

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 begin on January 15 of each year and continue until that date the following 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 the anniversary date, unless a designated grace period is approved by the Board of Directors.

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
 - Immediate Past President (Not elected)

ARTICLE V BOARD OF DIRECTORS

- 5.01 The Board of Directors shall consist of the Officers plus

the following appointed Directors.

Ambassador
Dealer Rep
Magazine Editor
Membership Chair

- 5.02 These Directors shall be appointed by the President with the approval of the officers.
- 5.03 The Board of Directors shall meet monthly unless otherwise specified by majority approval of the board.
- 5.04 The President shall serve as Chair for all board meetings. In the President's absence, the Immediate Past President shall serve this function. One of the Vice Presidents shall serve in the absence of both of the above.
- 5.05 A quorum for board meetings shall be a simple majority. 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.
- 5.06 Any three (3) Board members may call for a special meeting by notification to the President and Secretary.
- 5.07 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.
- 5.08 The President shall prepare an agenda for Board meetings and submit such agenda at least two (2) days prior to the meeting to all Board members.

ARTICLE VI DUTIES OF OFFICERS, DIRECTORS

- 6.01 The President shall:
 - Have general leadership, control and direction of the business and affairs of CMUG.
 - 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:
 - Serve as Chair for the Nominating Committee.
 - Serve as an Officer on the Board of Directors
- 6.03 The Vice President for Education Shall:
 - Serve as Education Coordinator to organize and supervise training programs.
 - Serve as Program Chair to arrange presentations, speakers, demonstrations for membership meetings.
 - Serve as Chair for the Education and Program Committee.
- 6.04 The Vice President for Technical Support shall:

Organize and supervise Lab/Tuneups 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.
Chair the Finance Committee.
Make a financial report to the membership at the Annual Meeting.

6.07 The Ambassador shall:

Publicize CMUG activities.
Act as public relations representative.
Act as Apple Liaison

6.08 The Dealer/Advertising Representative shall:

Maintain and distribute to members a list of authorized Macintosh product vendors.
Maintain and distribute information on Macintosh products.
Solicit advertisers for the CMUG magazine.

6.09 The CMUG Magazine Editor shall:

Assemble, prepare and distribute to a printer material for the monthly publication of the CMUG Magazine.
Deliver printed CMUG Magazine for mailing.
Make copies of the CMUG Magazine available at meetings.

6.10 The Membership Chair shall:

Prepare and maintain-a current membership list, notify board members of changes and updates in the member list, acknowledge and confirm their new membership registration 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, maintain a volunteer bank for services requiring one and manage a suggestion box. 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 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. 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.

7.02 Term of Office

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

7.03 Vacancies

When a vacancy among the Officers occurs, the Board of Directors may fulfill 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 October.

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 established 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 All major expenditures must be authorized by the Board.

9.03 The Board may allocate to the President a petty cash fund not to exceed \$ 200. The President shall keep accounts of expenditures from this fund.

9.04 Checks drawn from the CMUG treasury must be signed by any two (2) officers.

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 approval by the Board.

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 audit.

ARTICLE X COMMITTEES

10.01 Finance Committee

The Treasurer shall be chair of the Finance Committee, which includes three (3) other members appointed by the President. The Finance Committee shall prepare an annual budget to be approved by the Board. All expenditures must be within the budget. The Finance Committee must prepare and submit to the Board annual reports showing income, expenditures and pending income. Any major change in the budget must be approved by the Board.

10.02 Education/Program Committee

The Vice President for Education shall chair the Education/Program Committee which includes at least three (3) other members appointed by the President. This committee shall schedule and prepare CMUG classes, workshops and meeting programs.

10.03 Hospitality Committee

The President shall appoint a chair for this committee, which shall be responsible for providing refreshments for meetings, workshops and Lab/Tune-up sessions and to serve as hosts to welcome members and visitors to all CMUG activities.

10.04 The Historian shall: Chronicle the history of CMUG

Keep a file of magazines, photos, newspaper articles, etc.

10.05 The Librarian shall: Organize CMUG's collection of programs, computer media, books and periodical collections subject to the general policy direction of the Board of Directors. The Librarian may appoint one or more assistants.

10.06 Audit Committee shall be appointed by the Board of Directors to review the financial records of the Corporation. Any officer receiving or dispersing funds of the Corporation may not serve as a member of the Audit Committee. Records will be made available for examination by any member.

10.07 The Board may create additional committees as needed. The President shall appoint all committee chairs.

ARTICLE XI SPECIAL INTEREST GROUPS AND PROGRAMS

11.01 The Board of Directors may establish special interest groups (SIGs) to 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 DISSOLUTION

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.

ARTICLE XIII AMENDMENTS

13.01 Changes in the By-Laws may be initiated by the Board or by a petition signed by twenty-five (25) percent of the members.

13.02 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.

12.04 Approval of the Amendment(s) requires a two-thirds (2/3) majority of members present and voting.

This document shall replace and supersede all previous By-Laws and regulations, effective October 22, 2004.