

BYLAWS

ZUHRAH SHRINE COMPUTER CLUB

ARTICLE I - Name

This organization shall be known as the **ZUHRAH SHRINE COMPUTER CLUB**.

ARTICLE II - Purpose

Zuhrah Shrine Computer Club shall be amenable to and an auxiliary of Zuhrah Shrine. The purpose of Zuhrah Shrine Computer Club is:

- To help, aid and assist in the maintenance of the Zuhrah Shrine Website (<http://www.zuhrah.org>).
- To help, aid and assist in the maintenance and operation of the Zuhrah Shrine Center computers.
- To help, aid and assist Zuhrah members (and their families) in upgrading and maintaining their computer skills by providing training courses in computer technology.
- To facilitate the exchange of ideas, techniques and skills among its members.
- To promote the spirit of unity, good fellowship and friendship among its members.

ARTICLE III - Membership

1. Membership Classes

Membership in Zuhrah Shrine Computer Club shall be limited to members of Zuhrah Shrine. The membership shall consist of four classes: Regular, Associate, Life, and Honorary.

(a) Regular Members

- (1) Those members who participate in the "primary" activities of the Computer Club as defined in Article II – Purpose, and have or are willing to obtain Internet access. Those members that have access to the internet will carry the designation "On-Line", while those that do not will carry the designation "Off-Line."
- (2) In addition to the primary activities of the Computer Club, Regular members are involved with the other activities of the Computer Club, including social and fund raising activities.
- (3) To maintain Regular status, a member should maintain at least a minimum level of participation.
- (4) Regular members in good standing shall have full voting privileges at business meetings (including, but not limited to business meetings conducted on-line).
- (5) Regular members are subject to pay annual dues that are established by the membership.

(b) Associate Members

- (1) Associate members may also be those members who no longer wish to participate in the "primary" functions of the Computer Club but wish to retain membership in the Computer Club. Requests for transfer from Regular to Associate membership shall be submitted in writing to the Executive Board.
- (2) Associate members may request a transfer to Regular member status by a written request to the Executive Board. This request must be approved by a two-thirds majority of the Executive Board.
- (3) Associate members do not have voting privileges at business meetings but are encouraged to attend.
- (4) Associate members are subject to pay annual dues that are established by the membership.
- (5) Associate members are encouraged to become involved as much as possible in the Associate and fund raising activities of the Computer Club, and in business meetings and other activities of the Computer Club.

(c) Life Members.

- (1) A Life membership shall be earned by any Regular member who has been a member for at least 10 cumulative years starting from the time when the member has been elected by ballot.
- (2) A Life membership may be awarded to any Regular or Associate member deemed deserving. This Life membership shall be recommended to the Computer Club by the Executive Board at an regular business meeting of the Computer Club, only after having been approved by a three-fourths majority vote of the Executive Board. Election of the candidate shall be determined by vote of the Computer Club at a subsequent regular business meeting of the Computer Club. Three negative votes shall constitute non-election.
- (3) Life members shall have the right to vote in business meetings.

(d) Honorary Members.

Any member of any Chapter of AAONMS, for distinguished service, may be elected to Honorary Membership by a two-thirds vote of the Regular members present.

2. Application for Membership.

- (a) Any member of Zuhrah Shrine may file a written petition for membership in Zuhrah Shrine Computer Club. The petition must include the signature of at least one Regular Computer Club member and be accompanied by the required fee.
- (b) The petition will be given to the President, and it shall be read at a Computer Club business meeting or any special meeting called for that purpose, followed

by an election by ballot. Three negative ballots shall constitute non-election. The petition shall then be kept on file by the Secretary.

- (c) The Applicant's name, if elected to Regular membership, will be given to the Webmaster, who shall cause it to be placed on the roll, and assigned to the Section Chief of an appropriate section for instruction. The Applicant's name, if elected to Associate membership will be given to the President for appropriate follow-up.
 - (d) Upon election to Regular or Associate membership, the new member shall be presented with a certificate indicating his membership status in the Computer Club.
 - (e) No one shall be permitted to have the name "Computer Club" on his fez until he has been elected to Regular or Associate membership.
3. Any member in good standing may tender a letter of resignation, which upon being read at a business meeting shall automatically terminate his membership.

ARTICLE IV - Officers

- 1. Only Regular Members shall be eligible to serve as Officers.
- 2. There shall be two classes of Officers: Administrative and Technical.
 - (a) The Administrative Officers shall consist of a President, Vice President, Secretary and Treasurer. If necessary, the offices of Secretary and Treasurer may be filled by one person.
 - (b) The Technical Officers shall consist of a Webmaster, Section Chiefs (as needed), and Propertymanager.
 - (c) No person, except the Propertymanager, may serve in the same Technical office for more than three (3) consecutive years.
 - (d) No member may hold two elective offices simultaneously with the exception of Administrative officers, if duly elected, may also serve as Section Chiefs, and the offices of Secretary and Treasurer may be combined if necessary.
- 3. Vacancies.
 - (a) Any vacancy in the office of President shall be filled for the un-expired term by the Vice President assuming the office of President.
 - (b) Any vacancy in the office of any Administrative Officer, other than President, shall be filled for the un-expired term by appointment by the President.
 - (c) Any vacancy in the office of Webmaster shall be filled for the un-expired term by appointment by the Executive Board with approval of the Potentate of Zuhrah Shrine.

(d) Any vacancy in the office of any Technical Officer, other than Webmaster, shall be filled for the un-expired term by appointment by the Webmaster.

4. Appointments

(a) The Webmaster may appoint Assistant Propertymasters, Section Chiefs (as needed), and a Provost Marshal. The Provost Marshal must be an Regular Member. All other appointments made by the Webmaster may be any Computer Club member.

(b) The Webmaster may further appoint one or more Webmaster's Assistants to serve as such for a term of at least the year in which such appointment is made.

ARTICLE V - Duties of Officers

1. President

(a) The President, if present, shall preside at all meetings for the transaction of business, and shall be President of the Executive Board. He shall hold, or arrange to be held, Memorial Services during his term of office, and shall perform such other duties as are customary to the office.

(b) The President shall be required to attend all Zuhrah Unit and Club Head meetings.

(c) Except as provided in Article IV, Section 4, the President may appoint such other committees as he deems advisable.

2. Vice President

The Vice President, in the absence of the President, shall preside at meetings for the transactions of business, and shall be Vice President of the Executive Board. When requested, he shall assist the President in the discharge of his duties, including attending Zuhrah Unit and Club Heads meetings.

3. Secretary

The Secretary shall keep a record of the minutes of all business meetings, keep the membership records, collect for the Treasurer all dues and membership fees, and perform such other duties as are customary to the office.

4. Treasurer

The Treasurer shall receive all money due the Computer Club, keep a correct record of all Computer Club funds, and shall make such payments as are authorized by a majority vote of the Regular Members present at the meeting at which bills for payment are presented. Upon vacating his office, he shall turn over to his successor in office his books of account, properly audited, showing all details. The Treasurer shall also serve as the Chairman of the Fund Raising Committee.

5. Technical Officers

(a) The Webmaster shall have primary responsibility for the operation and maintenance of the Zuhrah website, and shall be required to attend all Zuhrah Unit and Club Head meetings.

- (b) In addition to other duties which he may be assigned, the Section Chief of each section shall establish and carry out a plan of action for his section and coordinate the efforts of the members of his section.

Sections shall include, but are not limited to the following:

- (1) Internet Section, whose purpose is to maintain and operate the Zuhrah Website.
 - (2) Operations Section, whose purpose is to help maintain and operate the Zuhrah Shrine Center computers.
 - (3) Education Section, whose purpose is to develop and conduct training courses in computer technology.
 - (4) Exchange Section, whose purpose is to facilitate the exchange of ideas, techniques and skills among Computer Club members.
- (c) In addition to other duties which he may be assigned, the Propertymaster shall establish and maintain an inventory of all hardware and software owned by the Computer Club. In addition, he will be responsible for the maintenance of same.

ARTICLE VI - Executive Board

1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Webmaster, Section Chiefs and Propertymaster. The immediate Past President and immediate Past Webmaster shall serve as non-voting advisory members of the Executive Board.
2. The President may call Executive Board Meetings at any time he deems advisable, or in his absence by the Vice President, or in the absence of both of them by the Webmaster.
3. Minutes shall be kept of all meetings of the Executive Board and made a part of the Computer Club' records.
4. The Executive Board shall have jurisdiction over all hardware and software of the Computer Club. New purchases in excess of \$500.00 must first receive the majority approval of the general membership.
5. The Executive Board shall have authority to discharge any member for cause; to grant an honorable discharge to any member who, in their opinion, is not able to continue to qualify; to recommend the election of applicants to Regular or Associate membership; to transfer any Regular member to Associate membership; and to hear any appeal of a member.

ARTICLE VII - Dues and Fees

1. A fee in an amount determined by the membership shall accompany an application for membership. If at the time of being voted upon said application for membership is not approved, said fee shall be refunded. If elected to membership, this fee shall constitute the first year (or any part thereof) membership dues.
2. The Annual Dues shall be as follows:

Regular Members	\$20.00 per year
Associate Members	\$10.00 per year
Life Members	No Dues
Honorary Members	No Dues
3. The Annual Dues of those who were members on January 1 shall become due and payable thirty days after receipt of a Computer Club Dues statement in accordance with their status as of January 1. Any member failing to pay his dues within this period will become delinquent and the Executive Board will review their membership status. Possible actions that the Board can recommend are that membership be continued due to extenuating circumstances, or membership be terminated.
4. Associate members, upon being transferred to Regular membership, shall pay as additional dues for the year in which such transfer takes place, the difference between the amount of dues already paid and the amount of annual dues for Regular membership.
5. Life Membership may be purchased by any Regular member by paying 7.5 years worth of then-current dues. This provision is subject to annual review by the Executive Board.

ARTICLE VIII - Business Meetings

1. The Annual Meeting of the Computer Club shall be held **no later than** the first business meeting after the Annual Meeting of Zuhrah Shrine, at which meeting the Administrative and Technical Officers for the ensuing year shall be elected by ballot, subject to the approval of the Potentate of Zuhrah Shrine. The election of an Applicant to Regular membership may not be acted upon at the Annual Meeting.

In the event there are more than two candidates for any Administrative or Technical office and no one candidate receives the majority of the votes cast, the two candidates receiving the largest number of votes shall be put to a second ballot. The majority vote of such second ballot shall constitute election.

2. Business meetings of the Computer Club shall be held at a time, place and frequency determined by the membership.
3. The President may call special Computer Club business meetings at any time, or in his absence the Vice President, or in the absence of both of them by the Webmaster. Notice of such special meetings may be given at any Regular meeting.
4. All business meetings, with the exception of the Executive Board, shall be open to all Computer Club members. Other individuals may be invited to attend a business meeting or portion thereof with the President's approval.

5. Only Regular and Life members present shall be entitled to vote on any matters submitted to a vote at any business meeting.
6. One-third of the Regular members shall constitute a quorum for the transaction of business.
7. A majority vote of Regular members present shall be sufficient to carry any proposal, except where these Bylaws otherwise provide.
8. Roberts Rules of Order shall govern at all meetings.

ARTICLE IX - Amendments

1. These Bylaws may be amended at any business meeting by a two-thirds vote of the Regular members present.
2. The proposed amendment must be introduced in writing at a previous business meeting, and notification of proposed Bylaw changes and the meeting date at which they will be acted upon will be made to each Regular member through the Computer Club's article in the previous month's Arabian.
3. These Bylaws must be reviewed at least every 5 years, or at the request of the quorum.

Bylaws voted on and passed by a quorum of the Zuhrah Computer Club on this, the 10th day of November, 2000.

Bylaws voted on and passed by the Zuhrah Divan on this, the 10th day of Nov., 2000.