



## **Bylaws of the Stateline Macintosh User Group** (Revision 2006)

### **Article I - NAME and SCOPE**

The name of this organization shall be the Stateline Macintosh Users Group (SMUG) and shall serve users of the Macintosh Operating System (Mac OS) in North Central Illinois and South Central Wisconsin.

### **Article II - STATEMENT OF PURPOSE**

The primary purpose of the User Group is to serve Mac OS users and enthusiasts by providing them with an opportunity to meet, share and exchange knowledge and ideas about mutual interests.

### **Article III - ORGANIZATION**

The Stateline Macintosh Users Group is an independent nonprofit organization and shall not be affiliated with any commercial interest or sponsoring organization. It shall be operated solely by its members according to these bylaws.

### **Article IV - ETHICS**

The Stateline Macintosh Users Group will maintain the highest standard of ethics in its operation. It will not knowingly illegally distribute copyrighted materials, specifically commercial software or publications, nor will it sanction the illegal distribution of such materials. Materials distributed through the CD-of-the-Month will be freeware, shareware or demonstration software and will be identified as such. Responsibility for registration lies with the individual receiving this software, according to the 'rules' of shareware.

## Article V - MEMBERSHIP

A) **Qualifications and Dues.** Membership shall be open to anyone interested in the Mac OS. Annual dues must be paid to participate in SMUG activities and receive other benefits. Dues shall be payable each year on the date of the general meeting in May. New memberships will be prorated to the number of months remaining until the following May. After May 2006, renewals will be for the full year's membership rate only. Membership shall be terminated 30 days after the anniversary date if renewal has not been made. Dues shall be set by the full membership upon recommendation by the Board of Directors.

B) **Types of Memberships.** There shall be five (5) types of memberships.

- 1) **Individual membership: \$24.00** Members in good standing shall have the right to vote, to hold office, to participate in all SMUG meetings, to receive the SMUG newsletter or other publications, to purchase the CD-of-the-Month at membership prices, to attend Special Interest Groups (SIGs) and to participate in any other special SMUG activities.
- 2) **Family membership: \$36.00** Family membership shall entitle all family members at the same address to all the benefits of an individual membership with the limitation of one newsletter per address.
- 3) **Student membership: \$12.00** Student membership shall entitle *full-time* students with valid ID to all benefits of membership at a reduced rate.
- 4) **Life Membership: exempt** The Board of Directors may appoint any individual as a lifetime member. This person shall have all the benefits of an individual membership. This member shall be exempt from yearly dues.
- 5) **Guest membership.** This membership shall have limited benefits of an individual membership: to participate in all SMUG meetings; to receive SMUG publications; to attend Special Interest Groups (SIGs) and to participate in SMUG activities, with the exception of member giveaways. This is a temporary, nonrenewable membership commencing with the first meeting attended as a visitor and limited to a total of three consecutive meetings.

### C) Termination of Membership

- 1) **Resignation.** A member may resign at any time during the year. Upon the receipt of resignation all privileges due that member will be canceled. Dues will be refunded on a prorated basis.
- 2) **Failure to renew membership.** If a member fails to renew, membership will be canceled 30 days after the member's anniversary date.
- 3) **Expulsion.** A member may be expelled from the User Group if it is determined that the member has failed in a serious degree to observe the values of conduct of the User Group or has engaged in conduct seriously prejudicial to the User Group.

**Procedures for expulsion:** (*Note: All actions will be handled as discreetly as possible to protect both the member and SMUG.*)

- a) The Board or its representative shall first discuss the problem with the member to try to resolve it.
- b) If the disagreeable actions continue, the Board may, by a 2/3 vote, recommend expulsion at the next Planning meeting.
- c) If the member does not agree to resign, a notice will be posted in the *Stateline MacNews* prior to the vote for expulsion at the Planning meeting.
- d) A 2/3 vote of the Board will be necessary to expel the member. The member shall have the privilege to address his/her actions to all members at this meeting.
- e) Upon expulsion, dues will be refunded on a prorated basis.

## **Article VI - SELECTION OF OFFICERS**

The Stateline Macintosh Users Group shall have an Executive Board, comprised of the elected officers, to conduct the business of the User Group and to see to the operation of the organization. The elected officers shall be: President, Vice-President, Treasurer, and Secretary. The office of Past President shall be filled by the departing President. Additional officers will be appointed by the elected officers.

### **A) Eligibility and nominations**

- 1) **Eligibility for office.** Elected office positions may be filled by any member in good standing for at least one month immediately prior to the election. The Past President will also be considered an elected officer although that position is automatically filled by the outgoing President. Appointed office positions may be filled by any member in good standing.
- 2) **Term of office.** Terms of elected officers shall be one (1) year. The Past President shall be limited to a one (1) year term immediately following his/her term(s) as President.
- 3) **Nomination of elected officers.** Nominations may originate from a Nominating Committee or any User Group member. Nominations may be made at any time prior to formal voting, however nominations made less than 24 hours prior to the election will be considered write-in candidates.

### **B) Elections and appointments**

- 1) **Elections.** Election of officers shall take place annually during the September general meeting, and the duties of the officers shall begin on October 1, or at the Planning Meeting following the September elections, whichever comes first. Formal nominations will be presented to the members at the September general meeting prior to the actual vote.
- 2) **Voting.** All members in good standing shall have one vote. Members may vote by written proxy.
- 3) **Appointed officers.** Such positions as Publicity Chair, Newsletter Editor, Librarian, Webmaster and Members-at-large will be appointed from the general membership by the Executive Board at any Planning meeting. Appointed positions may be created or eliminated as deemed necessary by the Executive Board. A 2/3 vote of the Executive Board will be necessary for appointment.

### **C) Removal from office**

- 1) **Resignation.** If an officer is unwilling or unable to complete a term, a replacement officer will be appointed by the Executive Board.
- 2) **Recall.** All officers shall be subject to review and recall by a two-thirds majority of the members present at any regular meeting, providing notice of such meeting is announced at the prior regular meeting, or posted in the *Stateline MacNews*.

## Article VII - BOARD OF DIRECTORS

The Board of Directors shall consist of all elected and appointed officers of SMUG. Duties of the officers of SMUG shall be as follows:

### A) Specific Duties

- 1) **President** shall preside over all meetings. He/she is responsible for establishing a written agenda at the Planning meeting, for calling all meetings to order at their appointed times and to see that meetings are orderly and timely. The President shall be responsible to see that these by-laws are followed. Upon completion of his/her term(s), the President shall fill the office of Past President.
  - 2) **Vice-President** shall perform the duties of the President if he/she is absent or unable to perform duties. Vice-President shall be responsible for membership recruitment, in addition to orientation, and retention of members. This includes information distribution to prospective members, maintenance of membership database, and assessment of member interests and resources.
  - 3) **Treasurer** shall be responsible for all funds of the Stateline Macintosh Users Group. He/she shall make payments as directed by the President or Board of Directors. He/she shall be responsible for the deposit of all User Group funds and maintain accurate records of all moneys and assets of the organization. His/her name and the name of at least one other elected officer shall be on record with the bank or savings institution at which User Group funds are deposited. He/she shall present a financial report at each Planning Meeting. Once a year, in September, he/she shall make a formal financial report available to all members.
  - 4) **Secretary** shall be responsible for all official correspondence of SMUG, plus the recording of minutes of all Planning meetings. Minutes shall be distributed at each Planning meeting and made available to the entire membership. Secretary shall maintain archives (defined as past minutes, annual reports, historical documents) of the User Group.
  - 5) **Newsletter Editor** shall be responsible for the timely gathering/soliciting of information and publication of the User Group newsletter, the *Stateline MacNews*.
  - 6) **Librarian** shall be responsible for the collection, organization and distribution of the User Group's CD-of-the-Month library.
  - 7) **Publicity Chair** shall be responsible for the public distribution of information regarding SMUG activities.
  - 8) **Webmaster** shall be responsible for the content of the User Group website located at [www.smugweb.com](http://www.smugweb.com).
  - 9) **Past President** shall work with the current Board of Directors to ensure an orderly transition of governing bodies, to see that ongoing programs continue until further action is taken by the Board and to advise the current President as needed.
  - 10) **Members-at-Large**. Members-at-Large may be appointed by the President to act in an advisory capacity at Planning Meetings and to assist as necessary to carry out Board plans.
- B) Annual report.** Each officer shall write a short report in September of each year. This report shall act as a guideline to incoming officers. The report should include information about the duties of the office and the activities and specific accomplishments of the officer throughout the year. This report should be as concise but informative as possible to help succeeding officers handle the office with minimal interruptions/disruptions. A master copy of the reports from each committee/office should be turned over to the Secretary at the September Planning Meeting. The compiled report shall be submitted to the incoming Board of Directors at the October Planning Meeting.

## Article VIII - MEETINGS

A) **General User Group Meetings.** General User Group monthly meetings shall be held in the evening on the fourth Tuesday of each month. Location and time for all meetings shall be announced monthly on the SMUG website and in the *Stateline MacNews*. General meetings are open to the public.

### B) Planning Meetings.

1) **Planning Meeting.** The regular Planning Meeting shall be held monthly approximately one (1) week after the General Meeting. Dates shall be published on the SMUG website and in the *Stateline MacNews*. The meeting shall consist of all elected and appointed officers, plus any other User Group members who wish to attend. All User Group members present shall have equal voice and voting privileges at these meetings, except as noted in these bylaws. The purpose of this meeting is to assist in the final planning and implementation of all programs and SMUG activities, to conduct any necessary SMUG business, and to make policy change. A quorum, consisting of a majority of the elected officers, must be present for an official Planning Meeting. Planning meetings are for User Group members only. Any proposed expenditure over \$500 must be approved by a majority vote of the membership in attendance at the next General Meeting. The membership must be notified of the proposed expenditure via the SMUG website and the *Stateline MacNews* with notice that this proposal will be voted on at the next General Meeting.

2) **Special Business Meeting.** If a special business meeting is necessary, the Board of Directors and the full membership must be notified via e-mail and/or the SMUG website prior to the proposed meeting. The proposed meeting will be official only if a quorum, consisting of a majority of the elected officers, is present.

C) **Special Interest Groups (SIGs).** SIGs may be formed by any SMUG member to address specific areas of interest (i.e. a Graphics SIG or a FileMaker SIG) and may meet at any time. SIGs are totally member-driven and shall be responsible for developing a schedule, meeting format and content, and a budget, if necessary. SMUG shall provide support for SIGs in the following ways:

- 1) SMUG equipment (projector, computer) may be used by SIGs when not needed at general meetings, or reserved for other use. The SIG must make necessary reservations, pick up and return equipment.
- 2) SMUG will pay room rental fees if the regular attendance exceeds 8-10 members, and other free convenient meeting rooms are not available.
- 3) Any other necessary expenses require Board review.
- 4) All SIG request for SMUG funding must be presented at a regular business meeting and will require Board approval. For a SIG to be official, its name and purpose must be approved by a 2/3 vote at a Planning meeting. From that point on the SIG shall run itself with notices of meeting place and time published on the SMUG website and in the *Stateline MacNews*.

SIGs are for User Group members only.

D) **Special User Group Events** At times during the year, special User Group events may be held. The meeting place and time will be published ahead of time on the SMUG website and in the *Stateline MacNews*. The purpose of these meetings may be for the following: auctions, picnic, dinners, Christmas parties, special vendor request, workshops, or any other occasion that would benefit the members.

### **Article IX - USER GROUP MEDIA**

The SMUG newsletter shall be called the *Stateline MacNews*. The SMUG website shall be located at [www.smugweb.com](http://www.smugweb.com). Both newsletter and website shall serve as sources of information, news, and a means of communicating notice of meetings, minutes of Planning Meetings and all other official notices.

### **Article X - BY-LAWS**

These by-laws shall be reviewed annually by the Board of Directors to determine if changes or amendments are in order. It is the responsibility of the Board of Directors to bring these recommended changes to the entire membership. The by-laws may be amended by a vote of two-thirds (2/3) of the members present at any General Meeting, providing the proposed changes are presented to the membership prior to the vote. Members may vote by written proxy.

### **Article XI - Club Assets**

All assets of the Stateline Macintosh Users Group are property of the entire User Group. No part of these assets shall benefit any single individual. Upon dissolution of the User Group, assets will be liquidated, the current members will be reimbursed the prorated unused portion of their membership fees (if funds permit), and the remaining funds or assets will be distributed to a local charitable or educational organization dedicated to Macintosh computer training or advancement. 🍏