

SCC MACINTOSH USERS GROUP CLUB BYLAWS

ARTICLE 1 NAME

The name of this club will be the SCC Macintosh Users Group (SCC MUG).

ARTICLE 11 CLUB OPERATIONS

The SCC Macintosh Users Group will operate under the auspices of the Sun City Center Community Association (CA) and all of its policies as they may pertain to CA club activities and facilities usage.

ARTICLE 111 PURPOSE

The purpose of this club is to promote fellowship, comradeship, education and operations for men and women who enjoy using the Apple Macintosh computer systems and technologies.

ARTICLE IV CLUB MEMBERS

Any member in good standing of the CA may become a member of the SCC Macintosh Users Group. At the Club's discretion, the Club may admit residents who reside in Kings Point as members on a space available basis. Residents of other communities may participate in Club activities on a limited basis as a member's guests, but may not become a member unless the CA's Club Liaison Director approves a requested waiver.

Any CA member may be removed from membership for cause according to the following process. The Club member who recommends the removal of another member must submit the request in writing to the Club Board of Directors.

- 1 The letter must clearly state the reason for the proposed action
- 2 The letter must be signed by the Club member bringing the action
- 3 The letter must be endorsed and signed by at least two (2) other members of the Club.

A member of the Club may be removed from membership for cause by majority vote of the members present at a duly constituted meeting of the Club. The members under consideration for removal must be notified of the time, place, and purpose of the meeting and must be allowed time to present an appeal to the members present prior to the vote. A removed member of the Club may, within 30 days of removal, request an appeal hearing to the Club Board of Directors for reinstatement of membership.

After one year from the date of removal, the removed member may apply, by letter, to the Club Board of Directors for reinstatement. If approved by the Club Board of Directors, the reinstatement must also be approved by a majority of the members present at a duly constituted meeting of the Club. Any reinstatement of this nature shall be as new members.

The Club president without cause may remove non-CA members.

ARTICLE V FEES

The Club Board of Directors shall determine an initiation fee, badge fee, and annual dues. All monies, including annual and daily fees will be collected and maintained by the Club treasurer or his/her designee. All funds collected and expended will be accounted for using standard bookkeeping practices.

ARTICLE VI MEETINGS

The annual meeting of members shall be held during the month of December of each year. The purpose of this meeting shall be:

1. Elect Club Directors and Officers for the next year
2. Approve an annual budget
3. Conduct such other business as shall come before the meeting.

Club Board of Director meetings shall be held at least quarterly. The meeting shall be open to all members.

A special meeting of the members may be held when deemed necessary by the president, a majority of the Board, or by written request of ten percent (10%) of the membership.

The time, place, and purpose of all Club meetings shall be announced and posted at each club function fourteen (14) days before the meeting. The only business to be conducted at a special meeting shall be that item(s) of business specified in the posted notice of the meeting.

A quorum of the membership to duly constitute an annual, regular, or special meeting is defined as one-fourth of the members in good standing.

ARTICLE VII BOARD OF DIRECTORS/OFFICERS

The Board shall consist of 7 members of whom four (4) are Club officers. Each Board member (and Officer) shall be elected for a term of one (1) year by the club members at a duly constituted membership meeting. The elected officers of the Club shall be the president, vice-president, treasurer, and secretary.

The Board shall determine appropriate compensation for all providers of services to the Club and is responsible for developing and executing a contract or agreement specifying the required service and the compensation to be provided for each service provider. The President and the service provider shall each sign the contract or agreement.

To eliminate any conflict of interest, no Club Board member or Club Officer nor their spouse(s) may receive compensation for services provided to the club.

The Officers shall perform the duties described in the parliamentary authority and these bylaws.

- A. President: The President shall preside at all meetings of the Club. The President shall insure the Club meets the criteria of and adheres to CA policy and regulations at all times. The President shall enforce the provisions of these bylaws and in every way further the welfare of the Club. The President shall insure that all required requests and reports are submitted to the CA correct and in a timely manner. The President also signs, after approval by the Club Board of Directors, any contracts or agreements between the Club and Club service providers such as instructors/teachers.
- B. Vice President: In the absence of the president, the Vice President shall perform the duties of the President.
- C. Treasurer: The Treasurer or his/her designee shall collect all fees and shall account for and disburse all money consistent with good accounting practices. The Treasurer shall keep an itemized accounting of all receipts and disbursements, and render a report at each regular and annual meeting. No money will be disbursed unless an acceptable receipt is received.
- D. Secretary: The Secretary shall take minutes of every meeting. The Secretary will maintain the membership records and other administrative records of the Club. The Club Secretary will ensure that minutes of the meetings (Board, Membership and/or Special) are available at Club functions for review by the general membership. Minutes of meetings must be signed and approved by the Club Board of Directors at subsequent Board meetings, and then made available to the members.
- E. The elected officers shall be elected annually by the membership at the annual meeting, and shall take office at the conclusion of the Annual Membership Meeting.
- F. A vacancy in the office of the president shall be filled automatically by the vice-president. Vacancies in other offices shall be as the Club Board of Directors may decide.

G. At least 30 days before the annual meeting, the Board of Directors shall appoint a nominating committee of three members to nominate candidates for the elective offices.

ARTICLE VIII AMENDMENT

These bylaws may be amended at any duly constituted meeting of the Club by a majority of members present, provided that previous notice of the amendment and date/time of the meeting was posted at each Club function at least two weeks in advance.