



# PC GROUP

## OPERATING POLICIES AND PROCEDURES

May 2010

## TABLE OF CONTENTS

I. GENERAL -----	1
II. MEMBERSHIP -----	2
III. OFFICERS -----	3
IV. COMMITTEES -----	8
V. MEETINGS -----	8
VI. FINANCIAL -----	9
VII. AMMENDMENTS AND REVISIONS -----	10
VIII. DISSOLUTION -----	11

**PC GROUP**  
**OPERATING POLICIES AND PROCEDURES**

May 2010

**ARTICLE I – GENERAL**

**Section A. Organization**

The name of the organization shall be “PC Group”. Any further reference to “PC” in these Operating Policies and Procedures refers to the name PC Group.

**Section B. Type of organization**

The organization consists of a group of persons including all users of operating systems that are commonly known as PC platforms, including Windows, Linux, etc. Training courses and presentations shall be planned and offered in commonly used applications.

**Section C. Organizational Authority**

PC is organized in accordance with the Computers West Bylaws and Regulations of the Recreation Centers of Sun City West.

**Section D. Purpose**

The purpose of PC is to provide educational, technical and social opportunities to its members.

**Section E. Compliance with rules**

The rules of PC fully comply with Computers West Bylaws and shall remain subordinate to these bylaws. Further, the group collectively and its members individually shall be bound by Computers West Bylaws.

**Section F. Non-Profit Status**

The PC shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes and the Bylaws of Computers West.

## **Section G. Outside Agencies and Speakers**

Outside agencies and/or speakers shall not be permitted to solicit funds from this PC or its members at any PC function or meeting. Outside agencies may sell their products to members at regularly scheduled functions. They must have on file at the Recreation Centers of Sun City West a Certificate of Liability from their insurance company.

## **ARTICLE II – MEMBERSHIP**

### **Section A. Membership**

Membership in PC shall be open to any person who is in good standing in Computers West. There shall be no other precondition for membership, nor shall members be required to join any national, state or regionally affiliated organization. Honorary or guest memberships, etc. are not permitted.

### **Section B. Membership Participation**

Membership in PC or any other platform group within Computers West shall not preclude such members from becoming members of other groups. Neither shall membership in any other platform group prohibit such person from auditing this group's general meetings and/or special events, providing space, equipment and supplies are available and if such audits do not cause an inconvenience. This is to be determined by the person(s) in charge of the event on a "case-by-case" basis. Classes provided for the benefit of PC are limited to members in good standing. PC classes may be open to members of other platform groups if space is available and with the approval of the Instructor.

### **Section C. Communication**

Information to the General Membership by the Board shall include the time and place of Board Meetings and General Membership Meetings and shall be posted on the Bulletin Board. This information may also be published in **Random Access**, by Email and/or on the PC Internet site.

## **ARTICLE III – OFFICERS**

### **Section A. Board of Directors (PC Board)**

The PC Board shall consist of (at a minimum) a Chairman, a Vice Chairman, a Secretary and a Treasurer, elected to a term of one year. Any further reference to “Board” refers to the PC Board.

1. The Board shall also include the Computers West President and the PC Group Immediate Past Chairman, who serves for one year only.
2. The Chairman may appoint additional Board members, replacement Board members or at-large Board members, with the approval of the Board.
3. The elected officers and appointed Board members shall have the right to vote and make resolutions.
4. The Board shall be the governing body of PC. It shall meet once a month September through May, or more frequently if directed by the Chairman, and shall take any and all proper action to attain the aims and purposes of PC.
5. A quorum for transaction of business for the Board shall consist of a majority of the Board members.
6. The Board shall set and announce meeting dates and times for its meetings and General Membership Meetings. Minutes shall be taken by the Secretary at all meetings.

### **Section B. Election of PC Officers**

The PC Officers, Chairman, Vice Chairman, Secretary and Treasurer, shall be elected by a majority vote of the PC Group at the November PC General Meeting, after a quorum has been established, and shall serve without compensation. PC Officers shall serve for one year beginning January 1 of each year. All officers may succeed themselves to multiple consecutive terms.

### **Section C. Responsibilities and Duties of Elected Officers**

- 1. Chairman** – The Chairman shall preside at all group meetings; PC Board meetings; be ex officio member of all committees, except Nominating Committee; direct all activities of said Board; call special meetings of the PC Board when deemed necessary; appoint Board members; appoint such committees named

herein or such special committees as may be necessary; and be responsible for keeping the Vice-Chairman informed of all actions taken by the Chairman.

**2. Vice-Chairman** - The Vice Chairman, during the absence of the Chairman shall assume the duties and functions of the Chairman and shall perform duties as assigned by the Chairman.

**3. Secretary** – The Secretary shall be responsible for keeping the minutes of all meetings for future reference and for posting them on the bulletin board. The Secretary shall keep a file of all group correspondence, issue notices of all meetings and agendas and keep safe all file documents for a minimum of three (3) years, and perform such other tasks considered to be within the ‘usual realm’ of a Secretary, which may, from time to time, be assigned by the PC Board or the PC Chairman.

#### **4. Treasurer**

- a. Makes deposits of PC receipts, except membership dues that are deposited by the CW Treasurer. Student class fees are collected from the black box and class envelopes are distributed to the respective teacher’s file. Other funds are collected from the printer fee box, class materials, such as the Windows 7 book, and party ticket sales.
- b. Approves check requests and forwards them for payment by the CW Treasurer.
- c. Maintains a journal of deposits and check requests to reconcile with reports furnished by the CW Treasurer.
- d. Makes a monthly report to members at the PC Board and General Membership meetings.

### **Section D. Responsibilities and Duties of Appointed PC Board members**

Appointed Board members may include, but are not limited to, the listed positions below. The responsibilities of PC appointed Board members are as follows:

#### **1. Program Coordinator**

- a. The primary responsibility of the Program Coordinator shall be to provide a vendor, speaker or other event for the general meetings. The Program Coordinator shall chair the meeting at the end of the business session and

introduce the speaker or vendor. At the end of the vendor or speaker's presentation, the Program Coordinator will serve as the moderator for a raffle. The Program Coordinator will be responsible for procuring the items that will be raffled.

- b. The Program Coordinator shall be responsible for setting up the equipment in the room in which the presentation will be made. Additionally, he/she will check the equipment that is to be used for that session to ensure that all of the equipment that is needed for the presentation is functioning, and meets the needs of the presenter.
- c. The Program Coordinator shall arrive at the club in time to meet and greet the presenter(s), process the necessary Certificate of Liability forms, if they have not been forwarded to the Recreation Center prior to the meeting, and make sure that the vendor or speaker is comfortable with the situation.
- d. If no vendor or presenter is scheduled through Arizona Alliance of Computer Clubs (AZacc) for that date, the Program Coordinator shall be responsible for locating a vendor or speaker for that upcoming general meeting.
- e. The Program Coordinator shall be responsible for attending the quarterly business meetings of AZacc to represent Computers West and the PC Users Group.
- f. The Program Coordinator shall be encouraged to attend the Southwestern Computer Conference in San Diego, to represent our club. The conference deals with, and stresses in detail, presentations, vendors, speakers, program ideas, and most importantly, methods of retaining and/or growing membership at a time when membership is waning.

## **2. Instructor Coordinator**

- a. Attends board meeting at 1:00 pm on the 1<sup>st</sup> Friday of the month after the first Tuesday.
- b. Chairs the monthly meeting of all PC Instructors, Assistant Instructors and Administrators or Coordinators on the 3<sup>rd</sup> Saturday of each month, except June, July and August, in the Palo Verde Room.
- c. Sends out notice of meeting several days ahead and requests agenda items.

- d. Plans the program, i.e., arranges for a demonstration that shall be of interest to the Instructors.
- e. Orders pastries at Safeway bakery (975-2304) 2 days before meeting and pick up at 7:15 am on day of meeting along with fruit and juice.
- f. Starts coffee (uses two 12 cup pots...one decaf, one regular).
- g. Introduces new members to group.
- h. Reviews important instructional items.
- i. Introduces program about new software, interesting computer related items, teaching techniques or discussion about items related to training classes.
- j. Updates Instructor's list from attendee's sign-in sheet.
- k. Writes minutes of meeting and distribute.
- l. Assists new and current Instructors, as needed, to get their classes up and running. This includes working with the Room Reservations Coordinator. Acts as contact point for student problems and questions regarding class sign-up.
- m. Participates and assists with special projects relating to PC Instructors and classes.

### **3. Hardware Manager**

- a. Keeps the club's computers and related hardware operating properly.
- b. Recommends replacement of equipment when deemed advisable.
- c. Purchases equipment for the club with the club's approval.
- d. Repairs member's equipment if possible during the help group hours.

### **4. Software Manager**

- a. Purchases new, and renews licenses of Software utilized by the PC group.
- b. Keeps inventory and cost data of Major and Minor Software (which are required for inclusion in the Annual Inventory of Computers West).

## **5. Network Administrator**

Maintains Internet access for the club's computers.

## **6. Webmaster**

Maintain and update the pcscw.org website.

## **7. Sergeant at Arms**

- a. Sits in on the community service group to protect the equipment and interests of the club (if no member of that group is a Computer Club member).
- b. Maintains PC bulletin boards, Room A, hallway and Palo Verde room.

## **8. Email Coordinator**

Email coordinator ensures that the database is kept up to date and is secure. Membership in an email program is maintained and Email templates are developed and the sending of Emails is facilitated.

## **9. PC Monitor Chair**

- a. Help members sign up to monitor
- b. Call substitutes to fill in empty spots
- c. Show members how to sign up on the website
- d. Attend PC Group board meetings
- e. Attend the PC Group general meeting to facilitate monitor sign up
- f. Attend and assist at the monitor and training sessions in room C
- g. Help members over the phone when needed

## **Section F. Vacancy**

In the event the Chairman's office is vacant for any reason the Vice Chairman shall assume the Chairmanship. The then vacant office of Vice Chairman, or any other office that may become vacant, shall be filled by election by the Board.

## **ARTICLE IV – COMMITTEES**

**Section A.** Committees and/or Chairman may be elected by the general membership or appointed by the PC Board.

**Section B.** Nominal committees shall include Nominating and Hospitality.

1. The Nominating Committee shall consist of the immediate Past PC Chairman and two other members from the general membership, approved by the PC Board. This Committee shall prepare a slate of candidates for the elected PC offices and report the slate to the membership during the October General Membership meeting.

2. The Hospitality Committee shall provide items and material for the cordial welcome of the membership to General and Special meetings.

## **ARTICLE V - MEETINGS**

### **Section A. General Meetings**

Regular meetings shall be held each month, except during the months of June, July, and August, as determined by the PC Board. Business meetings may include informative, educational, or other types of programs. Such programs may be provided by vendors or other interested parties. A Special General Membership Meeting for a specific purpose may be called by the Chairman, the Board, or by a petition to the Secretary, signed by at least fifty PC Group Members. Such meeting shall be scheduled within 14 days thereafter or at the next scheduled General Membership Meeting, whichever comes first. If such meeting occurs on the scheduled date for a General Membership Meeting, the subject of the call shall be the first item of new business on the agenda.

### **Section B. Procedures**

“Roberts Rules of Order” shall govern all meetings including PC Board meetings, Committee meetings, and PC General Membership meetings. Minutes shall be taken at all meetings.

### **Section C. Quorum**

A quorum for the transaction of business at a regularly scheduled or at specially called PC meetings shall be a minimum of 20 active members.-An active member is one who in good standing.

### **Section D. Election of Officers.**

1. Nomination – At the October General Membership Meeting the Nominating Committee shall present its slate of candidates for election to the PC Board. Nominations for a slate of officers can be taken from the floor during the October General Membership Meeting. Nominations shall be declared closed by the Chairman after the reading of the Nominating Committee’s suggested slate and after the floor nominated slate(s) have been added to the ballot and the Chairman has made a second call for additional nominations.
2. Schedule – The election of the slate of officers to serve on the PC Board shall take place at the regularly scheduled November General Membership Meeting.
3. Election Procedure – If the slate of candidates is unopposed the election may be by a voice vote, or by a show of hands, unless a majority present requests a written ballot. If there are competing slates of candidates there must be a written ballot.

## **ARTICLE VI - FINANCIAL**

### **Section A. Expenditures**

1. An expenditure of one thousand dollars (\$1,000.00) or more shall require the prior approval of the PC Board and General Membership.
2. The Board may authorize Board members to act for PC to make purchases or to incur expenses of below one thousand dollars (\$1000.00) to be paid from PC funds for any purpose, subject to directions, limitations and restrictions that the Board may impose.
3. Individual petty cash disbursements shall not exceed \$15.00.

## **Section B. Annual Dues and Activity Fees**

Annual dues and activity fees for the PC shall be assessed and collected as follows:

1. The annual dues of PC shall be set forth by the PC Board and, after being approved by the Computers West Board, shall be set as an agenda item at a regularly scheduled PC General Meeting.. The annual dues for current PC members shall be due and payable on September 1 of the preceding year of each calendar year to which they apply. If dues are not paid on or before the last day of December the individual shall be labeled “inactive” or delinquent and the name of said member shall not appear in the list of Computers West members. New members joining from January 1 through August 31, inclusive, shall be considered paid members through the current calendar year. New members joining after August 31 and before December 31 shall be considered paid for the current and the following calendar year.
  - a. An inactive member may be reinstated by paying the appropriate dues for Computers West and PC annual dues to the Computers West Treasurer.
  - b. An additional educational fee may be charged on a per person, per hands-on class basis. The PC Board may set the fee for the purposes of recovering the cost of materials and equipment.

## **ARTICLE VII - AMENDMENTS AND REVISIONS TO THESE OPERATING POLICIES AND PROCEDURES**

### **Section A. Motion to Revise**

Any member of the PC Group, in good standing, or the PC Board, may present a motion to revise or amend the PC Operating Policies and Procedures at any regularly scheduled PC meeting and such motion to revise shall be considered a proposal to revise or amend only, and shall require an affirmative vote at the meeting in question in order to act further on the proposal.

**Section B. Procedure to Amend or Revise the Operating Policies and Procedures**

1. The PC Board shall review and approve the proposed changes to the PC Group Operating Policies and Procedures.
2. The Computers West Board shall review and approve the proposed changes to the PC Group Operating Policies and Procedures.

**ARTICLE VIII – DISSOLUTION**

Prior to PC Group dissolution (after all debts are satisfied) all materials and property shall be turned over to Computers West.

**Approved:**

\_\_\_\_\_

Bill Knight, PC Group Chairman

\_\_\_\_\_

Date

\_\_\_\_\_

Frank Treibel, President Computers West

\_\_\_\_\_

Date