

CONSTITUTION FOR THE SAN JOSE IBM CLUB, PERSONAL COMPUTER CLUB

ARTICLE I

Name

The name of this organization shall be The San Jose IBM Club, Personal Computer Club, hereinafter referred to as the **CLUB**.

ARTICLE II

Objectives

1. To provide a forum for the users of personal computers and related devices.
2. To provide education, information and services to the membership,

ARTICLE III

Affiliation

1. The **CLUB** is a part of and is under the jurisdiction of the IBM Club of San Jose, California, whose constitution, bylaws and other constituted authority shall at all times take precedence over those of the **CLUB**.
2. Should any of the articles of this constitution be found to conflict with those of the sponsoring San Jose IBM Club, the Executive Board shall cause the offending article to be rewritten to bring it into conformance and submit the revised article(s) at the earliest possible general business meeting of the **CLUB** for adoption.

ARTICLE IV

Organization

1. The general operation of the **CLUB** is the responsibility of the Executive Board which consists of the elected officers, the chairpersons and vice-chairpersons of the standing committees and designated members-at-large selected by the existing Executive Board.

Members-at-large are chosen from the general membership of the **CLUB** and will require appointment by the Board. Members-at-large will serve from the time of their appointment to the end of the current calendar year.

2. The President of the **CLUB** is also the chairperson of the Executive Board.
3. The Executive Board will meet at least once per month, with special meetings as necessary. Special meetings of the Executive Board may be called by any of the elected officers. Executive Board members must be given at least 48 hours notice of any special meeting.

ARTICLE V

Elected Officers

1. The elected officers shall be:

President

Vice President

Secretary

Treasurer

2. The officers shall be elected for a term of one year by ballot (see the section on voting in the Bylaws). The term of office shall start with the first Board meeting beginning with the new term.

3. Nominations of prospective new officers shall be held at the November meeting, and election of the new officers shall be held at the December meeting.

4. Vacancies shall be filled by special ballot held at the next general business meeting.

5. Elected officers will be subject to a recall election upon presentation to ANY PC Club Officer, of a petition signed by at least twenty-five (25) members. The election is to be held at the earliest meeting practical (see the section on voting in the Bylaws) after the officer has been given the opportunity to address the members at a general meeting.

The recall of any elected officer shall require a majority vote of the members present at a general meeting.

6. The duties of the elected officers are:

a. **President**

1) To be the primary representative of the **CLUB** to all outside groups including the sponsoring San Jose IBM Club.

2) To conduct the monthly **CLUB** meetings, introducing the various speakers and managing the agenda to insure that all **CLUB** business is transacted in an efficient manner.

3) To act as chairperson of the Executive Board and preside over its monthly meetings.

4) To appoint people to the various standing committees (with approval of the Executive Board).

5) Keeps the agenda for the monthly **CLUB** meetings, insuring that time is allotted for committee reports and other business as well as for technical presentations by members and guest speakers.

b. **Vice President**

1) In the absence of the President, assume the duties of that office.

2) If so delegated by the President, contact prospective guest speakers and arrange for their appearance at a **CLUB** meeting.

3) Other duties related to the monthly **CLUB** meeting program as shall be defined by the Executive Board or delegated by the President.

c. **Secretary**

- 1) Record the minutes of **CLUB** business transacted at both general and Executive Board meetings. The minutes must contain, at a minimum, a record of each motion made (whether seconded or not), and the disposition of the motion.
- 2) Submit a summarized copy of the monthly minutes to the Newsletter Editor for publication in the next newsletter following the meeting.
- 3) Keep a record of all correspondence between the **CLUB** and outside groups. Members of the Executive Board who send or receive correspondence in the name of the **CLUB** must provide a copy to the Secretary for this purpose.
- 4) Maintain a current roster of the Executive Board and keep the San Jose IBM Club so advised.

Treasurer

- 1) Maintain a record of all financial transactions conducted by the **CLUB** in accordance with the rules and guidelines laid down by the sponsoring San Jose IBM Club.
- 2) Maintain the inventory record of all **CLUB** assets.
- 3) Be the recipient of all dues paid by the members.
- 4) Take charge of and responsibility for all **CLUB** funds, depositing them in financial institutions approved by the Executive Board and the sponsoring San Jose IBM Club. Withdrawal of such funds may only be by a check signed by any two of the following officers of the **CLUB**

President

Vice-President

Secretary

Treasurer

- 5) Make monthly financial reports to the **CLUB**, either in person or by having the report published in the newsletter.
- 6) Make such reports as are required by law and/or the San Jose IBM Club.
- 7) When requested by the San Jose IBM Club, submit the financial records for audit.

ARTICLE VI

Standing Committees

1. Standing committees must be authorized by the Executive Committee.
2. Standing committee chairpersons can be any PC Club Member as defined by article 7 (Membership).
3. Standing committees will be given the opportunity to report to the general membership at each general meeting.

ARTICLE VII

Membership

1. Membership is open to all
 - IBM employees world wide
 - Retired IBM employees world wide
 - spouses and family members of IBM employees and IBM retirees world wide
2. A member is defined as one who pays dues and conforms to the preceding requirements in this article.

Voting rights shall be limited to one vote per membership family.

ARTICLE VIII

Dues

Dues will be payable annually.

The amount of dues to be charged will be determined by the Executive Board on an annual basis. The fee for the following year will be set by the November meeting of the Executive Board and published in the **CLUB** newsletter in the next two issues.

ARTICLE IX

Meetings

The **CLUB**. will schedule at least one general meeting per month. The date, time and place of the meetings is stated in the bylaws.

Special meetings may be called by majority vote of the Executive Board.

ARTICLE X

Constitutional/Bylaws Amendments

Amendments to this constitution or bylaws may be submitted in writing to the President at any time. The text of the amendment will be published in at least one issue of the newsletter, or sent by mail to each member, after which the President will call for a vote on the proposed amendment at the earliest general meeting practical.

Amendments to the constitution shall require a two-thirds (66.7%) majority vote of the members present at a general meeting for adoption.

ARTICLE XI

Elected Officers

Elected officers must be IBM Employees or Retired IBM Employees or spouses thereof.

BYLAWS GOVERNING THE OPERATION OF THE SAN JOSE IBM PC CLUB

Rules for Conducting Club Business

The business portion of the **CLUB** general meetings and the meetings of the Executive Board shall be conducted according to Roberts Rules of Order.

In order to conduct any official **CLUB** business, it must first be established by the **CLUB** Secretary that a valid quorum is present. For general **CLUB** meetings, 5% of the membership is required for a quorum. For Executive Board meetings, 2 OFFICERS of the "elected" board must be present for a Quorum.

Voting

All voting at general meetings will be by show of hands.

With the exception of constitutional amendments and the recall of officers, a simple majority of those present is required to pass any motion brought before either the general **CLUB** meeting or the Executive Board.

Election of officers shall be held at a general meeting. A simple majority of votes cast (assuming the total votes constitute a quorum) is required for election. When a tie occurs, or when more than two candidates run for an office and no single candidate receives a majority, the two candidates receiving the highest number of votes will participate in a run-off vote to decide the winner.

Meetings

The general business meeting of the **CLUB** should be held the second Tuesday of each month, excepting holidays. When circumstances prevent a meeting from being held at its regularly scheduled time, the Executive Board may choose either to dispense with the meeting or to reschedule it for another day. If the meeting is rescheduled, the membership must be notified either through the newsletter, by special mailing, by e-mail or by announcement at a general meeting. If notification is made by special mailing, that mailing must be made at least five (5) working days before the originally scheduled date.

The Executive Board shall meet in the first Tuesday of each month, with the exception of holidays. When the meeting conflicts with a holiday, it may be cancelled or rescheduled by the President. If the meeting is rescheduled, the members of the board must be notified of the new schedule at least 48 hours in advance of the originally scheduled meeting.

Special meetings of the Executive Board may be called by the President for an expressed purpose. No other business may be conducted at such meetings.

An Installation of officers luncheon will be provided within 4 weeks after the election of new officers, to transfer responsibilities to the newly elected Board. The outgoing board will provide a list of the committee chairpersons to be recognized at the luncheon.
