

BYLAWS OF MAC MAVERICKS
The Dubuque Iowa Area Macintosh Users' Group



ARTICLE I -- PURPOSE

The purpose of this Organization is to assist owners and users of the Apple Macintosh family of computers, by offering a forum for the exchange of ideas, information and news about these computers.

ARTICLE II -- GOVERNANCE

SECTION 1. MEMBERS: ELIGIBILITY, DUES AND BENEFITS.

- A. **MEMBERSHIP.** Membership shall be open to anyone who is interested in the Apple Macintosh family of computers.
- B. **DUES.** Dues shall be payable annually by the April membership meeting. Members who join after January 1st are fully paid for the whole calendar year: January to December. They will renew their membership the following April. Upon payment of dues, a member shall be entitled to participate in all Organization activities, and shall be entitled to vote at elections for officers and upon any matters presented to the membership for vote. One membership may be shared among the persons living at a single address. Annual dues are: \$25.00
- C. **BENEFITS.** Benefits shall include but not be limited to: attendance at regular monthly, and special meetings of the membership; contests; participation in Special Interest Groups; a subscription to the official Organization Newsletter; group discounts; access to the Organization's public-domain software library.

SECTION 2. MEMBERSHIP MEETINGS

- A. **MONTHLY MEETINGS.** A regular meeting shall be held in every month at a time and place set by the President. Members will be notified by phone or by email.
- B. **SPECIAL MEETINGS.** Special meetings may be called by the President, or by petition signed by not less than one-fifth of the membership, for the purpose or purposes stated in the call of the meeting.
- C. **PLACE.** The President may designate any place within the metropolitan Dubuque area or beyond as the place for any meeting.
- D. **NOTICE.** Written notice stating the date, hour, and place of a Monthly Meeting shall be emailed, in the Newsletter or in a separate emailing, by or at the direction of the President or the Secretary, to each member in good standing. Written notice stating the date, hour and place of a Special Meeting, and the purpose or purposes for which it is called, shall be mailed by the officer or other person or persons calling the meeting. Due notice shall consist of deposit in the United States regular mail, postage fully prepaid, addressed to the member at the address then on the records of the Organization. If a meeting is adjourned to another time or place, notice thereof shall be required only if the time and place of the adjournment are not publicly announced at the meeting prior to such adjournment.
- E. **VOTING LIST.** The Secretary shall maintain a complete and current List of the members in good standing and thereby entitled to vote, showing the name and address of the member as most recently furnished to the Organization by the member, which List shall be evidence of good standing and of entitlement to vote. Members shall be responsible for notifying the Organization of changes of name or address. A hard copy of said List shall be given to the other elected officers at the meeting at which the election occurs, and shall be open to inspection by any member at that meeting.

F. **QUORUM**. One-eighth (12.5%) of the members in good standing of the Organization, present in person, shall constitute a quorum at any meeting. If a quorum is present, the affirmative vote of a simple majority of those present and voting shall be the act of the membership, unless the vote of an extraordinary majority is required by these Bylaws. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting.

G. **RECORD DATE**. In order to vote in an election of officers, a member must have paid all dues prior to said election.

H. **COMPENSATION**. Members in good standing who bring a computer to a membership meeting for demonstrating the scheduled topic shall be compensated \$15 from the treasury.

SECTION 3. OFFICERS

A. **GENERAL POWERS**. The business, property and affairs of the Organization shall be managed by its Officers. The responsibilities of the Officers shall include, but not be limited to: contracting for necessary or proper services; expenditure of the funds of the Organization in furtherance of its aims and purposes; specification of job descriptions, standard procedures, and forms of routine correspondence; determining which ongoing functions, tasks and projects are needed, who shall be responsible for carrying out such functions, tasks and projects and which officers will be liaisons to the person or persons responsible for carrying out such functions, tasks and projects; enabling the formation of Special Interest Groups under the aegis of the Organization; overseeing quality control in all aspects of Organization activities; and the exercising advice and consent to the President, as set forth in these Bylaws.

B. **NUMBER, TENURE AND QUALIFICATIONS**. There shall be five officers of the Organization as outlined in Section 4. Their term in office shall be one year, commencing at the adjournment of the meeting at which they shall have been elected, and continuing until their respective successors shall be elected and shall take office. Any member shall be eligible for election who has been a member in good standing for three months prior to the calendar month in which the election is held. All officers shall be eligible for re-election. Each officer shall hold office until his or her successor shall have been duly elected and shall have been qualified or until his or her substantial inability to perform the duties of the office or until he or she shall resign or shall have been removed in the manner hereafter provided. Election of an officer shall not of itself create contract rights.

C. **ELECTION**. Not less than two months prior to an election, the President shall appoint an Election Committee consisting of not less than three nor more than five members who have been in good standing for at least three months prior thereto. The Committee shall: select from among their number a convener; identify candidates for election; accept the candidacy of any member in good standing eligible for election pursuant to these Bylaws, publish a list of the candidates and of the offices which they seek; and conduct the election. A candidate receiving a simple majority of the votes cast for any position shall be deemed duly elected to that position. If no candidate receives a simple majority, a run-off election shall be held immediately, during the same meeting, between the candidates receiving the two highest vote totals, until one shall be elected. No proxy voting shall be allowed in any election.

D. **REGULAR MEETINGS**. A regular meeting of the Organization shall be held once each month, at a time and place set by the President.

E. **ATTENDANCE**. Each officer shall be required to attend every Monthly Meeting.

F. **REMOVAL**. An officer who is absent without excuse from three Monthly Meetings within one year, or who shall fail or refuse to perform the duties of the office to which said Officer shall have been elected, shall be subject to removal from said office, upon affirmative vote of the membership.

G. **VACANCIES**. If a vacancy shall occur in any elective position other than President, less than six months prior to the Monthly Meeting at which an election shall be held, the President shall appoint, with the advice and consent of the remaining officers, a member in good standing who shall complete the term of office which shall have become vacant. If such vacancy shall occur more than six months prior to such Monthly Meeting, the President shall make such appointment for the time to and including a special election, and the Election Committee, or so many members thereof who shall be members in good standing at that time, shall arrange such a special election no later than the second Monthly Meeting following the occurrence of the vacancy, to fill the vacancy for the time remaining in the term of office which shall have become vacant.

SECTION 4. OFFICERS AND DUTIES

A. **NUMBER**. The officers of the Organization shall be five: President, Vice-President, Newsletter Chairperson, Secretary, and Treasurer.

B. **PRESIDENT**. The President shall: chair all meetings; be in charge of the business, property and affairs of the Organization; effect the directions and resolutions of membership; and assign duties and responsibilities not otherwise assigned. He or she shall be a member ex officio of every committee. In case of an emergency, in which irreparable harm would result to the organization from the lapse of time until a regular or special meeting could be held, he or she may accept personal, telephone or electronic consent of a quorum of the membership and initiate action, providing at least four additional members agree with the proposed action. The President shall promptly record and publish to the members the nature of the emergency, the action which he or she took, and the identities of the members assenting thereto. The President shall maintain the web site for the group on the Apple Users Group page supplying any changes in the names of the officers required on the page. The President shall appoint an Ambassador for the Mac Mavericks. If the group dissolves, the President is responsible for notifying Apple and getting the User Group removed from the web page.

C. **VICE-PRESIDENT**. The Vice-President shall assist the President in the discharge of his or her duties as the President may direct, and shall perform such other duties, as may be assigned to him or her by the President. If the President shall be absent, or unwilling or unable to act, the Vice-President shall perform the duties of the President, and when so acting shall have all of the powers and responsibilities of, and be subject to all of the restrictions and limitations upon, the office of President.

D. **NEWSLETTER CHAIRPERSON**. The Newsletter Chairperson or a person designated by the President, shall write and distribute by email (or US Post for those who do not have email) the Organization's newsletter which shall contain monthly meeting place and time for upcoming meetings, the agenda for the upcoming meeting, the minutes or summary of the previous meeting. The Newsletter Chairperson shall contact the Telegraph Herald and get the meeting time and place announced in the paper's free section. She/he will also be responsible to contacting the Bellevue, Galena, Platteville, Cuba City, papers for the same announcement. This should be able to be done by email.

E. **SECRETARY**. The Secretary shall: record and maintain the minutes of meetings; see that all notices are duly given as required by these Bylaws; shall conduct the correspondence of the Organization; and perform all duties incident to the office of Secretary and such other duties as may be assigned by the President.

F. **TREASURER**. The Treasurer shall be the principal financial and accounting officer of the Organization. The Treasurer shall: have charge of and be responsible for the maintenance of adequate books of account for the Organization; have charge and custody of all funds of the Organization, and be responsible therefore and for the receipt and disbursement thereof; and perform all duties incident to the office of Treasurer and such other duties as may be assigned by the President. The Treasurer shall maintain a checking account for the Mac Mavericks and give a monthly verbal report at the monthly meeting. The Treasurer will also give the written report to the other officers at the monthly meeting.

G. **WEBMASTER**. The Webmaster shall maintain a web presence for the Organization. The office will be filled by appointment by the President. On the web page will be posted: the newsletter, meeting notices, news of other area Mac User Groups, and Apple eNews articles. Only advertising for our web site host and programs in which our group has a discount will be permitted on our web site.

H. **LIBRARIAN**. The Librarian shall retain the collection of CD ROM's and DVD ROM's owned by the user group. The office will be filled by appointment by the President. The Librarian shall maintain a list of these CD's and DVD's and record the name of the member who has borrowed them. Members may check out CD's or DVD's from the Librarian for one month. If they are not returned at the next month's meeting, a \$5 fine will be assessed. Fines are payable to the Treasurer. Failure to pay all fines will result in expulsion from the group.

I. **GREETER**. The Greeter shall meet and greet members as they arrive at membership meetings. The greeter will distribute agendas and index cards, and assist members with their name badges. The Greeter will be appointed by the president in an ad-hoc manner.

SECTION 5. AMENDMENTS

The power to make, alter, amend, or repeal the Bylaws of the organization shall be vested in the Executive Board. Amendments shall be made by the affirmative vote of two-thirds of the board members present at any meeting of the Board. The Bylaws may contain provisions for the regulation and management of the affairs of the organization. Amendments to these Bylaws must be provided to the members at the next monthly meeting at which a quorum as defined by Article II, Section 2F shall have been present and be ratified by a majority of members voting at that meeting, and shall become effective immediately upon such ratification.

SECTION 6. EXECUTIVE BOARD

The Executive Board shall have as members: President, Vice President, Newsletter Chairperson, Treasurer, Secretary, Webmaster and Librarian. Each officer will have one vote. If a person holds more than one of these offices, they will still have only one vote. The Executive Board will meet at least once/year to review the bylaws and at any other time as directed by the President.

DISSOLUTION

Upon the dissolution of the group, assets shall be distributed to another Mac Users Group in the state of Iowa.

Adopted: 5-13-2000 Ratified: 5-13-2000

Amended: 11-10-2001

Amended and ratified: 3-8-2003 (CD Librarian)

Amended and ratified: 5-8-04 (Web Site Advertisements)

Amended and ratified: 7-9-05 (Compensation and Greeter)

Amended and ratified: 8-18-07 Voting List, Ambassador (no CD from Apple), Vice President (eliminate reference to "Internal"), Newsletter Chairperson can be designated by the President, Amendments drafted by board with 2/3 of members present (eliminate reference to a quorum).

Amended and ratified: 3-08 Dues from \$15/yr to \$25/yr

