

**PERSONAL COMPUTER CLUB OF CHARLOTTE  
BY LAWS**

**Article I. Name**

1.0 The name of the club shall be the Personal Computer Club of Charlotte (PCCC).

**Article II. Purposes**

2.0 The purposes of PCCC are to:

2.1 Promote the interchange of information and ideas related to the effective utilization of personal computers, personal computer peripheral equipment, and software.

2.2 Advance personal computing through mutual education and exchange of ideas and information.

2.3 Provide channels to facilitate the exchange of materials among members without violating applicable copyright laws.

2.4 Provide feedback to club members on personal computing equipment, software, services, and other topics.

2.5 Cooperate with other personal computer clubs.

**Article III. Membership**

3.0 PCCC membership is open to anyone who has an interest in personal computers. A member is a person whose dues are current.

3.1 Dues and fees are set by a majority present and voting at a regular meeting. Dues shall be assessed as a member's paid up membership expires.

3.2 PCCC members may serve as officers and on committees, make, second, and vote on motions, submit petitions, and receive newsletters. Petitions must be submitted to the Executive committee and be signed by at least five members.

**Article IV. Officers**

4.0 PCCC officers shall consist of a president, vice-president, secretary, treasurer, program chairperson, newsletter editor, and other officers as deemed necessary by the executive committee.

4.1 The president shall preside over all regular meetings, special meetings, and executive committee meetings. The president shall also provide for normal administrative functions. The president shall be the primary liaison to other organizations.

- 4.2 The vice president shall assume the responsibilities of the president in case of the absence of the president or if the office of the president becomes vacant, and assist other officers in the performance of their duties. The vice president shall perform an annual audit of the PCCC financial records.
- 4.3 The secretary shall keep minutes of regular meetings, special meetings, executive committee meetings. The secretary shall inform PCCC members of the time, place, and agenda of regular, special, and executive committee meetings.
- 4.4 The treasurer shall collect all dues and fees, keep all financial records, make all approved disbursements from PCCC accounts, prepare financial statements, including an annual financial statement for audit, and maintain a current list of members.
- 4.5 The newsletter editor shall edit and publish the PCCC newsletter, encouraging articles by PCCC members. The newsletter shall be published in accordance with a regular schedule. The manner of distribution shall be at the discretion of the newsletter editor and the executive committee.
- 4.6 The program chairperson shall be responsible for collecting ideas for programs, obtaining speakers, and making arrangements for programs, facilities, and publicity.
- 4.7 The new member coordinator shall receive names of new members. He/she shall contact each to determine what each wants from the club, what each can contribute to the club. Findings shall be presented to the executive committee. The new member coordinator shall assist the treasurer in membership maintenance. The new member coordinator shall maintain and distribute the new member booklet.
- 4.9 The software librarian shall maintain the PCCC electronic library, the library computer, and make it available at each regular meeting. The software librarian shall respond to member's requests for available software by making software available at regularly meetings, by uploading it to the club BBS. The software librarian shall attempt to obtain updated versions of software when available and provide an updated list of all software available in the library at each regular meeting.

## **Article V. Meetings**

- 5.0 Members are welcome at all club meetings including announced executive committee meetings..
- 5.1 Regular meetings are held monthly, and normally follow this agenda:
  - Call to order
  - Approval of minutes and treasurer's report
  - Officer and committee reports
  - Comments from members/guests
  - Program
  - Question and answers

5.2 Special meetings may be called by a majority vote of the executive committee, a vote from the floor, or by a petition of at least five PCCC members.

5.3 Executive committee meetings are held between regular meetings.

## **Article VI. Elections**

6.0 Elections shall be held annually at a duly announced meeting. A quorum is defined as those paid up PCCC members present and voting.

6.1 Officers shall be elected for one year beginning in March and ending in February.

6.2 A nominating committee shall present a slate of officers. Nominating committee shall consist of three members of the executive committee, appointed by the president. In addition nominations shall be solicited by newsletter, personal contact, and from the floor during a regular meeting before elections are held. Nominations may be made by any member.

6.3 All nominees shall be listed both in the newsletter and at the meeting at which elections will be held. All nominees must be members in good standing. The election shall be conducted by the current president who will announce the results at the regular meeting and in the newsletter.

6.4 In the case of vacancies in any office, other than the office of president, the executive committee shall ask for volunteers at a regular meeting to fill the un-expired term.

## **Article VII. Committees**

7.0 PCCC business shall be administered by the executive committee, which consists of at least four of the officers stated in Article III.

7.1 The executive committee shall meet after the annual election to set priorities for the upcoming membership year and whenever called together by the president or upon a petition of at least five PCCC members.

7.2 PCCC shall have committees as deemed necessary by the executive committee.  
Committees shall be formed for such purposes as programming, education, special interest groups, publications, and other needs of the club.

7.3 Committees shall be appointed by the president with the consent of appointees and the executive committee. New committees shall be announced at a regular meeting.

## **Article VIII. Amendments**

8.0 These bylaws may be amended at any regular meeting by a majority vote of members present and voting provided the amendment has been submitted in writing and announced to the membership at the previous regular meeting.