

BY-LAWS
of the
SEQUIM PC USERS GROUP
August 14, 2010

Article I: Name.

Section 1. The name of the corporation shall be: Sequim PC Users Group, (aka) SPCUG.

Article II: Object.

Section 1. The purpose of the Sequim PC Users Group shall be to promote the understanding and use of personal computers, to disseminate information about new developments in the fields of computers and their uses, to enhance interchange of knowledge and skills among users, and to assist the Sequim School District faculty and student body in gaining computer knowledge and skills.

Section 2. The Sequim PC Users Group shall promote the acquisition, understanding, and application of technological skills in the community.

Article III: Members.

Section 1. Membership in this Corporation shall be open to all who are interested in the purposes of the Corporation.

Section 2. Each application for membership shall be assessed an annual dues as set forth by the corporation, currently \$25.00, on an annual basis from time of payment for 12 consecutive months.

Article IV: Officers.

Section 1. Officers and Duties. The elected officers of the Corporation, shall be the President, Vice-President, Secretary, Vice-Secretary, and Treasurer.

Section 2. The officers shall be elected at the annual meeting in December for a period of one year, taking office immediately after the close of the annual meeting.

Section 3. Nominating Procedure. A Nominating Committee, appointed by the president, consisting of 3 members, shall constitute the Nominating Committee. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in December. The Nominating Committee shall report at the regular meeting in November.

Before the election at the annual meeting in December, additional nominations from the floor shall be permitted.

Section 4. Duties of the President. The President shall coordinate the activities of the group, be responsible for organizing and conducting the meetings of the group and of the Board of Directors. With the consent of the Board of Directors, the President shall appoint such committees as necessary for the functioning of the Group. The President shall be the official delegated to interact with the Sequim School District faculty and administration.

Section 5. Duties of the Vice-President. In the absence of the President, the Vice-president shall assume the duties of the President. In addition, the Vice-president shall perform such duties as may be delegated by the President. The Vice-president shall be the alternate delegate to the Sequim School District.

Section 6. Duties of the Secretary. The Secretary shall take minutes of the Board of Directors meeting, ensuring that any decisions made are documented for later presentation to the general membership. The Secretary shall make a brief record of the general meetings of the Group documenting election results and approval/disapproval of any motions made during the general meeting, and handle correspondence as directed by the President. The Secretary shall keep copies of the meeting records, correspondence, and the financial reports.

Section 7. Duties of the Vice-Secretary. The Vice Secretary will assume all duties of the Secretary in his/her absence.

Section 8. Duties of the Treasurer. The Treasurer shall collect all dues from the membership, shall disburse funds by check as authorized, shall keep account of all money received and of all disbursements, and shall provide a financial status report for each general meeting of the Group.

Article V: Meetings.

Section 1. Regular Meetings. The regular meetings of the corporation shall be held the second Saturday of every month, except the months of July and August, at the call of the President.

Section 2. The Board of Directors will meet monthly at a time and a place agreeable to all Board members, to discuss, plan, and conduct the business of the Corporation. At a minimum, financial status, membership, and committee reports should be reviewed and discussed.

Section 3. The date, time and location for the meetings will be posted on the home page of the Corporation at least 30 days prior to the meeting.

Section 4. Annual Meeting. The regular meeting in December shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 5. Special Meetings. Special meetings may be called by the President or by any of the Board of Directors and shall be called upon the written request of the majority of the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least fifteen days notice shall be given.

Section 6. Quorum. Three elected officers and at least twenty (20) percent of the paid members, in good standing, shall constitute a quorum.

Article VI: The Board of Directors.

Section 1. Board Composition. The current elected officers and the Junior Past President of the Corporation, shall constitute the Board of Directors.

Article VII: Committees.

Section 1. The President may assign Committees for any function as he/she may seem fit.

Section 2. Upon appointing a committee the members must appoint a senior member to report to the Board of Directors of the corporation as to the progress of the committee and report the results in a timely manner.

Section 3. Upon the final report of the committee, that committee will be dissolved at the wishes of the Board of Directors.

Article VIII: Fiscal Year.

Section 1. The fiscal year shall be the calendar year, January 1st through December 31st.

Article IX: Expenses.

Section 1. The officers are empowered to spend up to \$50.00 per purchase on incidentals (such as copying, postage, etc.) necessary to the operation of the Group. The treasurer shall be informed of all such expenses and shall reimburse the officer responsible for the purchase, based on an appropriate receipt.

Section 2. Purchases of items up to \$500.00 in value shall be authorized by the Executive Board.

Section 3. Purchases over \$500.00 shall be authorized by a majority vote of the members attending the meeting at which the expenditure is proposed.

Article X: Parliamentary Authority.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Corporation may adopt.

Article XI: Amendment of Bylaws.

Section 1. These Bylaws may be amended by a two-thirds vote, of those attending the meeting, provided that the amendment has been submitted in writing at least 30 days prior to the special or annual meeting.

Section 2. No change or amendment to these By-laws shall be considered if the change or amendment conflicts with the Constitution of the Sequim PC Users Group or with the laws of the State of Washington.

Approved this date: August 14, 2010

President: Jessica Burroughs