

# FAIRWAY VILLAGE COMPUTER USERS GROUP

Revisions approved by CUG Board and staff May 16, 2006

## BYLAWS

### ARTICLE I NAME AND LOCATION

**Section 1.** The name of the club shall be the FAIRWAY VILLAGE COMPUTER USERS GROUP (CUG) and will be located at 1100 S. Belcher Road, Largo, FL 33771.

### ARTICLE II PURPOSE AND FORMAT

**Section 1.** CUG intends to encourage the use of computers by the residents of Fairway Village.

**Section 2.** CUG shall be a club of the Fairway Social Organization, Inc. (FSO).

**Section 3.** The President of CUG shall be the liaison with FSO.

**Section 4.** A board consisting of five elected officers and staff members appointed by the President, shall conduct the affairs of CUG. The officers will be:

President  
1<sup>st</sup> Vice President Programs  
2<sup>nd</sup> Vice President Membership  
Secretary  
Treasurer

**Section 5.** Staff is defined as a CUG member, appointed by the President, who volunteers to give lessons, to monitor open hours, or to work on the equipment or facility for the betterment of the general membership.

### ARTICLE III MEMBERSHIP

**Section 1.** Membership shall be open to residents of Fairway Village who have paid the annual dues as established by CUG.

**Section 2.** General meetings are open to all residents. Voting rights shall be restricted to paid membership.

## ARTICLE IV MEETINGS

**Section 1.** The annual meeting of the members shall be held in January of each year. General meetings shall be held each month on a day to be selected by the Officers.

**Section 2.** A quorum is defined as ten percent (10%) of the membership entitled to vote. A majority vote shall bind the entire membership. There will be no absentee ballots.

**Section 3.** Roberts Rules of Order shall be the authority in all procedures at all meetings.

## ARTICLE V NOMINATIONS

**Section 1.** At a meeting of the CUG Officers and staff, to be held not later than the last week in October on each even numbered year, the Officers shall appoint an ~~Election~~ Nominating Committee of three (3) voting members of CUG, none of whom shall be an Officer. This ~~Election~~ Nominating Committee shall select from the membership of CUG nominees for each office. The committee shall also select three (3) tellers, who are not panel members or related to a nominee, who will be responsible for tallying the vote.

**Section 2.** The Secretary shall post a list of names of all candidates presented by the ~~Election~~ Nominating Committee on the CUG bulletin board at least 14 days before the January meeting. All nominations must have the approval of the nominee.

**Section 3.** *There shall be at least one (1) nominee for each office.*

**Section 4** *Additional nominations may be submitted to the Nominating Committee Chairman, in writing, no later than seven (7) days prior to the election.*

## ARTICLE VI ELECTIONS

**Section 1.** The members of CUG shall elect the Officers for two year terms at the Annual Meeting in January and the Officers will assume the duties of the office at that meeting.

The candidates receiving the greater number of votes shall be declared elected. In the event two (2) or more candidates receive an equal share of the votes the tie shall be resolved by drawing lots.

**Section 2.** At least twenty percent (20%) of the CUG membership must vote n to have a valid election.

**Section 3.** *If a single slate of officers is presented at the annual meeting, voting shall be by voice or a show of hands. If a multiple slate is presented the nominating committee shall prepare ballots for voting.*

## **ARTICLE VII FINANCE**

**Section 1.** The fiscal year shall be from January 1 to December 31.

**Section 2.** The Board shall determine membership fee for each calendar year.

**Section 3.** A budget of expected income and expected expenses for the coming calendar year will be presented to the membership for approval at the October meeting. Within 30 days of the end of the fiscal year a financial review of income and expenses shall be given to the President of FSO.

**Section 4.** All computers, furniture and equipment are property of FVRA.

## **ARTICLE VIII VACANCIES**

**Section 1.** Any Officer vacancies shall be filled by the President . A member so appointed shall serve until the next election.

**Section 2.** In the absence of the President the 1st Vice President shall assume his or her duties.

## **ARTICLE IX AMENDMENTS**

**Section 1.** These Bylaws may be amended by a majority of those entitled to vote at any meeting at which there is a quorum.

**Section 2.** Notification of any amendment must be presented to the members at least four (4) weeks before it is to be voted upon.

**Section 3.** Amendments must be approved by FSO and the FVRA Board before they become valid.

Original Bylaws approved by CUG January, 2005  
Approved by FSO November 2004  
Approved by FVRA BOD May 10, 2005

**These revisions to be submitted to CUG membership for approval during Oct 17, 2006 meeting**

# FAIRWAY VILLAGE COMPUTER USERS GROUP

## RULES AND REGULATIONS

NOVEMBER 28, 2004

Revised May 10, 2006

1. These Rules and Regulations govern activities of the CUG members using the Computer Classroom.
2. The CUG Officers and staff will determine the equipment to be used in the Computer Classroom and will be responsible for the procurement and maintenance of the equipment.
3. The CUG Officers and staff may, from time to time, expand or modify these Rules and Regulations.
4. The Computer Classroom will be available to members and adult house guests only according to a schedule to be determined by the CUG Officers.
5. A monitor appointed by the CUG President will be present in the Computer Classroom at all times when the facility is open to the members.
6. Members will exert their best efforts to avoid actions that would impair the operations of equipment in the classroom.
7. No food or beverages are allowed in the classroom.