



BIG BEAR COMPUTER CLUB INC. BY-LAWS

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BIG BEAR COMPUTER CLUB INC. BY-LAWS

ARTICLE I --NAME

The name of this organization shall be the *Big Bear Computer Club Inc.* The group will herein after be referred to by the official acronym of *BBCC*.

ARTICLE II – OFFICES

The principal office of the organization will be in Big Bear, California.

ARTICLE II – PURPOSE

1. This group is organized primarily for charitable, technical and education purposes.
2. The group provides technical support in matters of personal computing to the membership by:
 - a. Setting aside a portion of the regularly scheduled meetings for open question and discussion.
 - b. Providing lectures/speakers and product demonstrations during each General Meeting.
 - c. Establishing Workshops during the year.
3. The group keeps the membership aware of emerging and current applicable technologies in personal computing.
4. The group provides a forum for the free exchange of ideas and information related to personal computers.
5. The group holds monthly scheduled meetings of the membership.
6. The group publishes a newsletter and maintains a website.
7. BBCC seeks to promote goodwill in the community and friendship among members.
8. BBCC encourages the sharing of our talents and skills.
9. BBCC promotes mentoring.

ARTICLE IV – MEMBERS

1. Membership is open to all users of personal computers and those interested in personal computing.
2. Full Membership is available to any individual who is interested in participating in the club's activities. Full Members are recognized when they complete a membership application and pay the current dues. Full members are entitled to vote in all elections for club officers and on club issues put to the monthly General Meeting.

3. Associate Membership is offered to spouses, partners, and children residing in the same household of a Full Member. Associate Members are recognized when they register with a Full Member of their household. They are entitled to the full enjoyment of all BBCC activities except that they are not eligible to vote in club elections or to vote on club issues, to run for elected officer positions, hold Director positions, or receive a ticket for door prizes (except in the absence of the Full Member).
4. The Board of Directors sets annual membership dues.

ARTICLE V – OFFICERS AND DIRECTORS

1. The elected Officers of BBCC shall be President, Vice-President, Secretary, Treasurer and two Directors-at-Large. All elected officers are Directors.
2. Appointed Directors/Chairs shall be: Webmaster Director, Newsletter Director, Membership Director, Publicity Director, Technical Director, Refreshment Chair, Name Tag Chair, Historian Chair, Sunshine Chair, Equipment Chair and APCUG/Vendor Liaison. The elected officers shall appoint these Directors and Chairs.
3. The elected Directors, Chairs and the Immediate Past President shall constitute the Board of Directors and will perform the duties prescribed by these By-Laws
4. The Board of Directors may appoint and may authorize the President to appoint additional Directors, as they deem beneficial to the operation of BBCC.
5. All Directors must be Full Members in good standing. If a Director's membership lapses, the position will be considered vacant.
6. Sitting officers shall not be barred from running for the same or other office, but no elected officer shall hold more than one elected office at the same time; except in an event of a vacated office, the President and the Board may appoint a replacement officer.
7. Each Director is encouraged to appoint an assistant to help in the duties of the position. The assistant may vote at Board of Director meetings when requested by the Director, Directors shall notify one of the other Directors within 24 hours of a General Meeting or a Board of Directors meeting if he or she is unable to attend.
8. Any Director (elected or appointed) may be removed from office for cause by vote of two thirds of the Board of Directors at either a regular or a special meeting. Such action may not occur unless the Director has been given an opportunity to appear before the Board.
9. The Board of Directors shall appoint a replacement for the remaining term of any office vacated as a result of lapsed membership or when a director resigns or is removed by the Board.

ARTICLE VI – BOARD OF DIRECTORS

1. The Board of Directors shall conduct a meeting open to the membership at least once per month.
The Board shall publish in the newsletter its scheduled meetings for the month.
2. Except otherwise prescribed in these By-Laws, motions put before the Board will require only a simple majority vote of the Directors present, with each individual Board member, regardless of how many Directorships held, having one vote.
3. A quorum of Directors (more than half of the constituted Board of Directors) will be required to vote on any motion.

ARTICLE VII – DUTIES OF DIRECTORS

1. THE PRESIDENT

- a. Shall preside at all General and Board of Directors Meetings.
- b. Shall appoint with the consent of the Board of Directors, Computer Special Interest Group, and Committee Chairs as outlined in Article 8.
- c. Oversees all special events and new projects in which BBCC is involved.
- d. Has final responsibility for ensuring general and board of director meeting locations and availability.
- e. Shall appoint Committees as outlined in Article 9.
- f. President to provide Editor with a President message for current newsletter on or before the published submission date.
- g. Shall contact the general membership by email with meeting dates and times.
- h. Submit to the Treasurer a yearly budget showing anticipated expenses by the end of February.
- i. As Ex-president, he/she will stay with the new board as an advisor.

2. VICE-PRESIDENT

- a. Shall, in the case of the President's absence or incapacity to serve, assume the responsibilities of the President.
- b. Shall be Program Chair for all General Meeting presentations.
- c. Shall perform such other duties as the Board of Directors may assign.
- d. Shall plan, organize and oversee the presentation/demo at the monthly general meeting.
- e. Shall provide sufficient background data on the upcoming program to the Publicity Director who will send out the press releases.
- f. Contact upcoming presenter confirming date, time, location, topic and name of presenter. Confirm a back up program in case of emergency.
- g. Coordinate with the Equipment Chair for equipment needed at the General Meeting.

- h. Maintain email contact with Presenter regarding meeting requirements and lodging if necessary.
- i. Send “thank you” letter to presenter’s immediate supervisor with copy to presenter.
- j. Provide by email the upcoming program information to the Editor, Publicity Director and Webmaster.
- k. Maintain database of vendors and speakers
- l. Submit to the Treasurer a yearly budget showing anticipated expenses.

3. **SECRETARY**

- a. Shall keep the minutes of all business portions of general meetings and the minutes for the meetings of the Board of Directors.
- b. Shall provide a recap of the General Meeting minutes for publication in the current newsletter on or before the published submission date.
- c. Shall maintain archives of minutes and other club documents, as appropriate.
- d. Shall receive and handle the correspondence directed to BBCC and distribute it to the appropriate officers and committees.
- e. Submit to the Treasurer a yearly budget showing anticipated expenses.

4. **TREASURER**

- a. Shall collect all monies due under authority of BBCC and provide receipts.
- b. Shall maintain a local bank account with checks requiring two signatures (President/Vice President/Treasurer/Secretary) on all checks
- c. Shall provide a monthly written financial statement to the Board of Directors and shall provide a current Cash Flow report to the newsletter Editor for publication in the current newsletter on or before the published submission date.
- d. Shall submit to the Board of Directors a year-end financial summary report by January 31 for the previous calendar year; as well as monthly Revenue and Expense; plus net gain or losses.
- e. Shall promptly pay all debts incurred by BBCC and authorized by the Board of Directors.
- f. Shall provide the Board of Directors access to BBCC’s financial records within 14 days of the annual election and at other such times as the Board of Directors may request.
- g. Shall maintain adequate records and reports.
- h. Provide the Membership Director what monies received from Dues including payer, check number or other method of payment amount & next renewal date.
- i. Submit a yearly budget showing anticipated expenses.
- j. Provide Receipts for all incoming cash and retain copies for club records.
- k. Submit bank statement and reconciliation to the club President by the 10th of the month following the statement date.

5. **NEWSLETTER EDITOR**

- a. Shall collect, edit and format material relevant to BBCC's purpose for publication in the monthly newsletter, which name shall be "*Bearly Bytes*".
- b. Shall be responsible for production and distribution of the newsletter.
- c. Include the following information as required by Organizational Newsletter Contest:
 1. The BBCC logo is to be printed on the front of the *Bearly Bytes* newsletter.
 2. User Group officers' names, phone number and/or e-mail addresses.
 3. Have the User Group meeting location, time and directions.
 4. Date, time, subject of next scheduled meeting.
 5. Membership application/renewal form.
 6. Does the newsletter promote the user group, make you want to join and explain how to join the user group?
 7. Provide Newsletter article submission guidelines & the Editor's contact information
 8. Provide Software/hardware reviews by members.
 9. Coverage of group events.
 10. Articles from other user group newsletters (giving author & group credit, issue & date) or APCUG PUSH articles.

6. **MEMBERSHIP DIRECTOR**

- a. Shall collect and maintain a database with the names, phone numbers, email addresses, and other contact information for Full Members and Associates.
- b. Shall also provide database records including current dues and dues history.
- c. Shall provide a monthly report to the newsletter about new and renewing members
- d. Shall notify Name Tag Chair of new members and associates and dropped members.

7. **WEB MASTER**

- a. Shall be responsible for design and maintenance of BBCC's Web page.
- b. Shall collect, edit and format material relevant to BBCC's purpose from the Board of Directors and SIG leaders for publication on the Web page.
- c. Shall insure the following criteria are met per Organizational requirements for Web Site contest:

Style:

1. Site loads quickly;
2. Site is visually appealing;
3. Site's layout is helpful in using the site;
4. Site's use of graphics and extensions enhance the content;
5. Site is accessible to a variety of browsers and is equally useful in text only mode.

Content

1. Site has a purpose and its information logically pertains to that purpose.
2. Site's information is up-to-date
3. Site's information is organized logically.
4. Site's information is easy to read

8. DIRECTOR AT LARGE

- a. Shall perform such duties as assigned by the President and approved by the Board of Directors.
- b. Additional Directors shall perform the duties for which their positions were created as described in the Standing Rules.

9. PUBLICITY DIRECTOR

- a. Shall develop and maintain a Public Relations program, a Publicity Program and such other similar programs as approved by the Board of Directors.

ARTICLE VIII –COMMITTEE CHAIRS

1. EQUIPMENT CHAIR

- a. Retrieve and setup equipment for the monthly General Meeting
- b. Maintain the hardware

2 HISTORIAN CHAIR

- a. Shall research, compile and maintain BBCC archives.
- b. Shall collect materials, newspaper & magazine articles and pictures for the BBCC scrapbook.
- c. Submit an annual budget to BBCC Treasurer anticipating annual expenses.

3 REVIEWS EDITOR

- a. Obtain evaluation software, hardware & computer-related books for evaluation by BBCC members.

- b. Maintain a log tracking items available and under review.
- c. Ensure evaluations are grammatically correct and worthy of publication.
- d. Submit an annual budget to BBCC Treasurer anticipating annual expenses, including stamps, stationery and envelope costs, along with ink and printing supplies.
- e. Shall ensure the copies of newsletter reviews of vendor products are sent to the vendor.
- f. Provide the Newsletter Editor with a copy of the review for the *Bearly Bytes* newsletter.

4 NAME TAG CHAIR

- a. Shall give out nametags to members and Associates upon arrival of the monthly meeting.
- b. Shall welcome and prepare temporary nametags to guests who attend the meeting without red tickets for drawings.
- c. Tags in holder should include two red tickets, one for deposit for the drawings.
- d. Shall keep all related supplies
- e. Shall make arrangements ahead of time to distribute the nametags if unable to attend General Meeting.

5 REFRESHMENT CHAIR

- a. The Refreshment Chair Person is responsible for purchasing and bringing tableware, napkins, cups, water.
- b. Setting up the refreshments brought in by members.
- c. Set the table accordingly for approximately 25 people.
- d. At the end of the meeting, see that members pick up any personal dishes.
- e. The table should be cleaned and materials packaged to be taken home.
- f. The donation jar used for replacement of tableware and water.
- g. An activity report submitted at the next Board meeting.
- h. If the donations become too low to provide materials, the Chair Person can request additional funds from the Treasurer.

6 SPONSORSHIP VENDOR/APCUG LIAISON

- a. Reports to Board of Directors, Coordinates with Reviews Editor and Coordinates with Vice President (Programs) Is the primary point of contact between BBCC and vendors or vendor affiliated organizations and is responsible for vendor relations.

- b. Maintains a Vendor Database including all BBCC vendors to keep track of vendor events and activities and items requested and/or donated for drawings and new member kits.
- c. Notifies newsletter editor of recommended vendors for newsletter PDF mailing list.
- d. Keeps BBCC information current in APCUG, SCRUGS, Mindshare, and any other sites that refer vendors or potential new members to BBCC.
- e. Votes in APCUG annual election, following BBCC Board recommendations, and any other affiliate or vendor elections where BBCC is a voting member.
- f. Attends User Group conferences and meetings.
- g. Requests donation software and other items for new member kits, drawings, holiday parties, etc.
- h. Sends thank you letter for donated items for new member kits and BBCC drawings.
- i. Reports to Board of Directors about APCUG, SCRUGS and vendor activities.
- j. Reports to newsletter editor about any announcements from APCUG, SCRUGS, vendors, etc. to be published in *Bearly Bytes*.

ARTICLE IX – STANDING COMMITTEES CREATED AS NEEDED

1 NOMINATING COMMITTEE

Elections and ballots for elections will be organized by the Nominating Committee, which will make provisions for handling absentee ballots submitted prior to the Election Meeting.

- a. Elections of the Executive Board will be on the even years. Nominations will be accepted at the June membership meeting and elections at the July meeting,
- b. All officers will be elected by ballot for a term of two years, starting July 1st through June 30th, or until their successors are elected, by simple majority of full Members voting at the July Election Meeting or by absentee ballot. The terms of the new officers will begin at the first Board/General meeting following the election in July.
- c. The Secretary will record the list of nominees and cause the list to be published in the Newsletter–Nominations for election of officers shall be provided by the Nominating Committee or accepted from the floor. Persons nominated for office must be Full Members in good standing and indicate their willingness to serve in the office for which they are nominated at the time their name is placed in nomination.
- d. Shall nominate a slate of candidates for upcoming elections in a timely manner

2 AUDIT COMMITTEE

- a. Shall conduct an audit on the outgoing Treasurer’s books and accounts each year at the end of the Treasurer’s term or when requested by the Board of Directors.

ARTICLE X – DISBURSEMENT OF BBCC FUNDS

1 DISBURSEMENT OF FUNDS

- a. No disbursements of any funds raised by BBCC, including disbursement upon dissolution, may be made to any member in an amount that exceeds expenses incurred by the member on behalf of the club.
- b. The properties and assets of this nonprofit organization are irrevocably dedicated to charitable, technical, and educational purposes. No part of the net earnings, properties, or assets of this organization, or dissolution or otherwise, shall benefit any private person or individual, or any member or trustee of this organization, except as reasonable compensation for the services rendered.
- c. All dues or monies paid during membership are not refundable upon termination of membership or dissolution of BBCC.

ARTICLE XI – PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert's Rules of Order Modern Edition shall govern BBCC in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any Standing Rules BBCC may adopt.
2. The rules referenced above shall be interpreted by the Parliamentarian who shall be appointed by the Board and will become a Director at Large.

ARTICLE XII – AMENDMENT OF BY-LAWS

1. These By-Laws may be amended at any BBCC General Meeting by a two-thirds vote of Full Members present, provided that the proposed amendments have been referred by one of the procedures outlined below and that notice of the vote with the proposed amendment's text have been distributed to the membership.
2. The President, with approval of the Board of Directors, may appoint a committee to review the current By-Laws and recommend amendments. If accepted, the recommended amendments will be referred to the General Membership.