

# **BYLAWS OF LAKE COUNTY AREA COMPUTER ENTHUSIASTS**

## **SECTION 1 – ORGANIZATION**

1. **NAME:** The official name of this organization shall be “Lake County Area Computer Enthusiasts”. (It may be referred to as “the group” or “L.C.A.C.E.” or “the Club” for convenience below.)
2. **PURPOSE:** Said corporation is organized and operated exclusively for educational, social and other non-profit purposes, where no part of the net earnings inures to the benefit of any member under Section 501(c)(7) of the Internal Revenue Code). The Club may not engage in any political activities.
3. **AFFILIATIONS:** L.C.A.C.E. is not affiliated with any corporation or commercial enterprise.
4. **REPORTING YEAR:** The reporting year for L.C.A.C.E. shall correspond with the calendar year.

## **SECTION II – MEMBERSHIP**

1. **QUALIFICATIONS FOR MEMBERSHIP:** Membership is open to anyone who either owns any personal computer, or who is interested in computer use. The Club shall not discriminate against anyone on the basis of race, color or religion. A membership will cover all members of the immediate household. Each family member who wants the privileges of membership must register when applying or renewing the family membership.
2. **DUES:** Membership dues shall be established by the Board of Directors (referred to as “the Board” below) at its meetings. Dues cover one year of membership privileges and are not refundable.
3. **NON-PAYMENT OF DUES:** Membership will be suspended after three (3) months of non-payment. Dues in arrears are not payable. Payment of dues will reinstate membership for one year from payment date.
4. **PRIVILEGES OF MEMBERSHIP:** Membership privileges shall be extended only to those members who have paid their dues and are registered.

Those privileges include:

- Voting at general meetings
- Inclusion on the membership roster
- Eligibility for election to the Board of Directors

- Participation in group purchases
  - Receipt of the monthly newsletter
  
  - Membership on committees
5. NON-MEMBERS: Anyone who is not a member, as described above, is considered to be a guest.

Guest privileges are limited to:

- Attending general meetings
  - Speaking before the membership
  - Receiving the newsletter by subscription
6. TERMINATION OF MEMBERSHIP: Membership may be terminated upon review and voting by the Board. A member may be terminated for the following reasons:
- Unethical conduct related to the business of the group
  - Copying or distribution of copyrighted software in any way that violates the terms of ownership or license
7. RESIGNATION: A member may resign by informing the group's secretary in writing.

### **SECTION III – GENERAL MEETINGS**

1. FREQUENCY: General Meetings shall be held once a month, unless re-scheduled by the Board according to Section IV, Paragraph 6.
2. ATTENDANCE: General Meetings may be attended by members and guests.
3. NOTICE OF MEETINGS: Members shall be notified of meetings at least one (1) week in advance. Information related to changes in the bylaws shall be delivered to members with the meeting notice.
4. MOTIONS TO BE VOTED ON AT GENERAL MEETINGS: The following items require consideration by the membership at a general meeting:
- Plans for activities
  - Expenditures exceeding one hundred dollars (\$100.00)
  - Changes to the bylaws
  - Impeachment of officers

5. QUORUM: One-third of active membership shall constitute a quorum for any meeting.
6. VOTES REQUIRED FOR APPROVAL: Except for impeachment, a simple majority of the members present is necessary to approve motions at a general meeting. Impeachment requires a three-fifths majority vote (see Section V, Paragraph 2).

#### **SECTION IV – BOARD OF DIRECTORS**

1. The Board of Directors shall consist of seven members.
2. The general membership will elect the members of the Board.
3. The President will be elected by the general membership and will serve as Chair of the Board.
4. The Board members will serve as Club Officers and no Board member shall hold more than one Club office at a time.
5. Directors are volunteers, and shall not be paid.
6. DUTIES OF THE BOARD: The Board's duties shall include:
  - Appointment of Officers
  - Making long-range plans and proposals
  - Voting on the termination of members
  - Re-scheduling of general meetings
  - Authorizing commercial activities after general meetings
  - Purchasing hardware or software to be owned by L.C.A.C.E.
  - Determining the location of and responsibility for group property
  - Such other duties as shall be determined by the membership
7. NOMINATIONS: Nominations for the Board membership shall be made at the two (2) meetings preceding the elections; that is, at the February and March meetings. Nominations will be accepted from the floor before the election at the regular April meeting. Nominees shall be members in good standing (with membership dues paid to date).
8. ELECTIONS: Elections to the Board shall be made once a year, at the regularly scheduled April meeting of L.C.A.C.E. From the seven (7) electees, a president will be voted upon by the membership. The remaining six (6) electees will be delegated to perform the duties of the Board of Directors.

9. **VACANCIES ON THE BOARD:** If an office becomes vacant, the Chair shall appoint a member in good standing to fill the vacancy until the next general election.
10. **BOARD MEETINGS:** Board meetings shall be open to the general membership. The place and time of the Board meetings shall be made known to the membership in advance, by posting, to allow attendance by members.
11. **BOARD QUORUM:** A quorum of the Board shall consist of at least four (4) of its members. Board business cannot be transacted without a quorum.

## **SECTION V – OFFICERS**

1. **OFFICERS:** The officers of L.C.A.C.E, their titles and duties shall be as follows:
  - **President:** Presides at the general and Board meetings. Oversees the operation of the Board and the Standing Committees. Responsible for long-range plans. The president shall not chair a standing committee.
  - **Vice President:** Performs the duties of the President when he or she is unable to do so. The Vice President may be delegated other duties by the President.
  - **Secretary:** Maintains and is responsible for the official records of L.C.A.C.E. Records proceedings at all general meetings. Sends minutes to Board members at least one (1) week prior to general meetings.
  - **Treasurer:** Maintains up-to-date records of all of the group's accounts and financial transactions. The Treasurer shall have the books available at each meeting, and shall report to the membership financial transactions made by the Board since the last meeting.
  - **Program Chair:** Coordinates and plans the activities for each general meeting.
  - **Membership Chair:** Maintains membership roster, including member profiles and application forms. Acts as Club's host at meetings. Collects membership dues. Conducts the 50/50 raffle. Gives all monies collected at each meeting to the Treasurer.
  - **Public Relations Chair:** Promotes the Club meetings and emphasizes upcoming events in any media freely available to the Club (i.e., local newspapers, advertisers, web sites). Maintains a database of local businesses that will allow the Club to post flyers of upcoming events in the Lake County area.
2. **IMPEACHMENT OF OFFICERS:** Officers may be impeached for cause at a general meeting. One month's advance notice of the impeachment shall be given to the members, in writing, along with the detailed reasons for the proposed action. An affirmative vote of three-fifths of the members present is required to impeach an officer. An officer may be impeached for:
  - Misuse of L.C.A.C.E. funds
  - Unethical conduct (see Section II, Paragraph 6)

- Actions contrary to these Bylaws or Articles of Incorporation of L.C.A.C.E.

## **SECTION VI—PROPERTY AND FINANCES**

1. **MEMBERSHIP ROSTER:** The group membership roster shall be the sole property of L.C.A.C.E. The roster may only be used for the purposes of the group and it may not be sold, traded or given away for public distribution for any non-group purpose.
2. **SIGNATURE(S) ON CHECKS:** The President, Vice President and Treasurer shall be authorized to sign checks. Checks drawn on the treasury over one hundred dollars (\$100.00) shall require two (2) signatures. Checks under one hundred dollars (\$100.00) require one (1) signature.
3. **HARDWARE PURCHASES:** The Board may purchase hardware as deemed necessary, subject to the limitations set forth in Section VI, Paragraph 4.
4. **PURCHASES NOT REQUIRING MEMBERSHIP APPROVAL:** Purchases of one hundred dollars (\$100.00) or less may be made by the Board without prior approval of the members.
5. **DISPOSITION OF PROPERTY:** When the group is dissolved, all group property shall be auctioned off at the final general meeting. All L.C.A.C.E. equipment, capital assets, software and tangibles shall be auctioned to the group members or be donated to a charitable, educational, religious or scientific organization as shall at the time qualify as an exempt organization or organization under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Proceeds to be donated to a registered charitable organization deemed suitable by the Board.
6. **RESPONSIBILITY FOR GROUP PROPERTY:** The Board shall decide who is responsible for property purchased by the group.
7. **LOCATION OF GROUP PROPERTY:** The Board shall decide where group property shall be kept.

## **SECTION VII—SOFTWARE POLICIES**

1. **SOFTWARE ACTIVITIES RESTRICTED AT GROUP EVENTS:** No individual or organization shall distribute copyrighted software or material at any meeting, nor at any activity that is sponsored by the group unless approved by the Board of Directors in advance. Only legally-acquired software shall be demonstrated at any group event.

## **SECTION VIII—STANDING COMMITTEES**

1. **STANDING COMMITTEES:** The following committees shall be established for the purposes described below. Committee members and chair are volunteers, and shall not be paid. Committee members may volunteer, be appointed by the Board, or be elected by the group, as the membership decides. Chair may be appointed by the President, after consulting with the Board, or elected by members of the committee.
  - **Newsletter:** Chaired by the Editor. Solicits, writes articles for, and publishes the newsletter.
  - **Special Events:** Coordinates the Club’s special events. These events will be determined by the Board of Directors.
  - **Education and Publications Review:** Determines members’ needs and desires concerning classes or other types of training. Solicits qualified instructors, helps arrange class locations, fees, publicity, etc. Evaluates and recommends articles and publications.

## **SECTION IX—INDEMNIFICATION**

### **SECTION X—SEAL**

1. **SEAL:** The corporate seal shall have inscribed thereon the name of the corporation and the words “Corporate Seal, Illinois.” The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any manner reproduced.