

BGAMUG
(BOWLING GREEN AREA MICROCOMPUTER USERS GROUP)
Constitution

PREAMBLE

We, the members of the Bowling Green Area Microcomputer User Group, Inc. do hereby establish this Constitution in order to promote and support the use of computer systems through education, information exchange, communication among its members, and cooperation with other computer related businesses and organizations.

ARTICLE I – NAME

The name of this organization is Bowling Green Area Microcomputer User Group, Inc. (BGAMUG).

ARTICLE II - PURPOSE

The purposes of this organization are:

1. To promote the development of computer users
2. To assist members in achieving a higher level of knowledge of computer systems and usage
3. To provide a forum to the community for the exchange of information and ideas relating to the use of computers

ARTICLE III – GOVERNMENT

The membership is the highest authority of the organization and is empowered to conduct all business placed before it. Between membership meetings the Executive Board has the authority to make decisions on behalf of the organization as defined herein or in the Bylaws.

ARTICLE IV – MEMBERSHIP

1. The organization is a non-stock, not-for-profit membership corporation with each membership and its associated voting rights further defined in the Bylaws with no part of its net earnings inuring to the benefit of any individual.
2. Regular membership meetings are held as defined in the Bylaws.

ARTICLE V - THE EXECUTIVE BOARD

The Board of Directors is designated the Executive Board and consists of the elected officers.

ARTICLE VI – DISCIPLINE

Provisions for discipline of members are provided in the Bylaws.

ARTICLE VII – AMENDMENTS

1. This document may be amended or revised by an affirmative vote of two thirds (2/3) of all the members present at a meeting designated for that purpose. At least thirty (30%) percent of the voting membership must be present at such a meeting before a vote can be taken to modify the Constitution.
2. The proposed amendment(s) will be sent to the membership at least one week prior to the meeting.

ARTICLE VIII - ORGANIZATION AND OPERATION

The business of the organization will be conducted as provided in the Bylaws.

BGAMUG Bylaws

ARTICLE 1 MEMBERSHIP

Section 1: Types of Membership

Unless otherwise specified herein, active membership is effective for 12 calendar months. Membership in good standing is defined as a member meeting the requirements for one of the following membership types, with all dues paid, a valid membership application on file, and who is under no disciplinary action by the organization or its Executive Board.

A. Individual Membership

1. Individual membership is defined as one individual, with all dues paid and a valid membership application on file.
2. Minimum benefits of Individual membership are:
 - a. Receipt of club newsletter
 - b. Access to club-offered computer education
 - c. Participation in club meetings, activities, and events
3. An Individual Member in good standing is granted the right to one (1) vote in all voting matters brought before the membership.

B. Family Membership

1. Family Membership is defined as a household of two (2) or more persons, with all dues paid and a valid family membership application on file.
2. Minimum benefits of Family membership are:
 - a. Receipt of club newsletter
 - b. Access to club-offered computer education for each BGAMUG member in the household
 - c. Participation in club meetings, activities, and events
3. A family Membership in good standing provides for two (2) voting members per household in all voting matters brought before the membership.

C. Lifetime Membership

A Lifetime membership is designed to waive dues and to honor those members who promote the organization by involving themselves unselfishly in all aspects of club leadership and operation. This award may be granted by an affirmative vote of half (1/2) of the Executive Board plus one. A lifetime member is granted the right to one (1) vote in all voting matters brought before the membership.

D. Complimentary Membership

A Complimentary membership is given to a person for a period of one year to honor those who exhibit unselfish or exemplary service to the organization. This award may be granted by an affirmative vote of half (1/2) of the Executive Board plus one. A complimentary member is granted the right to one (1) vote in all voting matters brought before the membership.

Section 2: Applicants

- A. Applicants must complete the official application and pay the associated dues.
- B. Applicants must be at least 18 years of age or have the signature of a parent or guardian.

Section 3: Dues

- A. Dues are as follows:
 - 1. Individual Membership: \$25 annually
 - 2. Family Membership: \$35 annually
- B. Annual dues are payable to the Treasurer no later than one (1) month after expiration of the current year's dues.

Section 4: Non-payment of Dues

- A. A member who has not paid current dues within one month after expiration will be dropped from membership.
- B. A member who has been dropped for non-payment of dues may be reinstated to the previous due date provided the dues are paid within twelve (12) months of the due date without completing a new application.

Section 5 Membership Meetings

- A. Membership meetings are held the 4th Tuesday of each month, excluding December, at a site designated by the Executive Board. Special meetings or temporary changes to the membership meeting or time may be made by the Executive Board.
- B. For the purpose of calling the meeting to order, a quorum is defined as twenty (20 %) percent of the total membership. Membership is defined as members in good standing with voting privileges. The President or a Vice President must be present for a quorum to exist.

Section 6: Membership Promotion

- A. Any member who sponsors five (5) new individual or family memberships within a 12 month period will receive a waiver of one (1) year's membership dues.
- B. No person who has been a member of BGAMUG within the prior 12 calendar months will be considered a "new" member.

ARTICLE II EXECUTIVE BOARD

Section 1: Composition

The Executive Board is composed of the following elected officials;

- A. President
- B. Vice President of Protocol
- C. Vice President of Membership
- D. Vice President of Technology
- E. Webmaster
- F. Secretary
- G. Treasurer
- H. Newsletter Editor
- I. Program Director
- J. Historian
- K. Sergeant-at-Arms
- L. Officer at Large (2)

Section 2: Qualifications for Office

- A. Officer must be at least 18 years of age.
- B. Officers must have been a member in good standing for six (6) months prior to the election.

Section 3: Primary Duties of Officers

Officers are expected to attend both Executive Board and membership meetings. All officers will perform the duties as assigned by the membership and additional duties as follows:

- A. The President shall:
 - 1. Preside at Executive Board meetings, membership meetings, and any Special meetings.
 - 2. Make committee appointments as needed.
 - 3. Provide that the organization's financial records are audited every year in January.
 - 4. Sign approved checks in the absence of the Treasurer.
 - 5. When required make emergency expenditures without Executive Board approval, up to \$100.
 - 6. Monitor the performance of each officer and active committees to assure the uninterrupted day-to-day operation of club business.

- B. The Vice President of Protocol shall:
 - 1. Preside over meetings in the absence of the President.
 - 2. Serve as Chairperson of the Rules Committee.
 - 3. Maintain a current copy of the Constitution and By-Laws,
 - 4. Provide them for posting on the website
 - 5. Provide printed copies to the membership.
 - 4. Answer any questions concerning meeting protocol (i. e: be very familiar with the club Constitution, Bylaws, and associated documents as to provide knowledgeable guidance in procedures.)

- C. The Vice President of Membership shall:
 - 1. Preside over meetings in the absence of the President and Vice President of Protocol.
 - 2. Serve as Chairperson of the Membership Committee
 - 3. Maintain current applications of active members.
 - 4. Maintain the official membership roll, keep an active member database, and provide frequent updates of the database to the officers who need the database to perform their duties.
 - 5. Make available to the Sergeant-at-Arms at each membership meeting a current copy of members eligible to vote.
 - 6. Maintain a database on past membership.
 - 7. Notify members when dues are payable.
 - 8. Send e-mails to the membership as directed by the Executive Board.

- D. Vice President of Technology shall:
 - 1. Preside over meetings in the absence of the President, Vice President of Protocol and Vice President of Membership.
 - 2. Be responsible for the Microsoft Refurbisher Program
 - 3. Advise BGAMUG regarding PC Technology

- E. Webmaster shall: Maintain and update the BGAMUG website as necessary.
- F. The Secretary shall:
 - 1. Record and archive the minutes of all proceedings of the Executive Board, membership, and special meetings.
 - 2. Provide the membership meeting minutes to the Vice President of Technology/Webmaster for publication on the website.
 - 4. Prepare official correspondence.
 - 5. Provide membership and Executive Board minutes to the President for inclusion in the appropriate agenda.
- G. The Treasurer shall:
 - 1. Maintain the funds of the organization, making deposits and disbursements as directed by the Executive Board.
 - 2. Maintain a current monthly physical ledger listing all club transactions.
 - 3. Maintain the immediate past year's ledger and transfer a copy of the ledger to the Historian for archival purpose.
 - 4. Provide financial reports to the membership as directed by the Executive Board.
 - 5. Make available to the auditor a full account of all transactions.
 - 6. Maintain an accurate inventory of major equipment.
- H. The Newsletter Editor shall:
 - 1. Produce a monthly newsletter for the organization.
 - 2. Provide a copy of the newsletter to members at least three days prior to the membership meeting.
 - 3. Provide a copy of the newsletter to the Webmaster for publication on the website.
- I. The Program Director shall:
 - 1. Coordinate all meeting presentations and special programs.
 - 2. Prepare the meeting facility.
- J. The Historian shall:
 - 1. Keep club records as directed by the Executive Board
 - 2. Collect, organize, and archive club memorabilia.
- K. The Sergeant-at-Arms shall:
 - 1. Maintain decorum at meetings.
 - 2. Assist the presiding officer during meetings.
 - 3. Verify voting privileges as needed, according to the current copy of members eligible for voting as provided by Vice President of Membership
 - 4. Assist in preparation of and housekeeping at the meeting facility.
 - 5. Act as timekeeper to keep the meeting moving smoothly and on time.
- L. Officers at Large (2) shall:
 - 1. Attend Executive Board meetings
 - 2. Report membership concerns and ideas to the Executive Board

Section 4: Transition of Administration

Following the election of new officers in November, it is the responsibility of the outgoing and incoming offices to meet and exchange necessary information and records at the December Executive Board meeting. All officers are expected to be prepared to assume their official duties at the January Executive Board Meeting.

Section 5: Officer Dues

Individual and family membership dues for officers are to be waived during the time served on the Executive Board.

Section 6: Term of Office

- A. Officers shall be elected annually.

Section 7: Vacated Offices

- A. If six (6) months or more remain in the term of a vacated office, a special election to fill that office will be scheduled and announced for the next regular membership meeting.
- B. If less than six (6) months remains in the term of a vacated office, the President will appoint, with Executive board approval, a member to finish out the term.

Section 8: The Executive Board

- A. Duties
 1. Handle the routine business of the organization, any emergency business, and any other business expressly directed by a majority of voting members.
 2. Hold monthly meetings, open to membership, at a regularly announced time and place as determined by the Executive Board. Any changes in time or place will be announced at the prior Membership meeting if possible, and members will be notified.
 3. Affirm the president's appointment of chairmen and standing committees.
 4. Convene special meetings as necessary to conduct urgent club business.
- B. Quorum and Voting
 1. A quorum for conducting business by the Executive Board will consist of one-half (1/2) of the voting Executive board members plus one (1).
 2. Each officer may exercise only one vote in motions placed before the Executive Board.
 3. Any member may voice his/her opinion at Executive Board meetings, but final decisions on all business must be by majority vote of the Executive Board members present at the meeting.
- C. Removal of Officers

The Executive Board is obligated to the organization to remove any member of the Executive Board who cannot or will not fulfill his or her duties. After notification to all officers, any member of the Executive Board can be removed by an affirmative vote of one-half (1/2) of the voting Executive Board members plus one (1) at a regularly scheduled Executive Board

meeting. The subject officer must be notified in writing, and may appeal the decision before the membership at the next Membership meeting.

ARTICLE III ELECTION PROCEDURES

Section 1: Nominating Committee:

The Nominating Committee and Chairperson shall be appointed by the President and affirmed by the Executive Board at the August Executive Board meeting.

Section 2: Election Date

The November Membership meeting is designated for election of officers.

Section 3: Nomination Procedures

- A. The Nominating Committee will be introduced and begin accepting nominations at the August Membership meeting.
- B. Nominations will cease with the adjournment of the October membership meeting. Only persons nominated by this time will be named on the official printed ballot. The nominating committee will verify with each candidate his/her willingness to run and to serve before placing that person's name on the ballot.
- C. Write-in candidates will be accepted at the November membership meeting. He/she must be present and express their willingness to accept the nomination or provide a written statement of acceptance if absent. Self nominations will be accepted.

Section 4: Qualifications for Voting

Voting will be limited to those voting members in good standing in attendance at the election meeting as defined in Article 1, Section 1.

Section 5: The Election

- A. Voting will be by secret ballot. The Nominating Committee will provide and distribute ballots to voting members present.
- B. The Nominating Committee will collect, tally, and announce the results of the election.
- C. After announcement of the election results, the ballots will be sealed in an envelope. The seal will be initialed by each member of the Nominating Committee, and the envelope will be archived by the Historian for a period of one (1) year

Section 6: Acclimation

If there is only one candidate for an office that candidate may be elected by acclimation.

Section 7: Tie Vote

In the event of a tie vote for any office, a second ballot will be taken. Should this ballot still remain tied, the presiding officer will cast the tie breaking vote.

ARTICLE IV GENERAL PROVISIONS

Section 1: Business Solicitations

Absolutely no solicitations from businesses will be permitted without the prior approval of the Executive Board. Under no circumstances may any organization use the BGAMUG logo or associate itself with BGAMUG without prior approval of the Executive Board.

Section 2: Special interest Group (SIG)

To charter a Special interest group (SIG), the group must apply for SIG status, define their purpose for existence, and specify their goals in order to obtain approval from the Executive Board.

ARTICLE V AMENDMENTS

Section 1: The Rules Committee

This committee, chaired by the Vice President of Protocol, will consist of at least five (5) persons appointed by the chair, one member of which will be the immediate past president, if available. This committee will:

- A. Review all suggestions for amendments to this document.
- B. Organize, compose, and compile amendments needed for presentation to the Executive Board.
- C. Publish the By-Laws changes on the website prior to a membership meeting.
- D. Present proposed amendments to the general membership for approval.

Section 2: Amendment Passage

This document may be amended or revised by an affirmative vote of two thirds (2/3) of the members present at a meeting designated for that purpose. At least thirty percent (30%) of the voting membership must be present at such a meeting before a vote can be taken to amend these By-Laws.

ARTICLE VI DISSOLUTION

Upon the dissolution of the Bowling Green Area Microcomputer User Group, Inc., remaining assets, after the satisfaction of all obligations of the corporation, will be distributed within the scope of Internal Revenue Service Code 501(c)3 or amendments thereof.

Accepted by the Executive Board

August 3, 2010

Accepted at the Membership Meeting

August 24, 2010