

# **Greentrees Village Computer Club Charter**

2/4/10

**Name:** The name of this organization shall be the Greentrees Village Computer Club

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

To provide residents with the opportunity to expand their knowledge in the use and maintenance of personal computers through classes.

Raise funds to finance and promote the Club.

To purchase and maintain computers and other technical equipment for use by Greentrees Village residents.

**Affiliation:** The Greentrees Village Computer Club is an official Chartered club of Greentrees Village Association, Inc.

Through this affiliation, the Computer Club is entitled to have access to the recreation hall, multi-purpose room and other resources of the Association as approved by the Board of Directors. Assets acquired By the club are considered those of the Corporation, but may be designated for the specific use of Computer Club.

The Computer Club may represent Greentrees Village to the community of Florence for the purpose of selling advertisements in the Greentrees Village monthly newsletter.

**Funding and Financial Obligations:**

There shall be no membership fees charged to members.

The Club shall be financially self-sustaining: however, as a chartered club of the Association may request emergency funds From the Greentrees Village Board of Directors.

The Computer Club raises funds by charging fees for advertisement in the Association's monthly newsletter. The club will bear the cost of these advertisements in the production of the newsletter.

The Club receives its authorization from the Greentrees Village Inc. Board of Director's and its finances are included with the regular accounting of the Corporation.

The Computer Club's funds are held in the Greentrees Village, Inc. Computer Club account and are for the exclusive use of the club. The staff of the corporation shall perform the normal bookkeeping functions of the club, such as writing checks, making deposits and Reconciling the monthly bank statements and shall provide financial Statements to the Computer Club at each business meeting.

The members of the Computer Club shall elect officers and determine by majority vote how the club's funds are dispersed. With the exception of emergency expenditures, proposals for expenditure of funds will be placed on the agenda and voted on by the club's membership. This procedure does not include routine club expenditures of less than two hundred dollars (\$200), as determined by any elected officer.

No officer shall receive compensation for any service(s) they may render to the club. However, any officer or member may be reimbursed for his/her actual expenses incurred in the performance of duties to the club.

**Membership:** Membership is determined by owners and and registered residents attendance at club functions.

**Meetings:** The Computer Club, unless otherwise directed by The officers shall meet at least quarterly for business

**Officers:** The organization shall have at least three officers.

The President shall:

Facilitate meetings and events.

Be the official spokesperson for the organization.

The Treasurer shall:

Be responsible for reporting the finances of the Club, develop the budget and interface with the Association's accounting staff regarding finances.

The club treasurer shall 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 shall be presented to the Board

The Secretary shall:

Keep accurate minutes of all business meetings of the club.

Keep a permanent record of Club decisions as well as other relevant business conducted at meetings of the club.

Make available such records as directed by the president of the Computer Club.

The Computer Club may elect a Vice-President whose duties shall be to assist the President in facilitating meeting and events, and to Assume the duties of the President when the President is absent.

**Criteria for holding office:**

All individuals holding office of the club shall be residents of Greentrees Village and be elected by a majority vote of the members of the club voting at the election meeting. Terms of office shall be one year. Any meeting held

for the purpose of electing officers shall be announced in the Association's newsletter the month prior to the Club meeting. Those elected assume their office in July.

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

All officers hold their position until the July meeting. There are no limitations on the number of terms of office a member may hold.

### **Amendment of the Charter:**

This charter may be amended at any time by a majority vote the members present at a meeting called for that purpose.

Any proposed changes require the approval of the Greentrees Village Board of Directors in order to be valid.

Chartered this \_\_\_\_\_ day of \_\_\_\_\_, 2010

Signed in witness:

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

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