

# **CITRUS MACINTOSH USERS GROUP (CMUG) BY-LAWS**

## **ARTICLE I NAME AND PURPOSE**

- 1.01 The name of this organization shall be Citrus Macintosh Users Group, hereafter called CMUG.
- 1.02 The purposes for which the organization (CMUG) is organized are exclusively religious, charitable, scientific, literary, and education within the meaning of section 501 (C) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any other provisions of these articles, the organization (CMUG) shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (C) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

## **ARTICLE II MEMBERSHIP**

- 2.01 Membership in this organization shall be open to all individuals interested in computers and their uses and who wish to further the purposes of CMUG.
- 2.02 Members have all the rights and privileges, including voting, holding elected office and access to CMUG publications and educational and technical assistance.

## **ARTICLE III DUES**

- 3.01 Dues shall be set by a majority vote by the Board of Directors.
- 3.02 Annual membership shall start January 1 of each year and continue until December 31 of that year.
- 3.03 Dues for NEW members shall be prorated at 50 per cent of the total after July 1.
- 3.04 All memberships expire on December 31, unless a designated grace period is approved by the Board of Directors.
- 3.05 Members from the previous year who renew anytime during the current year do not fall under 3.03 and must renew at the regular rate.

## **ARTICLE IV OFFICERS**

- 4.01 The management of the affairs and operation of this organization shall be vested in the following elected officers:
  - President
  - Vice President for Education
  - Vice President for Technical Support
  - Secretary / Registered Agent
  - Treasurer
  - Plus the Immediate Past President (at his or her own discretion.)

## **ARTICLE V BOARD OF DIRECTORS**

- 5.01 The Board of Directors shall consist of the Officers plus appointed Directors.
- 5.02 Directors may be appointed by the President with the approval of the Officers. Directors may be as follows:  
Ambassador  
Magazine Editor  
Membership Chair
- 5.03 The Board of Directors shall meet monthly unless otherwise specified by majority approval of the Board. The President may use any medium available to all Board members for meetings.
- 5.04 Any three (3) Board members may call for a special meeting by notification to the President and Secretary.
- 5.05 Any member in good standing may request an item be placed on the Board agenda or to appear before the Board. Such request must be sent to the President at least five (5) days before the next Board meeting.
- 5.06 The President shall serve as Chair for all Board meetings and lead at all membership meetings. In the President's absence, the Immediate Past President shall serve these functions. If the Past President is no longer on the Board, one of the Vice Presidents shall serve.
- 5.07 A quorum for Board meetings shall be a simple majority of serving Board members. Approval of matters brought to the Board shall be by a simple majority of those present. All Board members may vote on any matter brought before the Board.
- 5.08 The President shall prepare an agenda for Board meetings and submit such agenda to all Board members at least two (2) days prior to the meeting.

## **ARTICLE VI DUTIES OF OFFICERS, DIRECTORS**

- 6.01 The President shall:  
Have general leadership, control and direction of the business and affairs of CMUG in concert with the Board of Directors.  
Organize and lead all Board and membership meetings.  
Appoint ad hoc committees and other positions as agreed upon by the Board.  
Coordinate all activities of all Officers and Directors.
- 6.02 The Immediate Past President shall, at his or her own discretion:  
Serve as Chair for the Nominating Committee. In the absence of an "Immediate Past President" the BOD will appoint a Chair for a Nominating Committee.  
Serve as an Officer on the Board of Directors for the first year since being President. He or she shall then vacate the position.
- 6.03 The Vice President for Education shall:  
Serve as Education Coordinator to organize training programs.  
Recruit members to an Education and Program Committee.

Serve as Chair for the Education and Program Committee tasked to arrange presentations, speakers, demonstrations for membership meetings and classes.

Provide for notification of members of monthly meetings, demonstrations, and classes.

Update Webmaster and CMUG Magazine Editor of monthly events.

6.04 The Vice President for Technical Support shall:

Organize and supervise Lab/Tune-ups and other technical programs.

Serve as advisor for computer, equipment, and software to be purchased by CMUG.

Serve as Trustee and keep an inventory of material owned by CMUG.

Maintain and service equipment owned by CMUG.

6.05 The Secretary shall:

Act as Registered Agent.

Maintain all records.

Keep minutes of all Board and membership meetings.

6.06 The Treasurer shall:

Maintain and reconcile CMUG checking accounts.

Collect all money due CMUG.

Deposit money in an approved CMUG account.

Make disbursements as needed.

Provide a financial summary of the previous calendar year each January.

Prepare a fiscal year budget each January.

6.07 The Ambassador shall:

Insure the publication of CMUG activities.

Act as public relations representative.

Act as Apple Liaison.

6.08 The CMUG Magazine Editor shall:

Assemble, prepare and distribute a CMUG Magazine via the CMUG webpage.

Solicit articles and photographs to be included in the CMUG magazine.

Create or use any cover design for the CMUG magazine that is free of copyright restrictions.

6.09 The Membership Chair shall:

Prepare and maintain a current membership list and notify Board members of changes and updates in the member list.

Acknowledge and confirm new membership registrations by email.

Communicate with members via email as needed and/or requested by

Officers.

Update membership renewal forms and collect data from members as needed or requested.

The Membership Chair may appoint one or more assistants.

## **ARTICLE VII ELECTION OF OFFICERS**

### 7.01 Nominating Committee

A nominating committee of three (3) members appointed and chaired by the Immediate Past President or appointee shall present nominations for elected offices to the membership at the September CMUG meeting. Nominations from the floor shall be accepted at that meeting. Candidates shall consist of those nominated by the committee and those nominated from the floor.

### 7.02 Elections

Election shall take place at the October meeting by written ballot unless a candidate is unopposed. Election shall be a simple majority of those members present and voting at the election. The new officers shall assume their duties immediately after the election.

### 7.03 Term of Office:

Elected Officers shall serve a term of two (2) years, with elections held in odd-numbered years.

### 7.04 Vacancies:

When a vacancy among the Officers occurs, the Board of Directors may fill the position for the remainder of the term by simple majority vote at the next Board meeting.

## **ARTICLE VIII Meetings**

8.01 The Annual Meeting shall be in January.

8.02 Special business meetings may be called by the Board, by the President, by a majority of voting members present in any general assembly, or by petition by twenty (20) per cent of the voting members filed with the Secretary at least thirty (30) days before the meeting.

8.03 Voting members shall be notified at least ten (10) days before each annual business meeting or special meeting. Notice of such meetings shall state the general nature of the business to be transacted.

8.04 A quorum at an annual or special meeting shall be the members present who are eligible to vote.

8.05 Regular educational and informational meetings shall be approved by the Board. Notice of time, place and nature of such meetings shall be given to members.

8.06 Additional or alternative meetings may also be scheduled by the Board.

## **ARTICLE IX FINANCES**

9.01 All receipts shall be deposited in the financial institution chosen by the Board.

- 9.02 The Board of Directors must specifically authorize all expenditures in excess of \$150.00 unless the item is provided for in the approved yearly budget.
- 9.03 The Board may allocate to the President a petty cash fund not to exceed \$200.00. The President shall keep accounts of expenditures from this fund.
- 9.04 The CMUG Treasurer shall sign checks drawn from the CMUG account; the President or Secretary shall sign in the Treasurer's absence.
- 9.05 No CMUG member shall receive a salary or other compensation for services. Actual expenses incurred in transacting CMUG business may be reimbursed, subject to provision 9.02 above. Proof of payment or a record justifying the request for reimbursement must be presented to the Treasurer.
- 9.06 The fiscal year for this organization shall be the calendar year.
- 9.07 The accounts of this organization shall be subject to an annual review.
- 9.08 All expenditures must be within the budget.
- 9.09 The Board shall approve the fiscal budget and any major changes thereto.

#### **ARTICLE X COMMITTEES**

- 10.01 Education and Program Committee
  - The Vice President for Education shall chair and recruit members for the Education and-Program Committee to assist in discharge of his or her functions.
- 10.02 The Board may create additional committees as needed. Unless otherwise designated, the President shall appoint all committee chairs.

#### **ARTICLE XI SPECIAL INTEREST GROUPS AND PROGRAMS**

- 11.01 The Board of Directors will approve all special interest groups (SIGs) that provide a forum for exploring topics of special concern to the membership.
- 11.02 No special interest group shall act in the name of or take any action which would bind the Corporation.
- 11.03 No special interest group shall collect fees or contributions without the permission of the Board of Directors.

#### **ARTICLE XII AMENDMENTS**

- 12.01 Changes in the By-Laws may be initiated by the Board or by a petition signed by twenty- five (25) percent of the members.
- 12.02 Proposed Amendments shall be distributed to the membership at least thirty (30) days prior to a meeting at which the By-Laws are to be amended.
- 12.03 Approval of the Amendment(s) requires a two-thirds (2/3) majority of members present and voting.

#### **ARTICLE XIII DISSOLUTION**

- 13.01 Upon the dissolution of the organization (CMUG), assets shall be distributed for one or more exempt purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United

States Internal Revenue law, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which CMUG is located, exclusively for such purposes.

**This document shall replace and supersede all previous By-Laws and regulations, effective 10/28/2016.**