

**BY-LAWS OF THE ST. GEORGES BASIN
COUNTRY CLUB LTD. SENIORS' COMPUTER CLUB**

1. NAME OF THE ACTIVITY – shall be the St. Georges Basin Country Club Seniors' Computer Club

2. DEFINITIONS –

- (a) The Seniors' Computer Club means The St. Georges Basin Country Club Ltd. Seniors' Computer Club.
- (b) The Country Club means The St. Georges Basin Country Club Ltd.
- (c) The Committee means the Management Committee of The St. Georges Basin Country Club Ltd. Seniors' Computer Club
- (d) The Board means the Board of Directors of The St. Georges Basin Country Club Ltd.
- (e) Seniors means those members of The St. Georges Basin Country Club who are retired or are not engaged in a full time occupation.

3. OBJECTIVES –

- (a) To encourage and assist members to become conversant with computers.
- (b) To provide members with the means to continually upgrade their computer skills.
- (c) To try to ensure that members gain the maximum advantage from their use of computers.
- (d) To provide the necessary teaching equipment to achieve the above objectives.
- (e) To act at all times in accordance with the Memorandum and Articles of Association and By-Laws of The St. Georges Basin Country Club Ltd.
- (f) To affiliate with any bodies engaged in similar activities subject to the approval of the Board of Directors.

4. MEMBERSHIP –

- (a) Members and life members of the Country Club may apply in writing on the form "Seniors' Computer Club membership application form" as prescribed from time to time by the Committee of the Club
- (b) The Committee of the Seniors' Computer Club has the ability, at their discretion, to offer membership to persons who fall outside the Seniors' definition.
- (c) Membership of the Seniors' Computer Club is extended on the condition that the member will observe and adhere to the Memorandum and Articles of Association of The St. Georges Basin Country Club Ltd. and the By-Laws of the Seniors' Computer Club.
- (d) The Seniors' Computer Club Committee, in consultation with the Board of Directors of The St. Georges Basin Country Club Ltd. may, from time to time, limit the number of members of The St. Georges Basin Seniors' Computer Club.
- (e) No person shall remain a member of the Seniors' Computer Club unless they are a financial member of both The St. Georges Basin Country Club Ltd. and the Seniors' Computer Club.
- (f) Any member who has not paid the pre-determined annual subscription of the Seniors' Computer Club by the expiry of the time allowed for payment of the Country Club fees shall forfeit their membership.
- (g) The Committee reserves the right, in the case of exceptional circumstances, to cancel or deny membership.
- (h) Should a person feel that they have been unfairly dealt with under (4g) they have the right to bring the matter to the attention of the Board of the Country Club.

5. FEES & SUBSCRIPTIONS –

- (a) A membership fee shall be determined at a Special Meeting held in May each year. It will become effective on the following first of July.
- (b) An annual subscription determined each year at the Special Meeting referred to in (a) will become payable on the following first of July.
- (c) One off levies for specific purposes may be introduced during the financial year only if a Special Meeting called for that purpose has approved of them.

6. THE COMMITTEE shall consist of –

- (a) The President
- (b) The Vice-President
- (c) The Treasurer
- (d) The Secretary
- (e) Three general committee members.
- (f) The Committee has the right to fill casual vacancies and appoint two additional members at their discretion.

7. FUNCTION OF THE COMMITTEE –

- (a) To control and manage the affairs of the Club
- (b) To exercise all such functions as may be exercised by the Club other than those functions that are required by these By-Laws to be exercised by a General or Special/Annual meeting of the Club.
- (c) To act at all times in a manner conducive to the proper management of the Club.
- (d) To ensure that the Computer Club performs in accordance with the Articles of Association of the Country Club.

8. ELECTION OF COMMITTEE –

- (a) Nominations for the Committee must be made on the form provided by the Secretary, completed, and handed to the Secretary prior to the commencement of the Annual Meeting.
- (b) Where there are more nominations for the positions than required a secret ballot will be held using the first past the post system. The ballot to be conducted by a Returning Officer elected at the meeting, who will appoint scrutineers.
- (c) If insufficient nominations are received, the Returning Officer shall call for nominations from the floor. If the position is still not filled the vacancy shall be considered casual and the Committee shall act under By-Law 6(f).

9. EXECUTIVE MEMBERS – The following positions form the Executive

- (a) The President – whose responsibility it is to ensure that the Club operates in accordance with the Country Club's Articles of Association and the By-Laws of the Seniors' Computer Club.
- (b) The Vice President – Assumes the responsibilities of the President in his absence.
- (c) The Secretary is responsible for –
 - The keeping of minutes of the Committee and the Club meetings.
 - The handling of correspondence in and out.
 - Ensuring that the Board of the Country Club receives all the information it needs.
- (d) The Treasurer – has the responsibility of
 - Ensuring that all account transactions satisfy requirements of the Country Club Auditors.
 - The position also requires the maintaining of a current membership list.
- (e) The position of Secretary and Treasurer may be combined if the Annual Meeting resolves that way.

10. MEETINGS –

- (a) **ANNUAL GENERAL MEETING** – shall be held in October each year or such other time as required by The Country Club Board.
- (b) **SPECIAL MEETINGS** – Of which fourteen days notice shall be given to members, shall be called at the discretion of the Committee to deal with matters requiring resolution by the Club.
- (c) **FORMAL BUSINESS MEETINGS** – Shall be held not less than every three months.
- (d) **ORDINARY DISCUSSION MEETINGS** – Shall be held at a time and frequency determined by the Annual Meeting (or at a time as requested by the Board of the Country Club to meet their Needs).
- (e) **QUORUM** – For all meetings (except Discussion Meetings where no quorum applies) shall be 1/3 of the membership entitled to attend the meeting.

11. AUDITOR

An auditor nominated by the Board of the Country Club shall audit the accounts.

12. CESSATION OF ACTIVITIES – The Club shall cease to operate in the event of –

- (a) A resolution being passed at a Special Meeting called for that purpose.
- (b) The membership falling to five.
- (c) The Board of the Country Club withdrawing support.
- (d) The membership being unable to fill the positions of President, Secretary or Treasurer.