

BYLAWS of the LAGUNA WOODS VILLAGE PC CLUB

A Non-Profit Corporation

As approved on May 28, 1996, and amended on October 28, 1997, July 1, 1998, January 5, 2000, July 20, 2001, November 15, 2004, May 15, 2006, October 24, 2011, and June 28, 2024.

I. Location

The Laguna Woods Village PC Club location, hereinafter also referred to as the Club, is in the Laguna Woods Village Community Center, Laguna Woods, Orange County, California.

II. Purpose

- A. The Club will provide volunteer oversight, staffing and maintenance of The John Huber PC Club Workshop, hereinafter also referred to as The Workshop, which is open to all residents of Laguna Woods Village and accompanied guests.
- B. The Club will provide a volunteer teaching staff in the Bob Sellards Learning Center, hereinafter also referred to as The Learning Center, for its Laguna Woods Village residents, whether members or not.
- C. The Club will partner with the IRS Free Tax Program and provide volunteer Free Federal and State tax preparation services to the residents of Laguna Woods.
- D. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to its members, trustees, officers or other private persons.

III. Membership

- A. Any person who is a resident of Laguna Woods Village, Laguna Woods, CA shall be eligible for membership.
- B. Non-residents may also join the Club provided they are recommended by a resident member and do not exceed the Laguna Woods Village limits. The Board of Directors, hereinafter also referred to as the Board, may establish additional requirements and limitations for non-resident membership at their discretion.
- C. Application for membership shall be made on the form approved by the Board and submitted to the Membership Director, who will forward both dues and list to the Treasurer.

IV. Dues and Financial

- A. The Club shall be funded by dues, fees, grants, and donations, along with supplemental funds from the Golden Rain Foundation (GRF).
- B. The Board shall determine dues and fees.
- C. The Board shall also approve any budget or funding requested from GRF.

V. Nominations and Elections

- A. Candidates for Officers of the Club shall be nominated by the Nominating Committee.
- B. Nominating Committee Procedures
 - 1. The Committee shall prepare a slate of no more than one candidate for each office to be filled.
 - 2. Nominees shall have consented to serve if elected. The specific duties of each office shall have been outlined to the nominees by the Committee.
 - 3. To be eligible for the office of President, a nominee shall have been a Club member in good standing for one year at the time of installation.
 - 4. To be eligible for the other offices, a member shall be in good standing for six months.
 - 5. The Nominating Committee shall submit the slate of nominees to the Board prior to the October Board meeting.
- C. The election of officers shall be by voice vote at the October Board Meeting at which time additional nominations from Board members shall be in order, providing that such nominees meet the qualifications for the office and have given consent to serve if elected. A majority of Board members who are present and voting shall elect.
- D. All officers shall be elected for a term of one year, effective January 1 through December 31 following the election.
- E. Vacancies shall be filled by presidential appointment with Board approval. Partial terms shall end December 31 of the year appointed.

VI. Officers

(Effective Fiscal Year 2025 after election in 2024)

A. President

Subject to the control of the Board of Directors, the President shall be the General Manager of the Club and shall supervise, direct, and control the Club's activities, affairs and officers. The President shall preside at all members meetings. The President shall have such other powers and duties as the Board or bylaws may prescribe.

B. First Vice President

In the absence or disability of the President, the First Vice President shall perform all duties of the President. When so acting, the First Vice President shall have all powers of and be subject to all restrictions on the President.

The First Vice President shall also serve as Workshop Manager responsible for The John Huber PC Club Workshop. In this capacity, The First Vice President will:

1. Oversee, direct, and monitor the overall operation and maintenance of the Workshop
2. Staff and schedule the workshop with suitable and appropriate Supervisors.
3. Oversee, direct, and monitor maintenance of hardware and software used in the workshop in cooperation with the Systems Administrator.
4. Cooperate and coordinate with the Greeter Director to promote staffing, training, and overall smooth functioning of the Workshop.
5. Be permitted to expend funds for routine purchases of materials and supplies for the operation of the Workshop, subject to limits set by the Board of Directors

C. Second Vice President

In the absence or disability of the President and First Vice President, the Second Vice President shall perform all duties of the President. When so acting, the Second Vice President shall have all powers of and be subject to all restrictions on the President.

The Second Vice President shall also serve as the Education Director, responsible for all education and training activities conducted at the Bob Sellards Learning Center, including but not limited to teacher and helper staffing, scheduling, determination of classes, and course materials. In addition, the Education Director will recommend improvements to the Learning Center, to promote the best possible teaching and learning environment.

D. Secretary

The Secretary shall keep minutes of all meetings of the Board of Directors. The minutes shall include the time and place, the names of those present, and all proceedings and actions of the Board. The Secretary shall distribute a draft copy of the meeting minutes to all attendees for review and comment. The final minutes will be approved, and amended as necessary, by voice vote at the next Board meeting. The Secretary shall have such other powers and perform such other duties as the President, with approval of Board of Directors, or the bylaws may prescribe.

E. Treasurer

The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Club with such depositories as the Board of Directors may designate, shall disburse the corporation's funds as the Board may order, shall render to the President, and the Board of Directors, when requested, an account of all transactions as Treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe. The President, First Vice President, Treasurer, and Tax Program Site Coordinator shall have check signature authority. Only one officer's signature is required for the issuance of any ordinary, or pre-approved special, disbursement or purchase with full knowledge of the present Board.

VII. Directors

All Directors shall be selected and approved by the Board

A. Greeters

The Greeters Director is responsible for staffing and scheduling the workshop with suitable and appropriate Greeters. The Greeters Director shall cooperate and coordinate with the First Vice President to promote smooth and efficient functioning of the workshop.

B. Membership

The Membership Director shall keep the membership records and validate the qualifications of Laguna Woods Village residents and non-residents. The Membership Director will also assist new members as needed and disseminate information to promote the principles, purpose, and efforts of the Club.

C. Tax Program Site Coordinator

The Tax Program Site Coordinator/Director is responsible for the recruiting and certifying Volunteer Tax Preparers, pursuing grants to fund the program, scheduling tax preparation and promoting the Free Tax Program. The Tax Program Coordinator will also be responsible for the Club's Federal and State Tax Reporting.

D. Publicity

The Publicity Director is responsible for all Club publicity including Laguna Woods Village TV Message Board, Laguna Woods Globe newspaper, and preparation and distribution of Club activity flyers.

E. Workshop Systems Administrator

The Workshop Systems Administrator is responsible for the installation and ongoing maintenance of all software in the workshop. This includes operating systems, applications, drivers, and interface with peripherals such as printers, scanners, and networks. The Systems Administrator will coordinate with and provide clear information on the status of the hardware and software to the Workshop Manager and Greeters Director.

F. Learning Center Systems Administrator

The Learning Center Systems Administrator is responsible for the installation and ongoing maintenance of all software in the Learning Center. This includes operating systems, applications, drivers, and interface with peripherals such as printers, scanners, and networks. The Learning Center Systems Administrator will coordinate with and provide clear information on the status of the hardware and software to the Education Director.

G. Webmaster(s)

The webmaster is responsible for the development and maintenance of the PC Club website.

H. Historian

The Historian is responsible for the assembly, storage, and maintenance of the club's documents, digital and hard copy, as directed by the Board.

I. APCUG Representative

The APCUG Representative is responsible for keeping the PC Club informed of activities and benefits of the APCUG.

VIII. Governing Bodies

A. Board of Directors

The Board of Directors shall consist of all Officers and Directors listed in Sections VI. And VII. Additional directors may be added if requested by the President and approved by majority vote of the Board.

B. Executive Board

The Executive Board shall consist of the five elected officers. It shall have the authority to act for the Board between Board meetings.

IX. Standing Committees

A. Nominating Committee

The Nominating Committee shall consist of three Board members appointed by the President no later than the September Board meeting. This Committee will nominate candidates for Officers of the Club.

B. Programs Committee

The Programs Committee shall be defined and appointed by the President. Its purpose is to provide relevant and meaningful programs and presentations for the Club's General Meetings.

X. Records and Reports

A. Maintenance of Corporation Records

The Club shall keep:

1. Adequate and correct books of account.
2. Written minutes of the proceedings of its Board of Directors.
3. A record of each member's name, address, telephone number and email address, if any.

B. Maintenance and Inspection of Bylaws

This corporation shall keep the original or a copy of bylaws, as amended to date, which shall be open to inspection by the Club's current members at all reasonable times during office hours.

C. Inspection by Directors

Every director shall have the absolute right at any reasonable time to inspect the corporation's books, records, documents of every kind and physical properties. The right of inspection includes the right to copy and make extracts of documents.

XI. Amendments to these Bylaws

New bylaws may be adopted, or these bylaws may be amended or repealed – at will - by a majority of the members of the Board of Directors.

XII. Fiscal Year

The fiscal year of this corporation shall be the calendar year.

XIII. Dissolution

In the event of the dissolution of this Club, after all accounts have been satisfied, the remaining funds shall be donated as determined by the Board of Directors.

These bylaws were prepared and agreed upon by an ad hoc bylaws committee consisting of the following Officers and Directors of the PC Club of Laguna Woods for submission to the full Board of Directors for final approval.

J. R. Davis, President

Date _____

Barbara Harris, Vice President

Date _____

Diana Asai, Treasurer

Date _____

Lynn Brown, Membership Director

Date _____

Dee Tucker, Workshop Manager

Date _____

Brenda Moore, Education Director

Date _____