



**QCMUG Organizational Bylaws**  
*Revised & Ratified: October 20th, 2009*

**Article I: Name**

The name of this organization shall be the Quad Cities Macintosh Users Group (QCMUG).

**Article II: Purpose**

The purpose of this organization is to educate, socially interact with, and assist members and those of the general public interested in the use of Apple products.

**Article III: Membership**

**Section 1** – Membership is open to any interested individual who subscribes to the purpose of the organization and who agrees to abide by its constitution and bylaws.

**Section 2** – A voting member is deemed an individual or one person per house hold that has paid the established dues.

**Article IV: Officers and Duties**

**Section 1** – The officers will be President, Vice President, Secretary, and Treasurer.

A. President

- i. Run monthly meetings.
- ii. Act as chairperson of the executive board and an ex-officio member of all committees.
- iii. Decide yearly agenda with help from the executive committee on programs / presentations for each meeting.
- iv. Act as the QCMUG representative with all media and contracts with Apple.

B. Vice President

- i. Assumes duties of the President either when the President is absent or when a vacancy occurs in that office
- ii. To be responsible for signage announcing the monthly meetings.
- iii. Responsible for greeting guest and introducing them at the meetings.

**Article IV:** *continued*

C. Secretary

- i. Take minutes at monthly meetings and post on website by the following monthly meeting
- ii. Send meeting reminder email to QCMUG members one week before monthly meeting
- iii. Send newsletter/web site update to list@qcmug.org three days before monthly meeting

D. Treasurer

- i. Keep organization's funds using accepted bookkeeping practices and organization's guidelines.
- ii. At January meeting, provide the membership with a summary of the year's financial activity.
- iii. His/her postal address is the club's address.
- iv. Receive membership application / renewal forms and dues, either in person or via postal mail.
- v. Maintain database containing information on all members.
- vi. The Treasurer will give an oral report of the QCMUG's financial standing at each monthly meeting, which will be incorporated into the secretary's minutes. This report will also include membership numbers.

**Section 1** – Once a year, at the January meeting, the treasurer will submit all financial records for the previous year to the president for the Annual Audit. These records will include but are not limited to: bank statements, receipts, treasurer reports, and the check book. Any other records deemed pertinent by the officers doing the audit may also be requested. The president will then designate at least two (2) officers (may include the president) to perform the audit and report the results at the February meeting. This audit will then become part of the permanent record and copies will be given to the secretary and treasurer.

**Section 2** – The officers as elected by this organization shall comprise the Executive Committee. The executive committee is empowered to act in the best interests of the membership in the interim between regularly scheduled meetings, provided that they inform the membership of any committee action(s) taken during the interim, and seek membership concurrence, at the next regularly scheduled meeting.

**Section 3** – All non-recurring purchases and payments in excess of fifty dollars (\$50.00) shall be approved by majority vote at a regular or special meeting.

E. Public Relations officer

- i. Will send out press releases to any media about the QCMUG monthly meetings and other activities of the QCMUG

## **Article V: Meetings**

**Section 1** – The Regular Monthly Meeting date will be the 3rd. Tuesday of each month. Any changes in the monthly meeting date will require a majority vote of the members present at a regular meeting.

**Section 2** – The president may call Special Meetings.

**Section 3** – The president or a consensus group of at least three officers, as needed, may call an Executive Committee Meeting.

## **Article VI: Dues**

**Section 1** – The amount of annual dues will be established by a majority vote of members present at a regular meeting. Any subsequent change in the dues amount must have been formally introduced by at least the meeting prior to the meeting at which action on a proposed dues change is requested.

**Section 2** – Starting January 2009, membership periods for all members will run from January 1 to December 31 (calendar year). The cost will be \$24.00 for the year for an individual. Members will then renew in January 2010 for \$24.00 there after. If you are in DELINQUENT status, you will pay \$24.00 in order to renew club membership. New members, regardless of year, will pay \$2.00 per month to conclude the membership year (December 31). Renewals occur in January for \$24.00

**Section 3** – One (1) free year of membership will be given to any member in good standing presenting a program at the monthly meeting. An extension of the member's membership will be given for each program presented. A list of membership extensions will be maintained by the Treasurer.

## **Article VII: Appointments, Committees, and Elections**

### **Section 1 – Appointments**

- i. The president may appoint a member to serve in a temporary position as needed.
- ii. This will be for a specific purposes relating to club business.

### **Section 2 – Committees**

- iii. The president may appoint committee members and chairpersons.
- iv. Unless stipulated otherwise, the term of office for committee members will be for one year, concurrent with the term of the officers.
- v. The charges and responsibilities of each committee should be enunciated in writing by the president.
- vi. The chairpersons of committees will keep and pass along to the president a notebook of committee activities, records, and guidelines.

**Article VII: Continued**

**Section 3 – Elections**

- i. The president will send an email to all members before the October meeting asking for volunteers for all officers positions . He/ she will submit at least one name for each of the offices for consideration at the November meeting, at which time further nominations will be called for from the floor.
- ii. New officers will be elected at the November meeting for a one-year term; the new officers will assume their duties at the regularly scheduled January meeting or, if no January meeting is scheduled, on January 1st.
- iii. Should the vice president assume the office of the president, or should a vacancy occur in the office(s) of secretary or treasurer, such office(s) will be filled by election at the next scheduled meeting to fill out the unexpired term(s) of office.

**Article VIII: Rules of Order**

**Section 1** – Robert's Rules of Order Revised will govern the general rules of this organization.

**Section 2** – The usual manner for voting on any issue will be by voice vote and majority rule. Should there be any question as to the outcome of this vote, a show of hands and majority rule will follow. Any member may call for a private written ballot on any issue provided there is a majority hand vote authorizing such.

**Article IX: Constitutional Amendments**

**Section 1** – The constitution may be amended by a majority vote of the members present at any regular meeting, provided that the amendment(s) were presented in writing at the preceding meeting and posted to the QCMUG website.

**Article X: Quorum**

**Section 1** – Members present at a scheduled meeting will constitute a quorum.

**Section 2** – Members present at a special meeting will constitute a quorum provided an attempt has been made to contact all members.

**Section 3** – Three executive members will constitute a quorum at a special executive committee meeting.

**Article XII: Removal from Office**

**Section 1** – Any officer who is unduly absent from meetings or who ceases to participate in the activities of the organization or who's conduct is considered inappropriate by the membership, may be removed from the position by a majority vote of those present at a regularly scheduled meeting, provided that the person has been contacted or notified one month prior to said meeting.