

# BY-LAWS OF THE SAGINAW MACINTOSH USERS GROUP

## I. NAME:

The name of the Users Group shall be the Saginaw Macintosh Users Group, hereinafter called Club.

## II. OBJECTIVES:

The role of the Club shall be:

- A. Promote the benefits and knowledge of the Apple Macintosh computer.
- B. Provide the medium of frequent and informational exchange on computer systems, techniques, applications, installation, equipment, software, and documentation.
- C. Stimulate a creative environment for Macintosh computer users.
- D. Encourage only proper use of public domain and copyright materials.

## III. MEMBERSHIP:

Open to any person interested in the objectives of the Club and fulfilling the membership requirements:

- A. Pay the annual dues and any subsequently membership approved assessment
- B. Participate in activities of the Club, including but not limited to monthly meeting, organizational sessions, and service as an officer and/or member on a support committee.

## IV. DUES:

- A. Annual dues shall be twenty (\$20.00) dollars per year.
- B. Annual dues are due January 1st. A member failing to remit dues within 60 days after January 1st shall be dropped from the Club membership rolls.
- C. Annual dues for new members shall be pro-rated on a six-month basis.
- D. Registered High School or College students dues will be five (\$5.00) dollars per year.

## V. BOARD OF TRUSTEES:

The membership shall elect a Board of Trustees who shall be responsible for the overall operation, conduct, and policy of the Club. The Board shall consist of no more than nine (9) members who are elected for a one-year term from the membership at large.

Other business conducted by these officers may include but is not restricted to:

- A. Creating and/or dissolving special committees.
- B. Appointing and/or releasing persons assigned to these committees.
- C. Sanctioning and/or dissolving Club organizations.
- D. Considering and recommending other business.

The Board of Trustees shall have the responsibility to elect the specific officers as needed from the no more than nine (9) member elected Board immediately after the election. The officers of the Club may include: Chairperson(s), Membership Chairperson/Treasurer, Newsletter Editor/Publisher, Publicity/Secretary, Webmaster, Equipment Manager, Consultant, Meeting/Web Liaison, and Member at Large.

Duties of these officers shall be:

- A. Chairperson(s) is/are charged with the conduct of the monthly Board meeting and appointing a monthly regular meeting chairperson.
- B. Membership Chairperson/Treasurer shall maintain membership records, sign-up forms, attendance records and publish a yearly membership directory. He shall be responsible for keeping up-to-date and accurate records for all transactions and preparing a monthly Club financial statement.
- C. Newsletter Editor /Publisher may produce a newsletter to be distributed before each scheduled monthly meeting
- D. Publicity /Secretary shall notify local media publications of upcoming meetings/topics/etc. prior to scheduled Club meetings.
- E. Webmaster shall maintain the SMUG website.
- F. Equipment Manager shall maintain, store and transport needed visual, audio, and internet equipment to and from meetings.

G. Consultant shall assist the chairman.

H. Meeting/Web Liaison shall greet people and give raffle tickets to members, summarize meetings and send to Webmaster, take pictures at meetings and send to Webmaster.

I. Member at Large duties shall be designated by Board Members.

VI. Elections:

- A. Nominations for the Board of Trustees are to be made at the general membership meeting in October. Nominations can be made from the floor by an active member during that part of the meeting set aside for this purpose. No seconds are required. No nominations can be made without the prior agreement of the nominee to accept that position.
- B. Voting shall be done at the general membership meeting in November. Newly elected trustees shall assume their position at the conclusion of the December general membership meeting.

VII. VACANCIES:

The vacancy of any Club Officer or elected Board Member shall be filled immediately by the Board from the membership for the unexpired term of the office. If an elected Board member misses more than three meetings in a row without giving any notification, that Board seat shall be considered vacant and a replacement appointed by the Board for the remainder of the term.

VIII. COMMITTEES:

Such committees as may be required for the operation of the Club may be created, dissolved and required members appointed by the Board of Trustees. The chairperson of each committee shall attend the monthly Board meeting and report to the Board on their activities. They will have no vote at the Board meeting.

IX. HEADQUARTERS:

Location and address of this Club shall be determined by the Board.

X. MEETINGS:

The Club shall meet monthly for both business and social purpose at a time and place determined by the Board and approved by the membership.

XI. OFFICIAL PUBLICATION:

The official publication of the Club shall be the "Saginaw Macintosh Users Group Newsletter".

XII. AMENDMENTS:

- A. Amendments of the by-laws must be submitted at any meeting, to be voted upon at the next regular general membership meeting.
- B. A two-thirds majority of the members present at the meeting is required to pass an amendment.

XIII. ORDER OF BUSINESS:

The agenda for regular meetings shall be determined by the Board of Trustees.

XIV. EFFECTIVE DATES:

These by-laws shall be effective on adoption by the Members of the Club. Any amendment adopted according to procedure herein specified shall become effective on the date it is approved. The adoption date of all amendments to these By-laws shall become part of the By-laws. The original and all subsequent issues of the By-laws shall be preserved in the permanent records of the Club.