

CONSTITUTION AND BY-LAWS OF THE ROCKLAND PC USERS GROUP

THE CONSTITUTION

Article I NAME

This organization shall be called the Rockland PC Users Group ("the Group.")

Article II PURPOSE

The purposes of the Group shall be as follows:

1. to exchange computer-related ideas and information among its members.
2. to engage in computer-related activities for the benefit of the membership and the community at large.
3. to increase the understanding and utilization of the personal computer.
4. to provide an opportunity for the formation of special interest groups (SIGs).
5. to provide a medium for the exchange and propagation of public domain software, freeware and shareware.

Article III MEMBERSHIP

Membership in the Group shall be open to any person, without regard to sex, color or religion, who accepts the purposes of the Group as stated in the Constitution and By-Laws.

Article IV OFFICERS

The officers of the Group shall be a president, a vice-president, a secretary and a treasurer.

Article V EXECUTIVE BOARD

The executive board shall consist of the officers of the Group, the current committee chairpersons, the immediate past president of the Group, one member-at-large to be chosen by the executive board, and the current editor of ComputerConnection, the Group's newsletter.

ARTICLE VI STANDING COMMITTEES

There shall be the following standing committees: program, membership and public relations and such other committees as may be established by the executive board.

Article VII MEETINGS

The meetings of the Group shall be business and program meetings, executive board meetings, an annual business meeting and meetings of any special interest groups (SIGs) that form under the Group's auspices.

Article VII FISCAL YEAR

The fiscal year of the Group shall be from July 1st through June 30th.

THE BY-LAWS

Article I DUTIES OF OFFICERS AND THE EXECUTIVE BOARD

- Section 1. The president shall call regular and special meetings of the membership and the executive board in accordance with these bylaws. He or she shall preside at all meetings, shall approve meeting programs, shall appoint committee chairpersons, shall see that the officers and committee chairpersons perform their respective duties, and shall be a member *ex officio* of all committees, except the nominating committee. The president, along with the treasurer, shall sign all contracts and other obligations of the Group.
- Section 2. In the absence of the president, the vice-president shall perform the president's duties.
- Section 3. The secretary shall keep correct minutes of all meetings of the executive board, the annual business meeting, and all business and program meetings and shall maintain the archives of the Group.
- The secretary shall also maintain the mailing list and labels, send notices, and receive, read and answer correspondence. He or she shall keep a record of the name, residence and telephone number(s) of every member and shall notify new members of their acceptance into the Group.
- Section 4. The treasurer shall be responsible for collecting dues and fees, shall keep an accurate record of all assets and expenditures of the Group and shall maintain bank accounts, investments and insurance policies. He or she shall give a quarterly financial status report and shall not make significant changes to bank accounts, investments or insurance policies without the approval of the general membership or the executive board. The treasurer may disburse amounts up to \$100 without the specific approval of the executive board. Expenditures or investments in excess of \$1,000 must be authorized by vote of a majority of members present at the meeting at which such proposal is put forward. Members must be advised of the details of the proposed expenditure by letter or through publication in the Group's newsletter at least thirty (30) days prior to such vote.
- Section 5. The executive board shall hold monthly meetings and conduct the business of the Group. It shall be responsible for authorizing major expenditures and formulating policy proposals to bring before the membership.

Article II ELECTION OF OFFICERS

- Section 1. All officers shall be elected by ballot at the annual business meeting. A majority vote of the members present shall constitute an election. Any member unable to be present may submit a written, signed ballot through a proxy.
- Section 2. All terms of office shall be for one year. The officers shall take office at the close of the annual meeting at which their election is announced and shall serve until their successors are elected and installed.
- Section 3. In case of a vacancy occurring in an elective office, the executive board shall appoint a Group member to fill that post for the balance of the unexpired term.

Article III COMMITTEES

- Section 1. The program committee shall arrange the programs for the season and be responsible for their presentation.
- Section 2. The membership committee shall invite interested persons to join the organization, greet newcomers and provide them with materials concerning the Group's procedures and activities. The membership committee shall keep and maintain the files on the members' computing background and shall be responsible for issuing an annual directory of members.
- Section 3. The public relations committee shall promote the activities and welfare of the Group through the press, radio and other means of communication and shall be responsible for editing and distributing all publications, advertisements and mailing lists.

Article IV MEMBERSHIP

- Section 1. There shall be a single class of membership with annual dues to be established by the membership at the annual meeting.
- Section 2. Each member shall have one vote on matters brought before the membership.
- Section 3. All applicants for membership shall fill out the Group's membership application form.

Article V SPONSORS

Individuals, organizations or business firms who support the purposes of the Group may become sponsors of the Group. They shall have no voting privileges.

Article VI NOMINATING COMMITTEE

A nominating committee shall be appointed by the executive board no later than the regular March meeting. The committee shall consist of a chairman plus two additional members who shall prepare and submit a name for each office at the regular April meeting. The names of candidates shall be sent to each member of the Group at least one week before the annual business meeting. On election day members are at liberty to nominate candidates from the floor. All nominees must have given consent prior to the meeting.

Article VII DUES

The annual dues for members and sponsors shall be voted on at any general meeting. Proposed dues shall be announced at the prior general meeting and written notice shall be made at least thirty days prior to that meeting date. Dues shall be payable no later than the last day of the month in which the member's subscription to **ComputerConnection** expires. In the event that dues are not paid within one month after the newsletter subscription expiration date, the member shall be considered inactive and shall be removed from the rolls.

Article VIII MEETINGS

- Section 1. Business and program meetings shall be held each month or at such time as the Group decides and at such place as has been established by the executive board.
- Section 2. Executive board meetings shall be held two weeks prior to the regular business meeting or at such other time as the executive board may determine.
- Section 3. The annual business meeting shall be held in June, at which time annual reports, voting on dues and elections shall take place.
- Section 4. The latest edition of Roberts Rules of Order shall govern meetings of the Group.

Article IX QUORUM

- Section 1. Twenty members shall constitute a quorum for the business meetings.
- Section 2. Five members shall constitute a quorum for executive board meetings.

Article X AMENDMENTS

The Constitution and By-Laws of the Group may be amended at any meeting by a two-thirds vote of the members present, notice of proposed changes having been given two weeks in advance. Any member unable to be present may submit a written, signed ballot through a proxy.

Article XI DISSOLUTION

Upon dissolution of the organization, all assets of the corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding Section of any future Federal Tax Code, or shall be distributed to the Federal Government or to a state or local government, for a public purpose, or to any organization described in Section 501(c)(3) of the Internal Revenue Code for the purposes set forth above.

March 24, 1998