next meeting the membership will be asked to ratify an amendment, or the Bylaws will have to be rewritten.

Section 8:

Addendum A. Contains description of Officer positions.

Section 9:

Disbandment of RVPCC. Due to an unforeseen need a simple majority of votes by the membership present in meeting is required. Membership is to be notified of pending vote at least one week prior to meeting.

#### ARTICLE IV – MEMBERSHIP

Section 1:

Members shall be persons who have paid the required club dues, and who wish to assist in the objectives of the Club.

Section 2:

Honorary club membership may be conferred by the membership, upon recommendation to the Executive Committee, on individuals who have made outstanding contributions in the service of the club. Honorary members will not be required to pay dues.

Section 3: Members may be dropped for non-payment of dues after two months.

#### ARTICLE V – DUES

The Executive Committee will set the dues at their first meeting of the year. They will be collected on the anniversary of initial date of application and paid dues.

## ARTICLE VI - ELECTIONS

Each Officers term will be one year. An Officer may run again for the same or different Office.

For the purpose of establishing a slate of one or more nominees for each elective office, the President shall appoint a Nominating Committee in August, ratified by the Executive Committee. The nominated slate will be presented to the Membership at the October meeting, and included in the November issue of the newsletter. The membership then has the opportunity to nominate additional persons for each elective office. The election of Officers shall occur at the December meeting. The new Officers will preside at the January meeting. A simple majority of the membership present shall elect Officers. An absentee paper ballot can be voted but must have the member's number affixed to it, and mailed to our current mailing address.

In event of tie, another ballot will be distributed to the membership present at the Election meeting with the names of the candidates for the Office(s) in question. In event the December meeting is cancelled, the election meeting shall be held during the month of January.

## ARTICLE VII - MEETINGS

Section 1:

Regular meetings will be held the 2nd Saturday of each month.

Section 2:

Executive Committee meetings shall be held on a Bi-monthly or Quarterly basis. The President determines the date, time and location.

Section 3: A visitor will not be permitted to solicit for personal, monetary, or other gains.

## ARTICLE VIII – FISCAL YEAR

The Club's fiscal year shall commence on January 1 and end on December 31.

Adopted by the Membership

\_\_\_\_\_  
Date

Attested to by the following Officers:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## ADDENDUM A

### Duties of Officers

#### PRESIDENT

The President of the RVPCC shall preside over the entire organization, establish committees, nominate Co-Chair persons, and guide each meeting.

#### VICE PRESIDENT

The Vice President of the RVPCC shall assist and aid the President in his/her duties. If the President is absent from a regular RVPCC meeting or an Executive Committee Meeting, The Vice-President will assume the President's duties for that meeting.

#### TREASURER

The Treasurer of the RVPCC shall be responsible for the dispersal of all funds, dues, fees and bills pertaining to the RVPCC. Shall collect dues and money owed to the club and will keep a current record of such transactions. Must make the treasury records available at each General or Executive Committee Meeting. Shall report at each regular meeting the current balance of the Treasury. Is responsible to see that the Membership Chairperson has access on an 'as necessary' basis to determine current membership figures and statistics.

#### SECRETARY

The Secretary of the RVPCC shall be responsible for correspondence and records. Shall record meeting minutes, and makes available to the Newsletter Editor for publication. Is also responsible for filing and maintaining the current Bylaws, including revisions made to it as referenced in Article III Organization, Section 7.

#### Public Relations Officers (2 positions)

The Public Relations Officers shall be charged with representing an accurate view of the RVPCC in all matters both public and private. Shall assist the Executive Committee in securing guest speakers for the regular meetings. Shall assist the Membership Chairperson in distributing RVPCC correspondence to public entities that describes the RVPCC purpose and encourages membership in the RVPCC.

#### Membership Chairperson

The Membership Chairperson of the RVPCC shall be charged with all matters pertaining to membership of the RVPCC. Shall keep records of all members and visitors present at RVPCC meetings and report same to the Secretary and Newsletter Editor. Shall distribute materials to local retailers and persons as necessary, describing the purpose and meeting place of the RVPCC to promote interest in membership.

#### WEBMASTER

The Webmaster is responsible for ensuring the site is operating properly, creating and updating web pages, and maintaining the overall structure and design of the site. The Webmaster is also responsible for judicious use of adding and deleting links to other sites that are of benefit to the membership.

#### ADDENDUM B January 12, 2002

Change name of BBS-Webmaster to Webmaster

Change name and position of Librarian to Assistant Public Relations Officer.

Make text corrections throughout bylaws in respect to these changes.