



Fox Valley MUG Bylaws

(Adopted June 7, 2006)

NAME: The organization shall be known as Fox Valley Macintosh Users Group (FoxMUG). Changes to the name of this organization can only be accomplished by a majority vote of the members in good standing.

STATUS: FoxMUG shall be a non-profit organization with all dues, fees and receipts utilized for the regular activities and pursuits of the group. The annual accounting period for FoxMUG will begin January 1.

PURPOSE: This organization is formed for the express purpose of:

1. Encouraging the use of Apple/Macintosh computers.
2. Providing friendship, enjoyment and intellectual stimulation.
3. Providing information and education to club members and the general public on the use of Apple/Macintosh computers.

ARTICLE 1 - MEMBERSHIP

Section 1. Membership is open to all persons interested in the use of Apple/Macintosh computers.

Section 2. Paid membership (a.k.a. Member in Good Standing) entitles the member to attend all club activities, hold club office, vote in elections and purchase materials from the club.

Section 3. The club reserves the right to terminate membership of any members if said members conduct is determined to be improper or detrimental to the group. Any board member has the authority to remove a member from a meeting or class for the same reason. Evaluation of the membership status will be discussed at a meeting of the Board of Directors. A majority vote of the general members can terminate membership.

ARTICLE 2 - DUES

Section 1. Any non-member is entitled to attend his/her first two meetings or classes free as a guest of the club. Paid membership is required to attend any further meetings or classes.

Section 2. Annual membership dues are \$12.00 per person. Dues are to be paid in January for the full year. New member dues are \$1.00 per month prorated equal to the number of months remaining in the year. A junior membership is available for anyone under 18 years of age for \$6.00 per year. New junior member dues are \$.50 per month pro rated equal to the number of months remaining in the year.

Section 3. At the discretion of a majority of the board members, dues can be waived for a member whom the board feels financial circumstances merit. The term for each waiver shall be one year and must be renewed each following year by a majority vote of the board.

Section 4. No paid membership dues will be refunded.

ARTICLE 3 - MEETINGS & CLASSES

Section 1. General Club meetings will be held on the first Wednesday of each month at 6:30 PM.

Section 2. Members will be notified of the general meetings and classes via e-mail. In the event a class or meeting must be rescheduled members will be notified via e-mail and/or the club's website. A member will no longer be notified of any meetings or classes if his/her membership dues are not paid on or before the third regular meeting of the year.

Section 3. General Club meetings will be the vehicles for conducting club business. Old and new business will be discussed. A question and answer period will occur if time allows.

ARTICLE 4 - BOARD OF DIRECTORS

Section 1. The Board of Directors shall include persons serving in the positions of:

- A. President
- B. Vice President
- C. Correspondent
- D. Webmaster
- E. Treasurer
- F. Technical Director
- G. Secretary
- H. Apple/MUG Ambassador

Section 2. The board officers will be elected by the membership per Article 6.

Section 3. The board officers will serve a term of two years, which will commence at the regular January meeting. The board officers will not be monetarily compensated for their work.

Section 4. A board member may be removed from office by the calling of a special election per Article 6.

Section 5. Board meetings will be open to the membership.

Section 6. Board members may approve expenditures under \$100.

Section 7. The board will oversee the activities of other club committees.

Section 9. With the exception of the President & Vice President, a person may hold more than one office but no more than two.

ARTICLE 5 - BOARD OF DIRECTOR DUTIES

Section 1. The President's duties shall consist of the following:

- A. Convene all Board of Directors Meetings as needed.
- B. Preside at all regular club and Board of Directors meetings including:
 - Call the meetings to order.
 - Greet and welcome any guests and visitors.
 - Introduce any guest speakers/presenters and visitors.
 - Outline the agenda for the meeting.
 - Close the meeting.
- C. Enforce the club by-laws.
- D. Rule on all questions of order.
- E. Sign all official documents adopted by the club.
- F. Coordinate the activities of other Board of Director members and Committees.
- H. Appoint committees as needed.
- J. Appoint a member to complete the term of a vacated office.
- K. Contact vendors and local merchants for the purpose of obtaining guest speakers, raffle prize items and door prizes.

L. Assist in meeting preparations.

Section 2. The Vice President's duties shall consist of the following:

- A. Substitute for the President as needed.
- B. Coordinate the publicity of club activities.
- C. Assist in meeting preparations.

Section 3. The Correspondent's duties shall consist of the following:

- A. Notify members of upcoming meetings via email.
- B. Conduct written communications as needed.
- C. Maintain an official membership roster.
- D. Assist in meeting preparations.

Section 4. The Web Master's duties shall consist of the following:

- A. Maintain and keep updated the club web site.
- B. Assist in meeting preparations.

Section 5. The Treasurer's duties shall consist of the following:

- A. Receive and disburse funds.
 - 1. All monies collected at a general club meeting must be verified by two (2) board members. All disbursements by check must be pre-authorized by two (2) board members and noted in the appropriate meeting's minutes.
 - 2. The Treasurer's records will be subject to an annual audit and at any other time it is requested by the presiding Board members.
- B. Deposit all receipts into the club checking account.
- C. Keep an accurate record of the club checking account.
- D. Pay all club bills.
- E. Assist in meeting preparations.

Section 6. The Technical Director's duties shall consist of the following:

- A. Stay current regarding trends and developments relative to Apple Corporation products.
- B. Respond to trouble shooting questions.
- C. Assist in meeting preparations.

Section 7. The Secretary's duties shall consist of the following:

- A. Take minutes of the meetings.
- B. Read the minutes of the previous meeting.
- C. Deliver, in a timely manner, the minutes to web master for publication on the web site.
- D. Assist in meeting preparations.

Section 8. The duties of the Apple Inc's required approved Apple Ambassador, who shall be appointed by the Board of Directors, shall consist of the following:

- A. Serve as the main contact person between Apple and FoxMUG.
- B. Forward information from Apple to FoxMUG and relay information from FoxMUG to Apple.
- C. Develop and maintain current information regarding the latest Apple products and training.
- D. Assist Apple with promoting their products to FoxMUG members.
- E. Earn a minimum of 2000 Sales Web points and successfully pass Apple annually required exams via the Apple Sales Web site.
- F. Upon successful completion of the Apple Inc. requirements, register for their .Me account.
- G. Receive free or small fee software, books, and products from Apple approved companies to be used as prizes and/or for the benefit of FoxMUG members as determined by the Board of Directors.

ARTICLE 6 - ELECTIONS

Section 1. Elections shall be conducted by the Vice President

Section 2. Elections of officers to the Board of Directors will be held at the regular club meeting each election year in the month of January.

Section 3. Elections shall be by written ballot when there is more than one candidate for an office.

Section 4. Only members in good standing shall be allowed to vote during an election or on any matter requiring the vote of the membership at a general meeting. A quorum consisting of at least 10% of the total membership must be present for any action to be binding.

Section 5. Election to office shall be by a majority vote.

Section 6. Nominations for a Board of Director Office shall be opened at the regular December meeting of the current Board's final year in office and shall continue to be received throughout that month.

Section 7. All nominees for office must agree to serve if elected before their name can be placed on the ballot.

Section 8. Any Board of Director Officer can be removed from office with the approval of a two thirds of the attending membership in good standing at a regular club meeting.

Section 9. If a Board of Director member vacates his/her office, his/her vacancy shall be filled by appointment by the President. The appointed officer will fulfill the term of the vacated office.

ARTICLE 7 - SPECIAL INTEREST GROUPS (SIGS)

Section 1. Any member may propose the establishment of a Special Interest Group.

Section 2. Only members in good standing may be included in a club SIG.

ARTICLE 8 - AMENDMENTS

Section 1. Any member in good standing may recommend an amendment to the club by-laws. Amendments must first receive a majority vote by the Board of Directors before being presented to the general membership.

Section 2. A two-thirds vote at a regular club meeting of the attending members in good standing shall be required for adoption of a proposed amendment which has been presented to the membership.

ARTICLE 9 - DISSOLUTION

Section 1. In the event the club cannot continue operating, it will be dissolved by a two-thirds vote of all members in good standing. Notice will be provided to all members capable of receiving electronic mail.

Section 2. The remaining Board of Director members shall pay all outstanding bills, sell all club equipment and close all club bank accounts. Any remaining funds shall be dispersed to a charity selected by the members in good standing.

CERTIFICATION:

This is to certify that the foregoing is a true and correct copy of the by-laws of the Fox Valley Macintosh Users Group as adopted and amended at a general meeting of the club held on June 7, 2006.