

Barrie Computer and Technology Club

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CONSTITUTION

Last Approved Revision: May 2013

Article I - Name

The Barrie Computer and Technology Club (hereinafter referred to as the Club) was organized in Barrie Ontario, June 1983 under the name, The Barrie Users' Group. The Club may also be unofficially referred to as BUG or the Barrie Computer Club.

Article II - Jurisdiction

The Club is based in Barrie Ontario but may have members from any location. The Club promotes the creation of local clubs and would assist the development of clubs in locations outside of the Barrie Area.

Article III - Statement of Aims

1. The aim of the Club is:
 - a. To promote, stimulate, foster and encourage the art and craft of personal computing and digital technologies,
 - b. To preserve knowledge of the history of computers, science and technology and
 - c. To advance the personal computing community through education and social interaction.
2. The Club is organized for not-for-profit and educational purposes.

These purposes include, but are not limited to:

- a. Providing members with a venue to assemble.
 - b. Promoting fellowship among computer users, as well as closer understanding and cooperation between members and the general public.
 - c. Developing technical skills.
 - d. Informing members of new devices, standards, and practices.
3. The Club does not support or endorse computer and digital piracy, in any form.

Article IV - Authority and Amendments

The Club is governed by its members through its elected Executive. The purpose of the Constitution and Bylaws is to assist in the running of the Club. It is expected that all members are aware of the constitution and Bylaws of the Club and adhere to them.

Amendments to the Constitution and Bylaws can only be made by the members according to processes defined in the Bylaws.

BYLAWS

Last Approved Revision : *March 2023*

Article I - Club Logo

The Club Logo used in correspondence and on display material is:

The Club Logo shall consist of the likeness of a "Ladybug", species *Coccinella septempunctata* (7 spot Ladybug) or *C. Novemnotata* (9 spot Ladybug), integrated with the Commodore Business Machines Corp Logotype as shown below.



Colours:

Red = panatone red #220 or #206 (Web: FF0000)
Blue = panatone blue #300 (Web: 0000FF)
Black = panatone process black (Web: 000000)

Article II – Membership

1. Membership Rights and Privileges

a. Each member in good standing shall have the right to:

- i. **Receive an email** as proof of membership and class of membership.
- ii. Participate in all Club activities.
- iii. Vote for an elected officer. Family Members are not entitled to vote.
- iv. Have access to all Items contained in the Club's libraries. A fee, defined in the Fees Schedule, may be levied to pay for costs.
- v. Be considered for and receive recognition through special awards or special certificates.
- vi. Petition and seek referendum of issues and decisions of the Board.
- vii. Each member, except those holding a Family membership, shall have the privilege of seeking and holding an elected executive office. Family members are entitled to seek and hold an appointed position on a committee and have full voting rights on matters pertaining to the business of that committee.
- viii. Membership, other than the Honorary members, shall be on a calendar year basis and shall expire on the **31st of December**.

2. Classes of Membership

There shall be the following classes of membership for which the following rights and obligations apply:

- a. **Regular membership:** Any person may become a member upon application to the Membership committee and payment of the assigned membership fee.
- b. **Family membership:** A “family” is up to two adults and their children living at the same address. The membership fee covers all remaining members of the family. One adult in a family must be a Regular member in good standing. Other members of the family may become Family members upon application to the Club and payment of the assigned membership fee.

A Regular and a Family member may change positions, at any time, by notifying the Membership committee in writing (e.g. email).

- c. **Student membership:** Any person eighteen (18) years of age and under may become a Student member upon application to the Membership committee and payment of the assigned membership fee. Additionally, any person between the ages of 19 (nineteen) and 25 (twenty-five), possessing a current valid student ID from an accredited institution may also apply for Student membership. A current valid student ID must be presented with the application and each annual renewal to obtain and maintain this membership classification. This classification has the same rights and responsibilities as a Regular Membership.
- d. **Honorary membership:** Any person may be chosen for this honour by the membership at a General Membership meeting. The Honorary membership carries the same rights and responsibilities as a Regular membership. This membership may be provided for a lifetime or limited to a defined number of months.
- e. For the purposes of club operation all new members and renewing members must submit an annual membership form which includes contact information, e.g., names, address, and email address. The member must also inform the club of any in-year changes to this information. The members of the executive board will only use this information to contact the member and will not intentionally share it with anyone else.

3. Membership Fees

As of June 2021 dues were temporarily waived, and this will be reviewed every year by the membership. During this time, membership will be initiated or renewed upon attendance at any club function (e.g., in person meeting or virtual meeting).

- a. The fee schedule for a yearly (Jan-Dec) membership in the Club is as follows:
 - i. Regular membership - \$48 (prorated @ \$4.00/month)
 - ii. Student membership - \$24 (prorated @ \$2.00/month)
 - iii. Family membership - \$18 (prorated @ \$1.50/month)
 - iv. Honorary membership - \$0

Fees will be pro-rated based on the month the member joins the club or renews their membership. If membership has lapsed (January 1st), Fees and their Membership will be prorated based on the first month they attend in the new year.

Fees for Special meetings, workshops or materials (e.g. DVDs) will be set depending on costs incurred. These fees are defined in the Fees Schedule.

4. Visitor Fees

Visitors are allowed to attend Club meetings or events. They are not afforded the rights and responsibilities of a member.

- a. Regular Club meeting - \$10
The standard fee **will** be waived the first time, **i.e., person is not in our records or did not attend in the current year or previous year**, a visitor attends a **club** Meeting.
- b. Fees for Special meetings, workshops or materials (e.g. DVDs) will be depending on costs incurred. These fees are defined in the Fees Schedule.

Article III - The Executive Board

1. Organization of the Board

- a. The Club shall be governed by an Executive board (hereinafter "The Board"). The Board shall be composed of:
 - i. Elected Executive officers, with one (1) vote each.
 1. The President (will only vote to break a tie)
 2. The Vice-President (**may be combined with the President position, if required**)
 3. The Treasurer
 4. The Secretary (may be combined with the Treasurer position, if required)
 - ii. Appointed Committee Heads with one (1) vote each. (**e.g. Membership, Webmaster, etc.**)
 - iii. An invitation shall be extended to the immediate past President to attend Board meetings, with one (1) vote, at his/her discretion.
 - iv. The term of office for the President, Vice-President, Secretary and Treasurer shall begin on the day of the Executive Annual meeting following their election and continue for one year until the day of the Executive Annual meeting following the election of their successors. Installation shall occur on the introduction of new business.

2. Duties of the Executive Board Officers

- a. Under the leadership of the President and Vice-President, the members of the **Executive Board** shall:
 - i. Ensure that **real or virtual (e.g., Zoom)** meeting rooms are made available.
 - ii. Review the activities of the Chairs and their Committees.
 - iii. Approve reports of the Treasurer and Secretary.
 - iv. Assign people to research equipment for the purpose of acquisition, review their reports and approve purchases over \$50 +Tax.
 - v. Bring any issues related to the Club that need to be resolved, to the attention of the Board.

vi. Appoint Committee Chairpersons, as required.

b. The President shall:

- i. Perform the usual duties of such officer: and be the official spokesperson and representative of the Club.
- ii. Preside at Board and Membership meetings of the club and at any special meetings convened to conduct the business of the Club.
- iii. Be one of the signing officers.
- iv. Serve as an ex-officio member of all committees except that of the Nominating Committee.
- v. Call special meetings if it is necessary.
- vi. Ensure that clear line of communications between the Members, Committee Chairs and Executive Board are established.
- vii. Ensure that executive meeting keep on track and end on time.
- viii. Lead the executive to ensure that the Members have a clear understanding of what the Club wants to provide to its members.

c. The Vice-President shall:

- i. Assist the President in any way possible and
- ii. May have oversight responsibility for the day-to-day operations of the Club.
- iii. Assume the duties of the President in his/her absence or as requested.
- iv. Assist the President in the duties and functions of the President as required to ensure the smooth running of the Club.
- v. Attend, if possible, committee meetings at the request of the President.
- vi. Be one of the signing officers.
- vii. Coordinate publicity and liaison activities with the assistance of the Webmaster, Program and Membership Chairs and their committees. This includes the production of flyers and posters.
- viii. Assist the Treasurer, as required, with the maintenance and security of club equipment and its deployment.

d. The Treasurer is responsible for the finances and assets of the Club and shall:

- i. Receive, dispense, and bank monies belonging to the club.
- ii. Keep a record of all funds received and expenses paid out.
- iii. Check the monthly bank statement and reconcile with club records.

- iv. Issue cheques when authorized by the Executive Board. Two signatures required.
- v. **If required by the Executive Board**, be responsible for a float.
- vi. Maintain an up-to-date inventory of all club property.
- vii. With the assistance of the Vice President ensure the maintenance and security of club equipment and its deployment.
- viii. Be one of the signing officers.
- ix. Prepare and present a financial report (summary of expenditures and receipts) and closed ledger of accounts **to the Executive Board by February 1st**. The ledger of accounts will reflect a fiscal year **January to December**.

e. The Secretary shall:

- i. Prepare Executive Board Agenda with the assistance of the President.
- ii. Record and issue written minutes of Executive board meetings and any other meetings as may be deemed necessary. In the absence of the Secretary, the President may ask for a volunteer or appoint a member to record the minutes.
- iii. Coordinate correspondence relating to the affairs of the club.
- iv. **Manage, with the technical assistance of the Webmaster, the club's email account (barrie.computer.club@gmail.com). The secretary will forward received messages to appropriate people, and the President.**
- v. **Maintain Contacts lists in the club's email account.**
- vi. **Keep records of all passwords used by the Executive Board for the operation of the club. The Secretary and President must have access to all these passwords. The person requiring a password to do business of the club, e.g., Treasurer, Webmaster, would be granted access to only the passwords they require. A Last Pass account has been created to manage this activity.**
- vii. Be one of the signing officers.

f. The Past President, with the written (e.g., email) approval of the Executive Board perform for any or all the following, may:

- i. **Attend Executive Board meetings as a full Executive Board (e.g., voting) member.**
- ii. **Be one of the signing Officers.**
- iii. **Assist the Executive Board in the operation of the club.**
- iv. **Other requested duties and mutually agreed to.**

3. Committees and Chairpersons

- a. The Executive Board can establish committees as may be required for temporary or continuing purposes.

Committees may include but are not limited to the following examples:

- i. Nominations (temporary)
 - ii. Newsletter (continuing)
 - iii. Membership (continuing)
 - iv. Web site (continuing)
 - v. Membership Services (continuing)
 - vi. Program Content (continuing)
 - vii. Equipment and Library (continuing)
 - viii. Recording and Media (continuing)
- b. The Chairperson of any committee shall be nominated by the Board or a Member in good standing. The appointment must be approved by an affirmative vote (simple majority) of the Executive Board. Committees and appointments will continue until ended by a vote (simple majority) of the Executive Board.
- c. A committee shall consist of the appointed Chairperson and, with approval from the Board, such volunteers as the Chairperson may deem necessary to assist.
- d. If the appointed Committee Chairperson and any committee members cannot attend Executive Board meetings on a regular basis, the appointment will state that the member will not be counted for the purpose of determining a quorum.
- e. The committee Chairperson shall represent the committee at Board meetings with one (1) vote. However, should a chairperson be unable to attend a Board meeting a volunteer member may attend, with the power to vote for that committee.
- f. The Chairperson can be removed from office by an affirmative vote (simple majority) of the Board. The Volunteer member can be dismissed, with reason, by the Board or by the Chairperson. This action must be reviewed by the Executive Board and appropriate action taken.
- g. Roles and Responsibilities of the Following Chairs and Committees are not exclusive and meant as guidance to the persons holding the positions.
- i. **The Newsletter Editor shall:**
 - (1) Create at his/her discretion and chair a Membership Services Committee to help with this function.
 - (2) Report the status of the next newsletter to the executive.
 - (3) As a member of the Executive, attend Board meetings or appoint an alternate from the Membership Committee to attend if unable to attend.
 - (4) Obtain articles from membership or other sources.
 - (5) Edit the club publication according to copyright and other policies approved by the club executive.
 - (6) Publish the newsletter.
 - (7) Distribute the publication to club members on a regular basis. This could be in a paper and/or electronic format. If posted on the Club web site, it shall be provided to the Webmaster for posting in a format which is required.

ii. **The Membership Services Chairperson** shall:

- (1) Create at his/her discretion and chair a Membership Services Committee to help with this function.
- (2) Provide refreshments at each general meeting.
- (3) As a member of the Executive, attend Board meetings or appoint an alternate from the Membership Committee to attend if unable to attend.

iii. **The Membership Chairperson** shall:

- (1) Create at his/her discretion and chair a Membership Committee to help with this function.
- (2) The Membership Chairperson or a member of the Membership Committee, appointed by the Membership Chairperson, shall work with the Vice-President on items concerning publicity.
- (3) Greet people attending Membership meetings or activities.
- (4) Distribute name badges to all attending and collect them at end of meeting and distribute other materials (e.g., handouts), as required.
- (5) Take attendance and if **Treasurer not attending**, collect all fees related to attendance at meetings and submit funds to the Treasurer ASAP, with a report indicating what the funds apply to. A copy of this report **will be** provided to the executive, **within 8 days**.
- (6) Ensure that **membership** forms are completed and handed in.
- (7) Maintain a current listing of all members and visitors as defined in the membership form or attendance sheets.
- (8) Maintain a membership database.
- (9) Report monthly attendance numbers, fees collected and any issues concerning attendance and membership at Executive Board meetings.
- (10) Remind members of upcoming membership renewals.
- (11) Chair Membership Committee meetings (formal or informal) and report activities of the committee to the Executive Board.
- (12) As a member of the Executive, attend Board meetings or appoint an alternate from the Membership Committee to attend if unable to attend.

iv. **The Program Chairperson** shall:

- (1) Create at his/her discretion and chair a Membership Services Committee to help with this function.
- (2) Provide a monthly report to the Executive including items such as:
 - a. Book events and speakers,
 - b. Ideas in progress,
 - c. Committee activities, and
 - d. Other items concerning program.
- (3) Assist the Vice-President with advertising and promotion.
- (4) Inform the Webmaster of booked events for posting.
- (5) Coordinate the Club's program.
- (6) Elicit input from the executive and members on program ideas.
- (7) Find speakers for the meetings, contact them, and arrange a convenient time to have them speak.
- (8) Check if any special requirements are necessary for their presentation and answer any questions they may have about the club or the timing of their presentation.
- (9) Confirm their attendance at the meeting sometime in the preceding week and set a time to meet before the meeting, taking into account the set up time they require. Request assistance from members, if required, for set up.
- (10) Meet the speaker and any volunteer helpers just before the meeting to assist them in setting up for their presentation and making them feel comfortable.
- (11) Remind them of timing of the meeting, including breaks and end time.
- (12) Introduce the speaker and the topic.
- (13) Cue them when it is getting close to the break time.

- (14) Thank the speaker for their presentation. This may include a thank you card and/or an honorarium (as approved by Executive Board).
- (15) An honorarium of up to \$25 may be given to a speaker unless the Executive Board provides instruction not to give an honorarium or to give more.

v. **The Webmaster shall:**

- (1) Create at his/her discretion and chair a **Technical** Services Committee to help with this function.
- (2) Maintain the Club Web Site.
- (3) Shall not post any offending messages, content, or links. If any member reports offense to an item on our site, it will be reported to the President. If the Webmaster disagrees with the change, the issue will go to the Executive Board. A report of the incident, regardless of the action taken, shall be reported to the Executive for review and to propose any further action.
- (4) Post current Bylaws and Constitution.
- (5) Post meetings and events as provided by the Program Coordinator.
- (6) The Webmaster will ensure that the web space and URL is secured and all fees are paid and for all related administrative functions.
- (7) Post Club events on appropriate community calendar web sites

vi. **The Nominations Committee Chairperson shall:**

- (1) Create at his/her discretion and chair a Membership Services Committee to help with this function.
- (2) Solicit eligible nominees for Election.
- (3) Run elections.
 - a. Ask for further nominations for President.
 - b. **Ask members for a show of hands or if requested by members**, hand out ballots for vote.
 - c. Count Ballots.
 - d. Announce winner ONLY - no numbers.
 - e. Repeat (a-d) for Vice President.
 - f. Repeat (a-d) for Treasurer.
 - g. Repeat (a-d) for Secretary.
- (4) Provide names of nominees and elected individuals to Executive Board.

4. Executive Board Meetings

a. **The Executive board will meet as many times per year as is required for the smooth operation of the Club as determined by members of the board.** This meeting can take place **in person or on-line and** during the general meeting, if a majority of the executive board agrees.

i. Purpose of meeting:

- 1. To discuss matters pertaining to the Club.
- 2. To take such actions as necessary to conduct the business of the Club.
- 3. The minutes of the latest Board meeting are to be made available (upon request) to the general membership after their acceptance by the Board.

- b. A quorum for conducting the business of the Board shall not be less than two-thirds of the members empowered to vote. The Past President's attendance will not be counted to determine a Quorum. A Board member is present when he/she appears in person, **online** or participates in **a** manner provided for in the Bylaws-
- c. Any member of the Board unable to attend a Board meeting shall be accorded the right to vote on a matter of their concern by telephone or by electronic transmission, before or during the meeting, if it is possible to arrange. In such case, the recording Secretary shall indicate the member as present in the minutes, for the vote on that particular motion.

- d. Unless specifically stated otherwise in the Constitution or Bylaws, the passing of a motion requires the agreement of a simple majority (more than 50%) of the attending Board members eligible to vote.
- e. Only Board members shall attend Board meetings. Non-board members may attend only when authorized by the President or a majority of the elected Board members. Authorization to attend may be granted no later than one (1) day in advance of the meeting.
- f. An Executive Board Annual Meeting shall be held during the month of **January**.
 - i. Purpose of meeting:
 - 1. To receive final reports from Executive officers and Committees, etc.
 - 2. To discuss matters pertaining to the Club.
 - 3. To take such actions as necessary to conduct the business of the Club.
 - 4. To install new Executive officers.
 - 5. To discuss matters pertaining to the Club.
 - 6. To take such actions as necessary to conduct the business of the Club.
 - ii. Emergency Executive board meetings may be called by any of the elected Executive. Under extraordinary circumstances Emergency meetings may be conducted by telephone or by electronic transmission.

5. Removing a Member from the Board

- a. Should a Board member miss three (3) consecutive Board meetings, or should a Board member be suspected of misuse of office, misconduct, detrimental performance or malfeasance in office, the member can be removed from the Board by the following procedure:
 - i. A written proposal to remove the member must be given to all voting members of the Club.
 - ii. The Board shall hear from the concerned parties at the next scheduled Board meeting. These submissions may be provided in person or in writing.
 - iii. If the Board members feel that the charges are sustained, a three-fourths majority (of the entire Board) in favor of a motion to remove the member from office will effect the motion. If not, the member shall be reinstated. A three-fourths majority of all the voting members of the Board in favor of the motion is required to remove the member from office. The member removed from the board may run again for a position on the board at the next elections, if still an eligible member.

6. Board Vacancy

- a. If, for any reason, a vacancy occurs on the Board by-elections may be held to fill the position. If the vacancy occurs within three months prior to the annual election of officers, the Board may appoint an interim acting officer.

7. Executive Board Election

a. The Nomination Committee

- i. The President shall, at the **October** membership general meeting, appoint up to three (3) members to the Nominations committee. Members may not run for any elected position while serving on this committee.
- ii. The Nominations committee shall enlist a minimum of one candidate for each elected position. Members may be nominated for more than one (1) position.

- iii. Nominations for the office of President, Vice-President, Treasurer and Secretary may be accepted at any time until voting for the position commences.
- iv. Only Regular, Student or Honorary members in good standing may be considered for nomination for an elected position.
- v. If no member is **nominated or** elected as Secretary or Treasurer, the duties will fall to the combined position of Treasurer/Secretary.
- vi. **If no member is nominated or elected as President or Vice-President, the duties of the Vice-President will include the duties of the President.**
- vii. **If at least 2 members are not elected to the Executive Board, holding the combined positions of:**
 - a **President/Vice-President**
 - b **Treasurer/Secretary**

the Club must initiate dissolution (**Article VII**) under the stewardship of the current executive.

- viii. Elections shall be held in the following order:

First: President

Second: Vice-President

Third: Treasurer

Fourth: Secretary

- ix. Voting shall be **by show of hands or if members wish**, secret ballot.
- x. All members in good standing with voting rights, at the time of nominations closing are eligible to vote. Visitors and Members holding Family memberships are not entitled to vote.

Article IV - Membership Meetings

1. General Membership Meetings

- a. **General Membership meetings** shall be held on a regular (e.g., monthly) and may include activities such as:

i. **Club Business**

1. Discussion of Club Business and voting, if required.
2. Statement of Membership status and Accounts.
3. Plans for future meetings.
4. Opportunity for members to provide comments concerning operations.

ii. **Club Activities**

Meetings may also involve any of the following:

1. Opportunity to ask computer and technology questions.
2. Presentation, workshop, or other method of providing information.
3. Equipment Buy/Sell/Give.
4. Any other activity of interest to the club members concerning Computers and/or Technology.

2. Special Membership Meetings

- a. **Special Membership meetings** may be called as desired:

- i. Shows and Demonstrations
- ii. Outings (e.g., Digital Photography)
- iii. Parties (e.g., BBQs)
- iv. Emergency Club business

3. Annual Membership Meeting

- a. An **Annual Membership meeting** shall be held in **December**. In addition to the activities of a regular membership meeting this meeting will also include:

i. **Club Business**

1. Election of new Executive officers
2. Annual Statement of Membership status and Accounts

Article V - Amending Constitution and Bylaws

1. Suggested amendments to the Constitution may be made by any member in good standing by presenting the change in writing to the general membership at least thirty days prior to a Membership meeting or at a special meeting called by the President.
2. Amendments to the Constitution or Bylaws shall:
 - a. Not be in violation of the laws of the province of Ontario, or the laws of Canada.
 - b. Be consistent with the Club's aim.
 - c. The Club by amending its Constitution or Bylaws, may make reasonable changes in the methods of administration and doing business, but consideration must be given to the rights of the members which are affected by the change.
- i. The Bylaws may be adopted or amended by an affirmative vote of two-thirds of all members in attendance at a Membership meeting or at a meeting designated for that purpose.
- ii. Amendments to Constitution may only be made with an affirmative vote of 80% of all members in attendance at a Membership meeting or at a meeting designated for that purpose.

Article VI - Petition and Referendum

1. The members of the Club shall have the right to petition the executive board ~~the general membership~~ for action on a matter of their concern. Changes to the Constitution or Bylaws do not require a petition.
2. Petitioning the Executive board:
 - a. Each petition shall contain the exact wording of the action requested.
 - b. The executive board shall consider the submission.
 - i. an affirmative vote shall give effect to the petition.
 - ii. If opposed, there shall be included a statement of their stand on the petition together with a statement by the proponents of the petition, neither of which statements shall exceed one hundred (100) words in length. The petition shall be presented at any membership General meeting.

Article VII - Dissolution

(from Constitution - Article XII)

1. In the event of the dissolution of the Club, the Executive board shall, after paying, or making provision for the payment of all the liabilities of the Club, dispose of the remaining assets. Any remaining funds will be donated to a Charity designated by the Executive board.
2. Physical assets shall be disposed of in a method decided by a majority vote of the membership.

Fees Schedule

Fees may be levied by the Club to cover costs that are not built into the membership fee structure or not a regular Club activity. The Fee Schedule is part of the Club Bylaws.

1. DVDs

- a. A fee of \$5 will be charged for a copy of DVDs made by the Club.

2. Classified ads (**Buy and Sell**) for Club newsletter or web site.

- a. Shall be personal items only, businesses pay business rate.
- b. Members: free.
- c. Non-members: 10% of asking price with a minimum of \$10.00.

3. Special Activities and Workshops

- a. Members may be charged an additional fee for special activities or workshops if there are costs that are more than can be covered by the regular membership fee.
- b. Non-members may be asked to join the Club to attend these events or pay an increased fee.
- c. The amount of these fees will be discussed and **set** by the Membership or the Executive Board.