

The KeyMac Club

BY-LAWS

October 28, 2002

ARTICLE I GENERAL

Section 1. The name of this organization shall be The KeyMac Club, (hereinafter called the "Club").

Section 2. The fiscal year will be from January 1 through December 31.

ARTICLE II PURPOSE

1. To share knowledge and increase skills of using Macintosh computers, software, and related equipment.
2. To provide tutorials, demonstrations, guest lecturers, special classes, etc.
3. To hold regular meetings.
4. To prepare and distribute a newsletter to the members.

ARTICLE III MEMBERSHIP

1. Any person interested in Macintosh computers may apply for membership. It is understood and agreed that it is a condition of membership that the use of any information, data, or other material offered in the name of the Club to a member is to be used at the members own risk and that no warranty of merchantability is either stated or implied. This condition is to be included in the membership application and signature on said application will signify acceptance of this waiver. It is further understood that this waiver of liability by a member extends to any individual or organization presenting said information, data, or other material on behalf of the Club to any member or group of members.

ARTICLE IV DUES

1. An initiation fee of twenty dollars (\$20.00) per person plus the annual or prorated dues must accompany the application. Annual dues of fifteen dollars (\$15.00) per family are due on January 1st. Only paid members are eligible to regularly receive the newsletter, attend training activities, or seek help from those members designated by the Club as qualified assistants.

2. Any member whose dues are more than 90 days in arrears shall automatically forfeit membership in the Club.

ARTICLE V MEETINGS

1. There will be regular monthly meetings.

2. There will be no December meeting unless appropriate and requested by the Executive Committee.

3. Special meetings may be called by the Club President or any two members of the Executive Committee. The agenda for the special meeting shall be stated in the meeting announcement and no other business shall be transacted at that meeting. Notice of a special meeting shall be given at least two weeks in advance and may be done via e-mail.

4. The November meeting is designated as the Annual Meeting and will include election of officers.

ARTICLE VI OFFICERS

1. The elected officers of the Club shall be president, vice-president, secretary, and treasurer. These officers shall be elected by a majority of the members present at the Annual Meeting, a quorum being present. The term of each elected office is for twelve months. No person shall hold the same office for more than three consecutive terms unless re-elected by a majority of the Executive Committee and not less than 2/3 of the members attending the Annual Meeting.

2. The President shall preside at all Club meetings, if available.

3. The Vice President shall assist all other officers as required in their duties and shall preside at meetings in the Presidents absence.

4. The Secretary shall handle all Club correspondence, send out notices of special meetings, and keep records of all major decisions made by the Executive Committee or by the members at a scheduled meeting.

5. The Treasurer shall keep an account of all monies received and expended and shall be responsible for all financial records of the organization, reporting the organization's financial status at each regular meeting while providing a written report to the Editor for the Newsletter.

6. It shall be permissible to have co-officers in any officer position.

ARTICLE VII COMMITTEES

1. The Executive Committee shall consist of the elected officers plus the Editor, Education Coordinator, the Immediate Past President and any other member designated by the President and approved by a majority of the Executive Committee.

2. The Editor shall produce the *KeyMac Journal*, coordinating all processes including soliciting, editing and rejecting of articles and distributing copies.

3. The Educational Coordinator shall be responsible for overseeing the content and scheduling of special classes and training sessions.

4. The Executive Committee or its designate shall secure speakers and presenters for meetings and shall introduce the programs and provide a brief synopsis of the program and the presenter's background to the Editor for timely publicity.

5. The President, with the approval of the Executive Committee, may from time to time appoint such special committees as necessary to carry out the mission of the Club. Such committees will serve at the pleasure of the President. The Executive Committee will serve as the Program Committee.

ARTICLE VIII NOMINATIONS AND ELECTIONS

1. At the September meeting, the President shall call for nominations for officers. The President shall confirm willingness to serve of each nominee and shall direct the Editor to publish the names of those nominated in the October issue of the *KeyMac Journal* or shall notify the membership by e-mail the names of those nominated. Election by plurality vote shall take place at the regular November meeting, a quorum being present.

ARTICLE IX VACANCIES

1. If the Office of President should become vacant for any reason, the Vice President shall fill the remaining term unless the Executive Committee shall decide to grant a leave of absence to the President. Any office other than that of President shall be filled by appointment by the Executive Committee for the remainder of the term.

ARTICLE X AMENDMENTS

1. Proposed amendment(s) to the by-laws shall be offered in writing to the President who shall submit them to the Executive Committee at its next meeting. The Executive Committee may revise the proposed amendment(s) and shall present the amendment(s) to the membership at the next regular meeting with a favorable or unfavorable recommendation. Vote shall be scheduled for the next regular meeting. Amendments shall be in effect upon the vote of two-thirds of the members present, a quorum being present.

ARTICLE XI CONDUCT OF BUSINESS AT MEETINGS

1. When substantial business is to be conducted by the organization at its regular meeting or any special meeting, the President shall prepare an agenda to be distributed in the preceding Newsletter, by e-mail, or at the meeting. The latest edition of Robert's Rules of Order shall be the method of parliamentary procedure.

ARTICLE XII Quorum

1. A quorum shall be required for all business and shall consist of 25% of the membership.

Article XIII DISSOLUTION

1. In the event of dissolution of The Key Mac Club, all outstanding obligations having been met, any hardware and software shall be sold at auction to any member at the discretion of the Executive Committee and the proceeds plus any residual funds remaining in the Treasury shall be donated to an organization designated by the Executive Committee.