

Bylaws

Computer Operators of Marysville & Port Huron

Article I Name and Purpose

Section 1. Name. The name of this club shall be Computer Operators of Marysville & Port Huron, hereinafter referred to as COMP.

Section 2. Purpose. The purpose of this club will be to:

- A. Enhance members' knowledge of and interest in personal computers, associated hardware and software and advances related to computers and computer related technology.
- B. Provide a forum for members to share computer and technological related knowledge consistent with the computer user group philosophy of "users helping users".
- C. Be a community resource for information about personal computers and related technology.
- D. Provide a social setting for those interested in computers and related technology to meet and share other interests they might have in common.

Article II Membership

Membership is open to all. No one will be excluded from membership because of race, religion, sex, sexual preference, color or creed.

Section 1. Types of Membership

A. Regular. Those who have shown interest in the club, and agreed to participate in the activities of the club as defined in these bylaws, have applied for membership with the membership chairperson, and have paid their initial dues will be granted a membership. A membership shall include the member's immediate family (spouse and minor children). For purposes of voting, one vote will be given to each adult member when the membership is in good standing.

B. Lifetime. Those who have been granted lifetime membership as a result of their being charter or members early in the existence of the club. These are identified by the membership chairman's records as having been granted that status by the club. They are exempt from paying dues to maintain their membership status, and have full voting privileges. At the Executive Committee recommendation, and a vote of the majority of the membership, this type of membership can be granted.

C. Honorary. This membership will be granted at the option of the Executive Committee and approval of the membership, to individuals that have made a significant contribution to the club and community in the advancement of computer knowledge or the computer arts and sciences. Honorary members do not have voting privileges, and will not be required to pay dues.

Section 2. Members in Good Standing.

Lifetime members and all regular members who are current in their dues will be considered Members in Good Standing. As long as their dues are current they maintain their membership privileges.

Section 3. Privileges of membership include:

- Participation at all club activities.
- Entitled to club prepared materials such as newsletters, CD of the Month, and any other club produced items.
- Right to evaluate vendor supplied software and hardware if they will write acceptable reviews as specified by the provider.
- Qualification for discounts from companies that offer them for computer user group membership.
- Right to vote on proposals that come before the club for consideration.

Section 4. Dues.

To enable the activities of the club to be maintained, yearly dues, the amount specified by the Executive Committee, will be due at the end of each member's anniversary month.

- The Membership Coordinator will advise each member when dues need to be renewed.
- A two month grace period will be allowed from the time that notice is given by the Membership Coordinator.
- Failure to pay dues after the grace period will void a member's status as a Member in Good Standing. When a member withdraws from the club, membership dues shall not be refunded for any unexpired portion of their membership.

Article III Executive Committee

Section 1. Purpose.

The Executive Committee (EC) shall be responsible for managing the business, affairs, history and property of the club: provide leadership and guidance to the club, and represent the club to the community.

Section 2. Composition.

This committee shall be comprised of the elected officers, appointed officers and Special Interest Group leaders. The current Executive Committee may elect to include one member at large who does not currently hold an office or position that would qualify them for EC membership. The past president, if not holding an office or position to qualify them for [committee](#) membership, will be considered an ex-officio member.

Section 3. Meetings.

The committee shall meet on a regular basis to review club programs, plan for general meeting presentations, and discuss ways to improve or enhance the programs of the club. They may decide to schedule additional meetings if matters arise.

Section 4. Voting.

For purposes of voting on matters before the committee, each committee member shall have one vote even though they may hold more than one position allowed for committee membership.

- A majority vote of the committee membership is required to act on an item being considered.
- Deadlocked items before the committee, or items that are known to be controversial, will be brought to the membership for resolution.

Section 5. Authority of the EC.

- Loans or other evidences of indebtedness for the club may be entered into only after authorization by the EC and the membership.
- May allow temporary use of club equipment, and determine applicable fees.
- May authorize payment of up to \$250.00 for club expenses.
- Oversees and reviews the duties of the treasurer and financial related activities.
- Determines the amount of annual dues.
- Responsible for keeping the Web Master informed.
- Any member in good standing may request an advisory vote regarding a decision made by the EC.
- Authority not granted to the EC will be retained by the membership.

Section 6. Attendance.

EC meetings will be open to all club members who may come and share ideas and concerns. Voting privileges will be restricted to members of the committee.

Article IV Officers and Committee Chairpersons

Section 1. Enumeration and Election of Officers.

Officers for the following year shall be determined at the membership meeting in June of each year.

A. At the May membership meeting the EC will report to the membership those current EC members who are willing to serve another term. Nominations may then be made for any office. Nominations will be accepted for any member who will be willing to serve in the capacity for which they have been nominated.

B. The Offices of President, Recording Secretary, and Treasurer must be filled by different individuals.

C. Other officers and chairpersons may include Membership Chairperson, Vice-President, Web Master, Software Librarian, Promotions Chairperson, Newsletter Editor and any other positions determined by the President and EC that perform reoccurring tasks to help sustain the operation of the club.

- Members including elected officers may hold more than one of these positions.
- As the need arises, the EC may appoint members to fill unfilled or vacated positions and new positions that are determined necessary for the club's benefit. The duties of new positions created will be defined upon their creation.

D. In the event that positions are not contested, the membership may by voice vote approve the appointments as nominated.

For any position contested, a ballot vote will be conducted to determine the winner. Eligible voters will be members in good standing verified by the current records of the Membership Chairperson.

In the event a position is not filled, the EC shall determine at a meeting following the June meeting, who will serve in that capacity.

Section 2. Officers responsibilities and duties.

A. President: The president is responsible for supervising all the activities of the club.

- Shall preside at regular and executive meetings.
- May delegate another member to preside or moderate a meeting at his/her discretion.
- Coordinate the activities of other officers and chairpersons to insure that programs and activities of the club meet their objectives.

B. Vice-President: The Vice-President will assume the duties of the President if he/she is unable to fulfill them.

- Functions as Program Chairperson who, with the assistance of the EC, insures that programs are planned for the general meetings.
- Assists the President and manages special activities such as door prize drawings, and preparations for meetings.

C. Treasurer: The treasurer shall have charge of all funds of the club, be responsible for financial records and accounts, and is authorized to sign checks.

- The EC will determine who else is authorized to sign checks.
- Deposits all club monies in a bank account or other recognized repository. A minimum of \$35.00 will be kept in cash for the purpose of making change at club meetings.

- Has the authority to pay recurring expenses of the club as they become due.

1. Payments need to be accompanied by an invoice or receipt verifying the expenditure.

2. All checks need to be signed by an officer of the club that has authorization by the EC and the repository to sign checks.

3. Honors requests for reimbursement, with receipts documenting costs, from members for expenses related to the performance of their club related duties. Receipts for reimbursements older than four months will need the approval of the EC.

- Provides financial reports to the club, the EC, and membership each month verbally and/or using the newsletter or other recognized means of communication. Provide an annual report at the first general meeting after July 1 of each year.

D. Recording Secretary. The Recording Secretary shall be responsible for documenting the content of the EC meetings.

- Maintains written records of EC meetings and informs membership of meeting activities through reports in the club newsletter.
- Maintains an archive of the reports in written or electronic format that will be passed along to successors to this position.

E. Membership Chairperson. The Membership chairperson shall be responsible for maintaining the membership records and be a point of contact for all new members.

- Membership records shall be provided to EC members on a monthly basis.
- Monitors membership status and advises members when dues need to be renewed.

F. Promotions Chairperson. The Promotions Chairperson is responsible for promoting the club and its activities to the membership and community.

- Provides news releases and promotional information to local news media and locations in the community that are willing to promote the club and its activities.
- Insures members are informed about club meetings and activities.
- Provides timely articles for the newsletter regarding club activities.
- Keeps Web Master informed of club activities.

G. Newsletter Editor. The Newsletter Editor shall be responsible for publishing a monthly newsletter for the months that a regular membership meeting is held. When warranted, newsletters may be published during other months.

- Coordinates the content with the President and the EC to insure the accuracy of and inclusion of all information that club members need to be kept up to date on club activities.

- Distributes the newsletter in electronic or printed format to insure that all members receive a copy.
- Provides copies to other user groups with whom we choose to exchange newsletters.

H. Software Coordinator. The Software Coordinator is the club's resource for computer programs.

- Promotes the use of Shareware and Freeware programs.
- As long as the EC feels it worthwhile; prepares a monthly CD with a variety of freeware and shareware programs of general interest. This CD will be available at general meetings to members without charge.

I. Web Master. The Web Master is responsible for maintaining the club's web site in a timely manner.

- Confers with the President and EC to insure that the content accurately reflects the club's purpose and activities.
- The EC may designate other EC members to temporarily update the Web Site if required.

Article V Meetings

Section 1. General Meetings. The club will meet for the purpose of sharing information, addressing items of business, and examining a specific computer or technology related subject.

- The date, place, and time, of these meetings will be determined by the EC.
- Any permanent or temporary change will be announced as soon as it has been determined. Meeting cancellations due to uncontrollable circumstances will be promptly announced using email to members currently on file or other reasonably acceptable methods for those not available by email contact.

Section 2. Special Interest Groups. The formation of Special Interest Groups (SIG's) to explore in depth specific computer related subjects is encouraged.

- A SIG needs to appoint a leader and be recognized by the EC.
- Once recognized, their meetings and activities will be promoted by the club.
- SIGs are encouraged to invite guests to attend the meetings with the intent of interesting them in club membership.

Section 3. Special Meetings. The EC may call special meetings whose purpose may include:

- Addressing lengthy issues.
- Promoting the club.
- Participating in community activities.
- Providing social events.

Article VI Dissolution

Section 1. Motion to Dissolve.

A. A motion to dissolve the Club can be initiated in one of two methods:

1. A written petition may be presented to the EC if signed by at least 25% of the current membership,
or
2. The EC may initiate a motion to dissolve the Club by a 2/3 majority of the EC membership.
 - In the event a valid petition is received by the EC, the EC will review the petition and present it to the membership along with their recommendations.
 - In either event, time for a discussion of the motion will be allowed at the meeting where the motion is presented to the membership.
 - A vote on that motion will be held no less than 45 days after the presentation to the membership.

B. For a valid vote to dissolve the club, 50% or more of the Members of Record need to be present. A 2/3 or greater vote of eligible voters attending the meeting when the vote will be taken will be needed to approve it.

Section 2. Distribution of assets.

A. Before any distribution of assets, the financial obligations of the club need to be met.

B. Any property and the monies held by the club after financial obligations are met will be given to local non-profit community service organizations.

- Members may request specific organizations to be considered for disbursement.
- The EC will consider all requests and determine the recipients.

Article VII Amendments

It may be desirable or necessary to amend these bylaws to insure the club continues to meet its purposes. To allow that amendments are made in an orderly fashion, the following procedure has been established.

Section 1. The Executive Committee or members may propose a change to the bylaws.

Section 2. The Executive Committee, at its option, may propose a change and present it to the membership for approval.

Section 3. A request for an amendment to the by-laws must be submitted in writing to the EC with the signatures of a minimum of three members in good standing. Any members submitting a request for change may be asked to be present at an EC meeting to explain the reason for the request, and provide information that might help the EC decide what action it will recommend. The EC will present the request to the membership along with its recommendation.

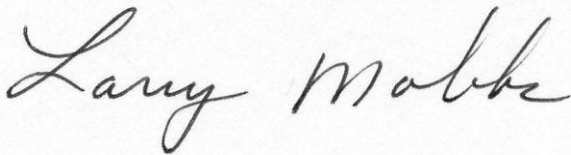
Section 4. Notice of a vote to amend the bylaws must be sent three weeks prior to the meeting where the membership will be voting. This notice can be made via email to members or a letter to members that cannot be contacted by email.

Section 5. All members in good standing will be allowed to vote on the request for proposed change. More than 50% of the Members of Record are necessary when a vote is taken for the vote to be valid. A vote of 2/3 or greater of the members attending the meeting where the vote is cast is required to approve the request.

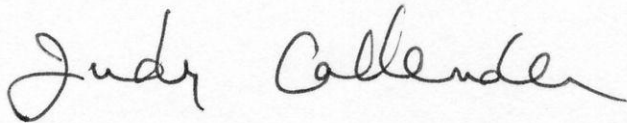
Article VIII Affirmation

These bylaws as set forth herein replace all previous bylaws and amendments and constitute the articles governing COMP.

These bylaws have been approved by affirmative vote of COMP members on May 7, 2008, as attested by:



Larry Mobbs, President May 7, 2008



Judy Callender, Recording Secretary May 7, 2008

Prepared by George Hawkins from the work of the 2007-2008 Executive Committee.

Ammendment 3/2/2011:

By club vote on 3/2/2011, Article IV, Section 2 (c) 2, which formally read, "All checks need to be cosigned by another officer of the club that has authorization by the EC and the repository to sign checks.", was amended as shown in this document.