

## GREENTREES VILLAGE COMPUTER CLUB CHARTER

Revised 2-5-09

**Name:** The name of this organization shall be the Greentrees Village Computer Club, a non-for-profit educational club.

**Statement of Purpose:** The purpose of this organization shall be to:

Afford the opportunity to educate residents in the use and maintenance of personal computers through either class discussion, hands-on application or other means of instruction.

Raise funds to finance and promote the Computer Club.

Contribute to Greentrees Village and charitable organizations.

**Affiliation:** The Greentrees Village Computer Club (the Club) shall be an official club of Greentrees Village Association, Inc. Through this affiliation, the Club is entitled to represent Greentrees Village when selling advertisements for the Greentrees Village monthly newsletter. Additionally, the Club shall have access to the computer room and other resources approved by the Greentrees Village Board of Directors (the Board).

Because the Club represents the Association, the Club receives its authorization from the Board.

**Funding and Financial Obligations:** The primary source of income for the Club is the sale of advertising in the Association's monthly newsletter. The Club will bear the cost of these advertisements in the production of the newsletter. The Club Treasurer will prepare an annual budget estimate that will include the cost of basic and advanced instruction, program presenters, maintenance and purchase of computer equipment and general Club expenses. The budget is subject to the approval of the Club's membership and will be presented to the Board. It will serve as a guideline for the current year's spending and any deviation over \$200 would need to be approved by the Club's membership at a regular meeting and reported to the Board.

The President, Treasurer or designated Club member will report monthly to the Board. The report will include financial activity and any decisions or activities thought to be of interest to the general membership and the Board. In addition the Club will present to the Finance Committee at its regular meeting in December, detailed financial information of the Club's activities of the past year so that the Finance Committee may audit the account in preparation for the Association's annual financial review.

No officer of the Club shall receive compensation for any service he or she may render to the Club. Any member may be reimbursed for his or her actual expenses. Instructors may be paid from Club funds.

**Membership:** Any owner or registered resident of Greentrees Village is eligible for membership in the Club. There are no dues required to be a member; however, residents must, through the President of the Club or his or her designee, register such membership with the President.

The members shall elect officers and determine by majority vote how the Club's funds are expended. Any and all financial accounts in the name of the Club shall bear the names of all officers, two of whom will sign each and all outgoing checks. As to the expenditure of any and all funds within the Club, unless otherwise noted by the President, appropriate paperwork will be prepared and presented to the voting membership by the requestor indicating: 1) the source of the request, 2) the specific nature of the expense in detail, and 3) the purpose of the expenditure.

With the exception of an emergency expenditure, the information and proposal for expenditure will be placed on the agenda and made available to the membership a timely manner prior to the voting process. This procedure does not include routine Club expenditures less than two hundred dollars, as determined by the President. The Club must be self-sustaining.

**Events and Meetings:** The Club, unless otherwise directed by the membership, shall meet once per month during the year. The Club shall host speakers, discussion meetings and educational seminars according to the Statement of Purpose.

**Officers:** The organization shall have three officers:

The President or Designee shall:

- Organize meetings, events and advertisement sales.
- Be responsible for reporting the Club's finances.
- Be the official spokesperson for the organization.
- Be a signer on checks.

The Treasurer or Designee shall:

- Be responsible for the finances of the Club.
- Provide a quarterly financial statement to the President.
- Be a signer on checks.

The Secretary or Designee shall:

Record and maintain all relevant data. This will include but not necessarily be limited to the voting of any and all business conducted within an open meeting.

Make available such records as directed by the President.

Be a signer on checks.

**Criteria for Holding Office:** All individuals holding office in the Club must be residents of Greentrees Village and be elected by a majority vote of the members of the Club voting at the election meeting.

The election meeting shall take place in January of every year.

In the case of a resignation of an officer, a special election meeting may be held to fill the office until the next January election meeting.

All officers hold their position until the January election meeting. There is no limitation on the number of terms of office a member may hold.

**Notice of Intent:** This document, when ratified and signed by the Computer Club and Board of Directors supersedes any and all policies, procedures or charters.

**Amendment of the Charter:** This Charter may be amended at any time by a majority of Club members present at a meeting called for the purpose of amending this Charter, and with the approval of the Board.

Chartered this \_\_\_\_\_ day of \_\_\_\_\_, 2009

Signed in witness:

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Board President: \_\_\_\_\_ Date: \_\_\_\_\_