



## **The By-Laws of the Santa Barbara Macintosh Users Group**

*Revised January, 2001*

### **ARTICLE I: NAME**

1.0 The name of this organization is the Santa Barbara Macintosh Users Group (SBMUG).

### **ARTICLE II: PURPOSE**

- 2.0 This organization is established as a Users Group, under the By-Laws as set forth in this document, to:
- 2.0.1 Promote and further the effective utilization of the Apple Macintosh computer, peripheral equipment, and software manufactured and marketed or otherwise made available for the Macintosh computer by supporting the exchange of information concerning their uses.
  - 2.0.2 Advance the art of computation through education, exchange of information, and sharing of experiences.
  - 2.0.3 Provide feedback to Macintosh hardware and software developers and the general membership on equipment, software, services, and other needs which may arise.
  - 2.0.4 Cooperate with other Users Group organizations to effect these purposes, and to assist other Users Group organizations on all matters of mutual concern relating to the Macintosh computer.
  - 2.0.5 Establish special interest groups (SIGs) in order to provide communication and education for members with like interests.

### **ARTICLE III: MEMBERSHIP**

- 3.0 **Membership requirements:**
- 3.0.1 Membership shall be open to any individual subscribing to the purposes of this organization.
- 3.1 **Rights of members:**
- 3.1.1 On all business presented to the membership for vote, each member shall be entitled to one vote.
  - 3.1.2 Any member of the SBMUG has the right to place an item on the agenda of the Executive Board.
- 3.2 **Meetings:**
- 3.2.1 There shall be at least one (1) meeting of the General Membership of the SBMUG each month.
  - 3.2.2 A quorum shall be twenty-five percent (25 %) of the membership but not less than ten (10) members.
  - 3.2.3 A vote shall be carried by a simple majority of votes cast.
  - 3.2.4 There shall be at least one (1) meeting of the Executive Board each quarter. Any member of the Executive Board has the power to call a meeting of the SBMUG Board if he or she feels that a Board Meeting is necessary.

### **ARTICLE IV: TERMINATION OF MEMBERSHIP**

- 4.0 **Membership termination requirements:**
- 4.0.1 Any member may resign from SBMUG by written notice or e-mail message to the Treasurer; dues shall be forfeited.
  - 4.0.2 Any member who fails to pay any indebtedness to SBMUG shall be automatically terminated.
  - 4.0.3 Statement of charges, recommending expulsion of any member for cause, must be made in writing to the President. The President shall then meet with the Executive Board to investigate the charges.
  - 4.0.4 A member may be expelled from membership for cause by a majority vote of the Executive Board or a two-thirds (2/3) vote of the membership voting. Any unused dues may be returned to the member at the discretion of the Executive Board.

### **ARTICLE V: STEERING COMMITTEE**

- 5.0 **Responsibilities of the Steering Committee:**
- 5.0.1 The Santa Barbara Macintosh Users Group shall be formulated by a steering committee, whose primary function will be to establish procedures for the orderly operation of the organization.
  - 5.0.2 The steering committee shall be composed of at least seven persons genuinely interested in the formulation of the group.
  - 5.0.3 A steering committee quorum shall be composed of 4 people. A simple majority shall prevail.
  - 5.0.4 All members of the steering committee shall be voting members.
  - 5.0.5 The steering committee will be replaced by the elected officers of SBMUG on their taking office. The President may, if he feels necessary, retain the use of all or any of the steering committee members for a period of one (1) year from the adoption of these By-Laws.



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### **ARTICLE VI: ELECTION OF OFFICERS & EXECUTIVE BOARD**

#### **6.0 SBMUG Officers and Executive Board Officers:**

- 6.0.1 Elected Officers shall consist of a President, Vice-President, Program Chairperson, Secretary, and Treasurer.
- 6.0.2 The Executive Board shall consist of the above-named elected officers and, in addition, the immediate Past President, the Newsletter Editor, the SIG/Workshop Coordinator, the Webmaster, and the appointed Board Members-At-Large, who shall serve as voting members of the Executive Board.
- 6.0.3 Election of Officers shall be at the January meeting of each year, with terms to commence immediately.
- 6.0.4 The Executive Board shall appoint a Nominating Chairperson by the September meeting, who shall solicit and submit a slate of candidates for office at the December meeting. Said candidates must be members in good standing. Nominations for officers may be made from the floor at the election meeting. Officers shall be elected by a plurality of the members voting.
- 6.0.5 The term of office for an officer shall be one (1) year, renewable by election.
- 6.0.6 The Executive Board shall appoint the Newsletter Editor, the SIG/Workshop Coordinator, the Webmaster, and other Board Members-At-Large.
- 6.0.7 All important club decisions shall be made by a vote of the Executive Board, which includes the elected and the appointed officers. Decisions made by the President and permitted by these By-Laws shall be approved by a majority of the Executive Board.

### **ARTICLE VII: DUES**

#### **7.0 General:**

- 7.0.1 Membership dues shall be twenty-five dollars (\$25.00) per year, and may be changed at any time by a recommendation of the Executive Board and approval of the membership. Dues cover the period starting with the member's initial membership month. Payment for membership renewal shall be due in the twelfth (12th) month of membership. Dues not paid by the General Meeting in the member's expiration month shall be cause for termination of membership.
- 7.0.2 The member's expiration month shall be indicated on the mailing label of the SBMUG newsletter or publication, or by E-mailed notification. It is the responsibility of all members to renew their memberships on time. Failure to do so shall result in the discontinuance of the newsletter or publication mailings.

### **ARTICLE VIII: DUTIES OF OFFICERS**

#### **8.0 The Executive Board:**

- 8.0.1 The Executive Board shall exercise the general management of all SBMUG affairs, subject only to the direction of the SBMUG membership. It shall request and receive such reports from the Secretary and Treasurer and special committees as it shall direct. It shall authorize the disbursements of SBMUG funds and perform such other duties as are required by the By-Laws. It may act in behalf of the membership in any matters not specifically provided for in these By-Laws.

#### **8.1 The Officers:**

- 8.1.1 The President shall preside at all meetings of SBMUG and of the Executive Board and shall appoint special committees. The president may, if he or she so desires, assign the chairmanship of the whole or part to any other member. The President shall, with the advice and consent of the Executive Board, exercise a general supervision over SBMUG affairs, and perform such duties ordinarily incumbent upon a President. The President may appoint members to fill unexpired terms on the Executive Board.
- 8.1.2 The Vice-President shall perform such duties as may be assigned to him or her by the President. The Vice-President shall assume all responsibilities of the President in the absence of the President.
- 8.1.3 The Program Chairperson shall be responsible for planning all aspects of the regular general SBMUG meeting, including the speakers, the agenda, equipment, location, the announcement describing the upcoming program, and all other aspects of the general monthly program, as necessary.
- 8.1.4 The Secretary shall handle the records and correspondence of SBMUG, subject to the direction and general supervision of the Executive Board, and shall keep correct minutes of all business transacted at the Executive Board meetings.
- 8.1.5 The Treasurer shall collect dues and attend to all financial matters of SBMUG, as directed by the Executive Board, and maintain the membership database.



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### ARTICLE VIII: DUTIES OF OFFICERS *continued...*

- 8.1.6 The Newsletter Editor shall be in overall charge of the publication and distribution of the SBMUG newsletter under the supervision of the Executive Board. The Newsletter Editor shall make recommendations to the Executive Board for the establishment of commercial and member advertising.
- 8.1.7 Special Interest Group and Workshop (SIG/Workshop) Coordinator shall be responsible for planning all aspects of the special interest meetings of the Santa Barbara Macintosh Users Group, including the speakers, the agenda, equipment, location, the announcement describing the upcoming program, and all the aspects of the monthly SIG and workshop meetings necessary.
- 8.1.8 The Webmaster shall be responsible for creating and maintaining the SBMUG web site, keeping its content current and accurate, under the supervision of the Executive Board.

### ARTICLE IX: AMENDMENTS TO BY-LAWS

#### 9.0 General:

- 9.0.1 The By-Laws may be amended or repealed at any regular SBMUG meeting or special meeting called properly for that purpose, provided that notice in writing is e-mailed or mailed to each member at least fifteen (15) days prior to the date of such meeting. Such notice shall specify that changes to the By-Laws are contemplated. By-Laws shall be amended or repealed only by a favorable vote of two-thirds (2/3) of the members present.

### ARTICLE X: DISSOLUTION

#### 10.0 General:

- 10.0.1 The Santa Barbara Macintosh Users Group may be dissolved by vote of the membership. In the event of dissolution, remaining funds from the SBMUG Treasury are to be distributed to a similar organization or educational group at the discretion of the SBMUG Executive Board.

Duly Recorded January 2001  
SBMUG Executive Board Secretary

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