

SIERRA VISTA IBM PC USERS' GROUP BYLAWS

Revised 13 December 1993
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ARTICLE I --- NAME AND LOCATION

Section 1. Name. --- The organization shall be called the Sierra Vista IBM PC Users Group, herein called SVPCUG.

Section 2. Location. --- The location of the SVPCUG shall be in the state of Arizona in the county of Cochise and in the general area of the city of Sierra Vista.

ARTICLE II --- OBJECTIVES

The objectives of the SVPCUG shall be:

- a. To encourage the development of computer literacy among its members and the general public in the community.
- b. To promote the responsible use of computers in our area.
- c. To develop, maintain, demonstrate, and distribute computer information for the advancement of the membership and the community.
- d. To exist solely for educational and charitable pursuits as a non-profit organization.
- e. To unite the owners of IBM and IBM-compatible personal computers in order to promote computer use by the exchange of ideas and experiences.
- f. To serve as an information central for persons with a common interest in IBM and IBM-compatible personal computers.

ARTICLE III --- MEMBERSHIP, DUES, AND FEES

Section 1. Membership.

- a. All well-intentioned persons interested in, but not limited to, IBM and IBM-compatible personal computers are eligible to become members.
- b. All members are entitled to a vote in all SVPCUG matters brought before the general membership for action.
- c. A family group shall pay the same dues as a single member and are entitled to one vote.

Section 2. New Members. --- New members shall be provided a set of bylaws, current membership list, latest newsletter, and a letter of welcome. This shall be considered a duty of the secretary.

Section 3. Dues.

- a. Members shall pay annual dues as set, from time to time,

- by a vote of the members at a SVPCUG meeting. A proposal to change the dues structure shall be made at a meeting and then voted on at the following meeting.
- b. A member's dues shall become delinquent on the first day following 12 months from the date that the dues are paid. All members shall be granted a grace period of one month following expiration of their membership to allow for unforeseen circumstances which would preclude payment of dues on time.
- c. Renewal of membership anytime after membership has expired will retain the same expiration date as if the member had renewed on time.

Section 4. Fees. --- Members shall pay all duly assessed and delinquent fees prior to the first January meeting to be eligible to vote and maintain continuous membership. Fees may be assessed for capital expenditures.

ARTICLE IV --- MEETINGS

Section 1. Time, Place, And Frequency. Of Meetings.

- a. Membership meetings shall be at the time, place, and frequency as determined by a membership vote in a membership meeting.
- b. The Annual Meeting shall be the first membership meeting in January. Annual reports from elected officers and assigned committees, election of officers, and other business shall be transacted at this meeting.
- c. Special membership meetings may be called by the President as needed. In such case, the membership shall be notified of the time, place, and purpose of the meeting at least 5 days prior to the meeting by the President or his/her designee. Only business mentioned in the notification shall be transacted at a Special Meeting.

Section 2. Quorum. --- A quorum for the transaction of business at a membership meeting shall consist of no less than two officers plus five members.

Section 3. Executive Session. --- Executive Session means to deliberate in private. Noncommittee members shall withdraw from announced meetings. All may go into executive session to safeguard its proceedings. An Executive Session shall be called by the President or the person in charge of the meeting.

Section 4. Holidays. --- When a meeting date falls on a national holiday, the meeting for that month may be omitted or rescheduled.

Section 5. Parliamentary Principals. --- Parliamentary law is common sense used in a gracious manner. For the good of the membership, it shall include: courtesy to all, consider one thing at a time, the minority must be heard, and the majority must prevail.

ARTICLE V --- OFFICERS

Section 1. Officers:

- a. The elected officers of the SVPCUG shall preside as the governing body of the SVPCUG. Elected officers shall include a President, Vice President, Treasurer, and Secretary. Officers shall be elected for one year at the Annual Meeting and shall be members of the SVPCUG in good standing.
- b. Officers are expected to attend all meetings and perform their duties as stated in these Bylaws, except as excused by the President.
- c. In the event of a vacancy among club officers due to resignation, or other cause, the vacancy shall be filled by vote of the general membership as soon possible. All candidates must be properly nominated to be eligible for office. This means nomination by a person other than himself, and a second from another member other than the nominee.
- d. An officer who is absent without excuse from three consecutive business meetings, or more than four meetings in a ten-month period, shall be removed from the office by order of the president at the next business meeting. The vacant office shall be filled in accordance with the Bylaws.
- e. There shall be no substitute for an IMMEDIATE past president. In the event of death, or resignation, no person shall fill the vacancy.

ARTICLE VI --- DUTIES OF OFFICERS

Section 1. President.

- a. The President shall preside at all meetings of the SVPCUG, the Board Of Directors, and the Executive Committee.
- b. The President shall appoint the chairperson of each committee and shall be an ex-officio member of all committees except the Nominating Committees.
- c. The President shall appoint such committees as needed, or as directed by the membership, and shall render a condensed annual report of the activities of these committees.
- d. The President shall obey all lawful orders of the membership and be thoroughly familiar with the SVPCUG, Bylaws, and the Robert's Rules Of Order.
- e. The President shall appoint a Nominating Committee two months prior to the annual election.

Section 2. Vice President.

- a. The Vice President shall assume and perform the duties of the President in the absence of the President.
- b. In the event that the President is unable to complete the terms of office, the Vice President shall become President for the remaining term.
- c. The Vice President shall be thoroughly familiar with the Bylaws and Robert's Rules of Order.

Section 3. Secretary.

- a. The Secretary shall keep an accurate record of all meetings of the general membership, Board Of Directors, and the Executive Committee.
- b. The Secretary will ensure that a quorum is present before a vote is taken on any motion brought before the general membership, the Board Of Directors, and the Executive Committee.
- c. The Secretary shall keep an up-to-date roster of members and shall call a roll of officers or members when required.
- d. The Secretary shall send out proper notices of all meetings.
- e. The Secretary shall conduct correspondence for the SVPCUG.
- f. The Secretary shall notify officers, delegates, and committee persons of their appointment or election.
- g. The Secretary shall assist the President in the preparation of an agenda for each meeting and perform all other tasks as directed by the President.
- h. The Secretary shall send out new-member packets.

Section 4. Treasurer.

- a. The Treasurer shall be the custodian of the SVPCUG funds, except as may otherwise be provided or ordered. The Treasurer shall deposit the same in a banking institution as directed by the President.
- b. Only the Treasurer and Elected Officers of the SVPCUG shall be authorized to sign checks.
- c. The Treasurer shall render an annual report at the Annual Meeting, a summary report at membership meetings, and reports as directed by the President.
- d. The Treasurer is hereby authorized to pay out amounts up to \$50.00 in a one-month period for routine expenditures for the day-to-day operations such as the purchase of stamps, paper, envelopes, and other materials as are necessary without further approval of the general membership.
- e. All expenditures over \$50.00 shall be approved by the membership at the membership meetings.
- f. The Treasurer shall collect dues from SVPCUG members.

Section 5. Officers Pro-Tem.

- a. In the absence of the President or Vice President, the Secretary shall take the chair, calling the meeting to order, and preside until a chair-person pro-tem has been elected. On the appearance of the President or Vice President, the Secretary, or chairperson pro-tem, shall cease to preside and the President or Vice President shall take over.
- b. All membership meetings, special meetings, Board Of Director meetings, and Executive Committee meetings shall comply with the provisions of this section.

Section 6. Installation Of Officers.

- a. All Officers of the SVPCUG shall be installed in office by swearing to the following oath of office after election:

Oath Of Office

"I solemnly promise to abide by the rules, Bylaws, and regulations of the Sierra Vista IBM PC Users Group and the lawful orders of the assembly. I further promise that I will perform the duties of my office to the best of my knowledge and ability."

- b. Officers shall assume the duties of their office immediately after installation.
- c. The installing officer shall be any past or present officer.

ARTICLE VII --- BOARD OF DIRECTORS

Section 1. Board of Directors:

- a. The Board Of Directors (Board) shall consist of the President, Vice President, Treasurer, Secretary, and the Past President.
- b. The Board shall direct the overall policy and direction of the SVPCUG.
- c. The Board shall also guide and direct the SVPCUG's business in an emergency between membership meetings and their decisions shall be final and not require the approval of the membership
- d. The Board shall also serve as the Grievance Committee, and shall have original jurisdiction and plenary power to settle and adjudicate all grievances and charges for suspension or expulsion from office or membership. All such voting shall be performed by written ballot. These decisions shall be final and there shall be no appeal.
- e. The Board shall approve the SVPCUG budget, proposed by the Treasurer, for the ensuing year. This budget shall be presented to the membership for approval at the Annual Meeting.
- f. The decision of the Board involving the expenditures of SVPCUG, except as mentioned in the duties of the Treasurer, must be approved by the membership.
- g. The Board shall have the power to recommend the compensation of officers and guest speakers. These recommendations shall be approved by the membership before they become effective.
- h. The Board shall be empowered to recommend proposals for changes or amendments to the Bylaws. The membership shall then decide the proposals in due course of procedure at membership meetings.
- i. The President shall be chairperson of the Board.
- j. The Board will not meet on a regular basis. The President will call Board meetings as needed.
- k. Three members of the Board shall constitute a quorum for the transaction of business.

ARTICLE VIII --- COMMITTEES

Section 1. Recommended Committees.

- a. The President shall appoint committees as needed to accomplish the efficient functioning of the SVPCUG. Some subjects that could be accomplished by committees are: Nominating, Software, Publicity, Newsletter, Program, and Bylaws.
- b. The President shall appoint the chairperson of each committee.
- c. Committees shall serve for one year. They shall deliver an annual report at the Annual Membership Meeting. They need not record minutes except when deemed useful.
- d. A vacancy in a committee shall be filled by the President.

Section 2. Nominating Committee.

- a. The Nominating Committee shall, at the first meeting in January, present a proposed ballot to the membership with the name of at least one candidate for each office.
- b. Members who desire to be nominated for an office, but cannot be present at election time, may have their names put forward for nomination by the secretary. In such case(s), the name(s) shall be placed on the election ballot.
- c. Nominees shall be in good standing and willing to devote their time for the good of the organization.

Section 3. Software Committee.

- a. The Software Committee shall maintain the Library of the SVPCUG, a library of public domain and user donated programs for circulation to the membership. A nominal fee may be charged for handling and packaging of programs and materials.
- b. Copyrighted software shall not be copied or otherwise "pirated" by the SVPCUG.
- c. The expenditure of SVPCUG funds for library maintenance shall be approved by the membership, except fees for packaging and handling.
- d. In the event of accidental loss or damage to library materials by a volunteer custodian, the Executive Committee shall conduct an investigation. If the Committee finds no culpable fault on the part of the custodian, the custodian shall not incur legal responsibility

Section 4. Program Committee.

- a. The Program Committee shall plan and schedule software and hardware demonstrations for the edification of the membership.
- b. The Committee may also provide training, exhibits, displays, and seminars beneficial to the general membership by the Board Of Directors
- c. The Committee shall also encourage commercial software developers to provide demonstrations at club meetings.

Section 5. Publicity Committee. ---

The Publicity Committee shall publicize the efforts of the SVPCUG toward the attainment of its objectives.

Section 6. Newsletter Committee.

- a. The Newsletter Committee shall prepare and distribute the newsletter to all club members in good standing.
- b. Funding for the newsletter shall be provided by the Treasurer.
- c. The newsletter shall be published for the membership and shall serve to disseminate information, meeting schedules, and other items of general and special interest to the SVPCUG.

Section 7. Bylaws Committee.

- a. The Bylaws committee shall review the Bylaws annually. The committee shall review all changes proposed at meetings, consolidate all changes, and shall present them to the membership at the last business meeting of the year.
- b. The Bylaws Committee shall make a year-end report of proposed Bylaw changes at the Annual Membership Meeting.
- c. The function of the Bylaws Committee shall become the responsibility of the Secretary when this committee is not active.
- d. The President shall direct the committee to become operational in time to make the year-end report.

Section 8. Special Committees.

The President as needed may appoint special or temporary committees. (Examples: Entertainment, Feasibility Studies, Debate, etc.)

ARTICLE IX --- ELECTIONS

Section 1. Election Procedures.

- a. Balloting shall take place at the Annual Meeting. In addition to the nominations made by the Nominating Committee, additional nominations may be made from the floor.
- b. Balloting shall be by written ballot for each office having more than one nominee. An oral, or show-of-hands vote may be held for each office with only one nominee.
- c. The officers shall be elected by majority vote of the members present at the meeting.
- d. The President shall be elected first. The voting shall continue for the Vice President and the other officers, one at a time, until all elected offices have been filled.

- e. In the case of failure to elect an officer by a majority vote, the person receiving the least votes shall be dropped from further consideration, unless there is a tie vote between the nominees receiving the least votes. In such case, repeated votes shall be taken until the tie is broken.

Section 2. Notice Of Elections.

- a. A notice of elections shall be mailed to each member in good standing. A notice of elections may be part of the newsletter.
- b. Notices sent by means other than by newsletter must be delivered to the members not more than four weeks prior or less than five days before the election.

ARTICLE X -- PARLIAMENTARY AUTHORITY

The rules contained in The Robert's Rules Of Order shall be the parliamentary authority in all cases not covered by these Bylaws.

ARTICLE XI --- BY-LAWS APPROVAL, AMENDMENTS, AND DISSOLUTION

Section 1. Approval.

These Bylaws can be amended at any membership meeting by a two-thirds majority vote of the members present, providing the amendment has been submitted in writing at the previous membership meeting.

Section 2. Dissolution.

- a. Upon dissolution of the Sierra Vista IBM PC Users Group, the Treasurer shall ensure that all outstanding debts and obligations of the organization have been met.
- b. All property of the SVPCUG shall be divided up among all active members, or disposed of in a manner as may be decided by the members at time of dissolution.