

**Yokosuka Computer Club  
Yokosuka, Japan  
DMS Box 187  
FPO Seattle, WA 98762**

## **Constitution**

**Sponsor:** Commander Fleet Activities Yokosuka  
**Club Name:** Yokosuka Computer Club

### **Purpose**

The purpose of the Yokosuka Computer Club is to provide an opportunity for computer enthusiasts to share in the enjoyment of personal computers through interaction with members and other interested individuals, and to inform and educate the local community about computers through public displays and demonstrations.

### **Article I – Membership**

#### **Section 1 – Eligibility:**

Membership is open to all DOD sponsored individuals attached to local commands who own or operate a personal or business computer, or those who do not own a computer but wish to support the club's objectives. Membership shall be composed of Active, Associate, Honorary and Life Members.

#### **Section 2 – Types of Membership:**

a. **Active Membership:** Active membership shall be open to all individuals who own a computer. Those holding active memberships shall have voting rights and eligibility to hold office in the club.

b. **Associate Membership:** Associate membership shall be open to any person interested in supporting the objectives of the club. Those holding associate memberships shall have voting rights and are eligible to hold offices as specified in this Constitution.

c. **Honorary Membership:** Honorary membership may be awarded to any person who has rendered distinguished service to the club. This class of membership shall be offered at the discretion of club members. Nominations may be made by either active or associate members, and the award of honorary membership must have a two-thirds majority vote of approval by those members present at any regular business meeting. Honorary members shall be presented a letter announcing their award and an honorary membership card.

d. **Life Membership:** Life membership may be awarded to any Club member who has rendered distinguished service to the club. This class of membership shall be offered at the discretion of the club members. Nominations may be made by any active or associate member and the award of life membership must have a two-thirds majority

vote of approval of members present at a regular meeting. Life members shall be presented with a letter accompanying and announcing the award, a plaque or trophy, and a life member card.

**Section 3 – Application for Membership:**

Applications for active or associate membership must be accompanied by the recommendation and sponsorship of a current member.

**Section 4 – Termination of Membership:**

Memberships may be terminated for any violation of the club's by-laws, for public conduct that reflects discredit on the club, for being in excess of three months overdue in dues payment, not participating in any club activity for a period of three months, or when a member requests termination of his or her membership. When allegations charging violations of any of the situations covered in this section have been made, a hearing before the Executive Board shall be held. The decisions of the Executive Board shall be final and the individual member concerned so notified. Such decisions of the Executive Board and the reasoning leading to the decision shall be discussed at the next regularly scheduled business meeting.

**Article II – Officers of the Club**

**Section 1 – Officers:**

Club officers shall consist of a President, Vice President, Secretary/Treasurer, and three (3) Trustees. These officers shall comprise the Executive Board. The normal term of office will be for six (6) months, commencing in December and June. No individual shall hold the same office for more than two (2) consecutive terms.

**Section 2 – Duties of Office:**

a. The President shall:

1. Preside at all meetings.
2. Be responsible for the general supervision of Club affairs.
3. Act as Club spokesperson as may be required.
4. Appoint individuals or committees as required.
5. Vote only when necessary to break a tie.

b. The Vice President shall:

1. Perform the duties of the President in the President's absence.
2. Serve as the Public Affairs Officer for the Club.
3. Act as Club spokesman in the absence of the President, or when designated by the President to do so.

c. The Secretary / Treasurer shall:

1. Keep the minutes of Club meetings.
2. Submit copy of minutes to CFAY as required.
3. Handle all Club correspondence.
4. Maintain an up-to-date roster of Club members.
5. Handle the financial responsibilities of the club and present financial reports at each business meeting.



**d. The Trustees shall:**

1. Not later than the end of the month following the last day of each quarterly period, properly audit the books and records of the Club Secretary / Treasurer, and submit a detailed statement of such audits to the Club.

2. Quarterly through the Club President submit a Club Trustees Report of Audit to CFAY for inspection. The Audit shall be signed by the Club President and Trustees who shall, by their signatures, certify to the accuracy of the information contained therein.

3. Audit the records and accounts of all committees, officers and members having to do with the receipt and expenditure of Club funds, and perform such other duties incident to their office as the Club may direct or appropriate Navy instructions may require.

4. Verify all expenditures of the Club and certify by their signatures as to the correctness of each expenditure voucher.

**Section 3 – Eligibility for Holding Office:**

Whereas the President and the Vice President are directly responsible for the operation and conduct of the Club, these offices shall be filled from the Active membership only. The office of Secretary / Treasurer and Trustees shall be filled by either the Active or Associate membership.

**Section 4 – The Executive Board:**

The Executive Board shall act as advisors to the Club in such matters as expulsions and other business relating to Club activities. The Executive Board shall be comprised of the Club Officers, shall require a quorum of four (4) members, and any motion before the Board shall be required to pass by a two-thirds majority vote.

**Section 5 – Termination of Officers:**

a. Officers may be removed from office for just cause by a majority vote of the total membership.

b. In the event of the Office of President being vacated for any reason, the Vice President shall fill the remainder of the President's term.

c. If any office other than the President is vacated, the President shall appoint a Club Member who is in good standing to fill the remainder of the term.

**Article III – Elections**

**Section 1 – Nominations:**

Nominations should be submitted during the months of May and November. Nominations may be made by any member present at the business meetings held during this period, or by absentee ballot.

**Section 2 – Ballotting:**

Elections will be held at the first business meeting in June and December of each year. Ballots may be cast in person by any member present at this meeting, or any member may vote by absentee ballot. Absentee ballots must be received by the conclusion of the meeting.

**Section 3 – Assumption of Office:**

Newly elected officers shall take office at the first regularly scheduled business meeting in January or July, depending upon the term for which elected.

**Section 4 – Transition of Office:**

The period between the election meeting and the meeting at which the new officers take charge shall be used as a transition period to effect the transfer of Club Records and acquaint new officers with the duties and responsibilities of their new positions.

**By-Laws**

**Article I – Meetings**

Robert's Rules of Order shall be used to govern all Club business meetings. The order of business shall be:

1. Roll Call.
2. Reading of the minutes.
3. Communications and bills.
4. Membership applications.
5. Officer's reports.
6. Committee's reports.
7. Old business.
8. New business.
9. Welfare of the Club.

**Article II – Finances**

A. There will be no fines, levies, or cash assessments made against members of the Club.

B. Active and Associate Membership dues will be \$15.00 per year per family, or \$5.00 initiation fee plus \$1.00 for each meeting attended (to a maximum of \$15.00 per year). All monies will be kept in the approved Military Community Banking Facility, and used to defray Club expenses as they are incurred. Should the Club be dissolved, all funds will be donated to a charitable organization approved by the Commander, Fleet Activities, Yokosuka, upon settlement of all outstanding claims.

**Article III – Amendments**

The Constitution and By-Laws of the Club may be amended by a majority vote of the Active and Associate members, subject to the approval of the Commander, Fleet Activities, Yokosuka.

**Article IV – Meetings**

**Section 1 – Schedules:**

The schedule of Club meeting dates and times will be determined at the regular meeting during which the officers take charge. A two-thirds majority vote of members present will be required to establish a new schedule.

**Section 2 – Special Meetings:**

Special meetings may be scheduled by the Executive Board at any time. Each member must be notified by public announcement or in writing at least 72 hours prior to said meeting.

**Article V – Authority**

The Yokosuka Computer Club is established and authorized under the provisions contained in the appropriate Navy instructions and with the consent and approval of the Commander, Fleet Activities Yokosuka.

**Article VI – Dissolution**

In the event of dissolution of the Club, whatever funds are contained in the treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. The balance of the funds will be given to a charitable organization selected by two-thirds majority of the members present at a regular business meeting, with the approval of the Commander, Fleet Activities Yokosuka.

