

**LEISURE KNOLL
COMPUTER AND TECHNOLOGY CLUB BY-LAWS**

ARTICLE I: THE CLUB

Section 1: The name of this organization shall be “LEISURE KNOLL COMPUTER AND TECHNOLOGY CLUB”, hereinafter known as the CLUB.

Section 2: The location of the Club and members shall be limited to the area known as Leisure Knoll, Manchester, NJ.

ARTICLE II: OBJECT

Section 1: The object of this organization shall be:

- a) To encourage the development of computer literacy and computer related technology, for example but not limited to: cell phones, tablets etc., among the membership;
- b) To develop, maintain, demonstrate and distribute computer and related information for the membership;
- c) To exist solely for educational and charitable pursuits as a non-profit organization.

Section 2: All previous by-laws and amendments are superseded by the changes made herein on November 1, 2020.

Section 3: The Club shall follow Roberts Rules of Order as a guide for any items not otherwise contained herein.

ARTICLE III: MEMBERSHIP, DUES, AND FEES

Section 1: The fiscal year for membership in the club will begin on October 1 to September 30 of the following year. Upon payment of the current membership fee, all residents of Leisure Knoll, Manchester, NJ interested in computers are eligible to become members of the Club.

Section 2: Upon the acceptance of these by-laws, an individual joining the Club shall pay a membership fee of \$5.00 for the fiscal year ending on September 30. A household membership shall be \$10.00. Thereafter the annual dues for all members will be \$5.00 per person.

Section 3: All dues are payable on or before the first regular meeting in October. The deadline for payment of dues will be October 31, with the exception of new members who can join throughout the year. Dues will not be refunded or prorated.

Section 4: Special assessments may be made for capital expenditures. Assessments may be authorized by a two thirds (2/3) vote of the membership present at a meeting. Voting shall be held at a regular meeting by ballot or by a show of hands.

Section 5: Guests are permitted to attend three meetings. To attend subsequent meetings, they are required to join the Club. Monitoring of guests' visits will be the responsibility of the Membership Committee.

ARTICLE IV: MEETINGS

Section 1: Executive Board meetings shall be held on the second Monday of each month. Regular meetings shall be held on the

second and third Monday of each month. There shall be no meetings on holidays or the first or fifth Monday of the month. If a holiday interrupts the normal schedule of a meeting then the fourth Monday may be used as a regular business meeting.

Section 2: All meetings shall be held in the Performing Arts Center PAC in Leisure Knoll when possible or virtually when not. Special meetings may be held at other locations at the direction of the President.

Section 3: a) Special meetings may be called by a majority of the Executive Board.
b) A member/guest may be invited to an Executive Board meeting.

Section 4: Approval of business transactions at any meeting shall be approved by a two thirds (2/3) vote of the members present.

Section 5: Only members in good standing may vote at any meeting. Members in good standing would be those members whose dues are current.

Section 6: Special meetings of the Board may be called by the President. Special meetings of the Board may also be requested by at least five members through a written request to the Secretary. The purpose of the members' request must be made known to the Executive Board at the time of the request.

ARTICLE V: OFFICERS AND OFFICERS' DUTIES

Section 1: Officers

a) The officers of the Club shall be a President, Vice President, Recording Secretary, Secretary, Treasurer, and three Trustees.

b) The elected officers of the Club shall be known as the Executive Board and preside as the governing body of the Club.

c) Officers are expected to attend all meetings and perform their duties as stated in these by-laws except when excused by the President. In the event of a vacancy due to resignation or otherwise, the vacancy will be filled by a majority vote of the Executive Board.

d) An officer who is absent without cause from three (3) consecutive Executive Board meetings may be removed from office by order of the majority vote of the Executive Board. If an elected person is not in good standing at any time while in office, he or she will immediately be removed.

Section 2: Officers' Duties

a) **PRESIDENT:** It shall be the duty of the President to preside at all meetings of the Club and the Executive Board and be an ex officio member of all committee meetings. The President shall appoint chairpersons to all such committees, regular or special, as deemed necessary. The President will submit a condensed annual report at the last meeting of the fiscal year.

b) **VICE PRESIDENT:** The Vice President, in the absence of the President, shall assume the duties of

the President. He or she shall be responsible for
keeping the files of all business records.

c) **RECORDING SECRETARY:** It shall be the duty of
the Recording Secretary to take a roll call of
officers and to record and keep minutes of the
Club.

d) **CORRESPONDING SECRETARY:** It shall be the duty
of the Corresponding Secretary to refer new members to
the website to read the by-laws and the minutes of the
meetings. In addition, he or she will be
responsible for all correspondence and the
Sunshine and Welfare Committee.

e) **TREASURER:** It shall be the duty of the Treasurer
to act as a custodian of the Club funds and make a
timely deposit in a local bank in the name of
Leisure Knoll Computer Club. The
Treasurer shall receive all membership
dues, keep an accurate account of all records,
prepare and maintain an accurate membership list, and sign
membership cards. The Treasurer shall also prepare an
annual report and make interim reports at all meetings of
the membership regarding the financial condition of the
Club.

f) **TRUSTEES:** There shall be three (3) Trustees.
Each shall be assigned various duties by the
President. One of the trustees shall be designated to assume the
duties of the Vice President should the Vice
President need to take on the duties of the President.
In the event of the resignation or the
inability of a trustee to fulfill his/her duties in
that capacity, the President shall within a
reasonable time period as deemed appropriate by a majority

of the remaining Board appoint a replacement to serve out the term of the vacant trusteeship.

Section 3: In the event that any officer fails in the performance of his or her duties, he or she may be removed by a majority vote of the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and three Trustees.

Section 2: The Executive Board shall direct the overall policy of the Club.

Section 3: An expenditure of funds by the Executive Board for capital improvements in excess of \$300.00 must be approved by a membership quorum.

Section 4: A quorum for the transaction of business at a meeting of the Executive Board shall consist of no less than five (5) members of said board.

ARTICLE VII: COMMITTEES

Section 1: There should be the following standing committees:

- a) Audit
- b) Data Base Administration
- c) Equipment
- d) Fund Raising
- e) Membership
- f) Program
- g) Publicity
- h) Sunshine and Welfare

i) Website

Section 2: The President shall appoint all standing committees and any other committees as needed.

Section 3: Committees shall report to the Executive Board for approval before taking action on anything involving the club or making any changes or additions to procedure.

ARTICLE VIII: COMMITTEE FUNCTIONS

Section 1: AUDIT COMMITTEE: This committee, appointed by the President, shall conduct an audit of the Club books for the fiscal year and report to the Executive Board. This audit should be completed within 45 days after the end of the fiscal year.

Section 2: DATA BASE ADMINISTRATION: This committee shall be responsible for maintaining the database of members' email addresses and for distribution the information to be disseminated to the members.

Section 3: EQUIPMENT COMMITTEE: This committee shall be responsible for the proper operation of the equipment in the computer room, report to the Executive Board on any problems and make suggestions for updating or obtaining new equipment.

Section 4: FUND RAISING COMMITTEE: This committee shall present to the Executive Board complete plans for activities designed solely for the raising of funds for the Club. All fund raising activities must be approved by the Executive Board and presented to the Leisure Knoll Board of Trustees for final approval.

Section 5: MEMBERSHIP COMMITTEE: This committee shall maintain an attendance roster. The committee shall report to the Executive Board on membership and the acquisition of new members.

Section 6: PROGRAM COMMITTEE: This committee shall plan a program for the second meeting of each month; this may be changed to accommodate the schedule of the speaker. This shall be presented one month in advance to the Executive Board for approval and submission to the publicity committee for Channel Fifteen.

Section 7: PUBLICITY COMMITTEE: This committee shall prepare bulletin board notices for the board in Timberland Hall, prepare articles for the Knoll News and prepare and enter notices on Channel Fifteen and prepare the monthly newsletter.

Section 8: SUNSHINE AND WELFARE COMMITTEE: The Corresponding Secretary shall be responsible for sending cards to members for serious illness and to deceased members' families. Any donations or gifts shall be made with the approval of the Executive Board.

Section 9: WEBSITE COMMITTEE: This committee will be responsible for the rental, operation, posting of meeting minutes and other items required by the Executive Board, and maintenance of the website.

ARTICLE IX: ELECTION OF OFFICERS AND TRUSTEES

Section 1: A Nominating Committee shall be appointed by the President at the July business meeting. The committee shall present a slate of officers to the Executive Board at their August meeting.

Section 2: The Nominating Committee chairperson shall then present the slate to the members at the August business meeting. At this time nominations may be made from the floor.

Section 3: The President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer will be elected to serve a two (2) year term. Election of officers shall be held every second year in even number years, at the business meeting in September. The newly elected officers shall take office on the first of October. The fiscal year shall be from October 1 to September 30 of the following year.

Section 4: A trustee will be voted on yearly at the business meeting in September.

Section 5: The Trustees shall be composed of three elected members. Each Trustee shall serve for three continuous years except as noted for the initial year. In the initial year, three members will be elected. The first elected member shall serve for one year, the second elected member shall serve for two years and the third elected member shall serve for three years. Each year thereafter a new Trustee will be elected. The newly elected Trustee(s) shall take office on the first of October.

ARTICLE X: APPROVAL OF BY-LAWS

Section 1: Any changes, including but not limited to additions, deletions and amendments to the by-laws of the Club shall be based upon Roberts Rules for Amending Bylaws and approved by a majority of the members present at a business meeting.

ARTICLE XI: DISSOLUTION

Section 1: At the dissolution of the Club, it shall be the duty of the current officers to assure that all outstanding obligations have been met.

Section 2: It shall be the duty of the officers of the Club to distribute all assets of the Club, if any, at the time of dissolution. The distribution of monies shall be given to the Leisure Knoll Activities Committee.

LEISURE KNOLL COMPUTER AND TECHNOLOGY CLUB BY-LAWS

CERTIFICATION: This will certify that these by-laws of the Leisure Knoll Computer Club were presented to the entire membership on the Club website, and were approved by a vote of members at a regular meeting held on Monday, November 9, 2020.

President *Catherine Boudreau*
Catherine Boudreau

Secretary *Susan Resch*
Susan Resch