

**LICKING COUNTY
COMPUTER SOCIETY, INC.
CONSTITUTION AND BYLAWS**

CONSTITUTION

(Adopted February 17, 1998)

(Amended May 16, 2000)

(Amended August 15, 2006)

(Amended September 16, 2008)

ARTICLE 1. NAME

The name of the organization shall be the Licking County Computer Society, Inc.

ARTICLE 2. ESTABLISHMENT

The Newark Area Computer Club, Inc. was established in 1985. It was incorporated in 1988 with the State of Ohio as non-profit organization. In 1999 we were granted 501(c)3 tax exempt status by the Internal Revenue Service. In 2000, the corporation was officially re-named the Licking County Computer Society, Inc.

ARTICLE 3. PURPOSE

The purpose for which the society was established is educational, to further computer education and understanding, and specifically to:

3.1. Promote interest in and understanding of computers used in education, business, and entertainment applications.

3.2. Provide a congenial atmosphere where owners and/or users of personal computers may meet for the principal purpose of exchanging ideas and information on existing hardware and software.

3.3. Provide assistance to members and non-members in helping to resolve computer problems.

ARTICLE 4.1. ELECTED OFFICERS

(Elected annually by the society)

4.1.1. THE PRESIDENT will conduct general society meetings and represent the society as an official spokesperson.

4.1.2. THE VICE-PRESIDENT will perform the duties of the President in the President's absence from official society functions. Responsible for arranging Programs for the General Membership Meetings.

4.1.3. THE TREASURER will retain and be responsible for the society treasury, the payment of all bills when due, and making monthly reports to the society and file any paperwork with the IRS or the State of Ohio

4.1.4. THE SECRETARY will take minutes at the Executive Committee meetings and general business meetings. The secretary will handle all official society correspondence and make a monthly report to the society, maintaining and storing past minutes

ARTICLE 4.2. APPOINTED OFFICERS

(Appointed by the President with majority approval of the Executive Committee)

4.2.1. THE NEWSLETTER EDITOR will be responsible for publishing a newsletter which will be made available to all members.

4.2.2. THE WEB MASTER will oversee and maintain a web site on the Internet.

4.2.3. THE SPECIAL INTEREST GROUP (SIG) LEADERS will be chosen by the members of each SIG.

4.2.4. THE MEMBERSHIP CHAIRPERSON will keep a record of all memberships including membership dates and fees and will encourage meeting visitors to become new members.

4.2.5. OTHER COMMITTEE CHAIRPERSONS. The president, with approval of a majority of the Executive Committee, may from time to time appoint chairpersons of other committees.

4.2.6 THE STATUTORY AGENT will be the person upon whom any process, notice or demand required or permitted by statute to be served upon the society may be served.

4.2.7. THE APCUG REPRESENTATIVE will represent the society to the Association of Personal Computer User Groups.

4.2.8 THE DIRECTOR OF REFURBISHING will be responsible for the refurbishing and Distribution of computers, will also be responsible for securing recyclable material.

4.2.9 THE DIRECTOR LCCS/LCAP TEACHING PROGRAM will be responsible for the teaching, procuring of teachers, aides and promoting and educating the public with a variety of courses and chairing the Teacher's Committee.

ARTICLE 4.3. TRUSTEES

There are three trustees. One trustee will be elected from the membership each year to serve a term of three years. (This shall be limited to two consecutive terms. There must be a one year break before running for the office again.)

The duties of the trustees shall include review of all monies and properties of the society on an annual basis. In addition, they shall assure that policies are in accordance with the constitution and our 501(c) 3 status and recommend changes when appropriate. The trustees shall meet once a year or more often at their discretion.

ARTICLE 4.4. THE EXECUTIVE COMMITTEE

4.4.1. Voting members of the Executive Committee will consist of all elected officers (4.1), Trustees (4.3), the Statutory Agent (4.2.6) the Director of Refurbishing (4.2.8) and the Director of the LCCS/LCAP Teaching Program (4.2.9).

4.4.2. Non-voting members of the Executive Committee will be the Newsletter Editor (4.2.1), Webmaster (4.2.2), SIG leaders (4.2.3), Membership Chairperson (4.2.4), other committee chairpersons (4.2.5) and the APCUG representative (4.2.8).

4.4.3. The Quorum for the Executive meeting will be a simple majority of the voting members

ARTICLE 5. ELECTION OF OFFICERS

5.1. Election of officers will be for a term of 1 year with a term limit of five consecutive terms.

5.2. Elections will be held each year during the December general business meeting. If a quorum of the membership is unable to attend, the election will be held at the very next general business meeting at which a quorum is present.

5.3. A nominating committee consisting of at least three society members will be appointed by the president at the October meeting. No member of the nominating committee may be a nominee. A slate of nominees, presented by this committee, will be published in the society's newsletter prior to the December meeting. Additional nominations may be made from the floor prior to the election at the December meeting. Elections will be by secret ballot, supervised by the nominating committee.

5.4. Interim elections may be called by the President or Vice-president if the need arises. A simple majority vote of the members in good standing present at any general business meeting, providing a quorum is present, shall constitute election of a candidate to office.

5.5. An individual nominated for office must be a member in good standing.

ARTICLE 6. RESIGNATION OF ELECTED OFFICERS

6.1. In the event an elected officer wishes to resign from office, written notification may be submitted to the President in time for publication in the next month's newsletter. An individual will be appointed by the Executive Committee to fill the vacancy at the next general business meeting, followed, a month later, by an election to fill the post for the remainder of the unexpired term.

ARTICLE 7. REMOVAL OF ELECTED OFFICERS

Officers not performing their duties satisfactorily may be removed from office:

7.1. The executive committee will determine, by majority vote, whether or not to request the officer's resignation.

7.2. If the officer refuses a request to resign, a recall election will be held at the next general meeting following notification of the active membership.

7.3. A vote to recall by a majority of the active members present, provided a quorum is present, is required to recall an officer.

7.4. If recalled, the officer will surrender all society property held by him or her.

ARTICLE 8. MEMBERSHIP

8.1. Membership shall be open to anyone interested in computers. Membership classification may be defined in the Bylaws of the society.

8.2. Guests are welcome to attend the general meetings. Participation in other benefits of the society requires membership.

8.3. Members in good standing are defined as those whose dues are paid to date, and who have abided by the rules set forth by the society.

ARTICLE 9. AMENDMENTS TO THE CONSTITUTION

This constitution may be amended in the following manner:

9.1. All proposed revisions and amendments shall be submitted in writing to the Executive Committee.

9.2. After approval by the Executive Committee, all proposed revisions and amendments will be read at next General business meetings and distributed to the membership at least 20 days prior to the vote.

9.3. A two-thirds majority vote of the paid members, present at any general business meeting, provided a quorum is present, will be required for passage of the revision or amendment.

ARTICLE 10. DISSOLUTION

Upon the dissolution of the corporation, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)3 of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law as the Executive Committee shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county exclusively for such purpose or to such organization or organizations of said court determine which are organized and operate exclusively for such purposes.

BYLAWS

(Amended August 15, 2006)

ARTICLE 1. DUES

1.1. Dues shall be assessed upon joining the society and renewed yearly upon the anniversary date of the membership.

1.2. Any change in the dues or in the membership classifications will be determined by the Executive Committee, subject to the approval by a majority of members present at any general business meeting, provided a quorum is present.

1.3. Any change in the amount of dues voted by the society shall take effect immediately for new members and on the next anniversary date for renewing members.

1.4. Current membership classifications and dues are published each month in *Random Bits*.

ARTICLE 2. SPECIAL INTEREST GROUP (SIG)

2.1. There must be at least 3 members to constitute a SIG, a group interested in selected computer related topics.

2.2. The members of a SIG will elect a leader who will report to and be a non voting member of the Executive Committee.

2.3. SIG meetings shall take place at the pleasure of a majority of the SIG members.

ARTICLE 3. MEETINGS

3.1. General business meetings will be held on the third Tuesday of each month, 12 months a year, unless otherwise specified.

3.2. Meetings of the Executive Committee, composed of all society officers, will take place at the pleasure of the President and/or Vice-president.

3.3. In case inclement weather makes attendance difficult, any and all meetings may be rescheduled, or cancelled.

3.4. At least 10 paid members or 20 percent of the paid membership, whichever is larger, shall constitute a quorum for the purpose of elections or business proceedings at the general business meeting.

3.5. In the case of urgent business which cannot be delayed until the next monthly business meeting, a decision to take appropriate action may be made by a majority of the Executive Committee.

ARTICLE 4. EXPENDITURES

4.1. Society money shall be spent only with a majority vote of approval by members in good standing, present at the monthly business meeting, except for budgeted items.

4.2. A yearly budget shall be prepared by the Executive Committee and approved by the majority of paid members present at a general business meeting, provided a quorum is present.

ARTICLE 5. SOFTWARE PIRACY POLICY

5.1 The Licking County Computer Society does not endorse or condone any use of software that violates the software's license agreement.

ARTICLE 6. NEWSLETTER

6.1 The name shall be "RANDOM BITS" (as voted upon May, 1988)