



North Coast Macintosh User Group

Policy & Procedure Manual

Adopted  
May 13, 2008

## **Article I: Name and Mission**

The name of the organization is North Coast Macintosh Users Group (NCMUG).

### **Mission:**

North Coast Macintosh Users Group (NCMUG), a nonprofit organization, is dedicated to increasing the awareness of the broad range and function of personal computers, in particular the Apple<sup>™</sup> Macintosh<sup>™</sup> platform, in a friendly and supportive atmosphere.

## Article II: Members

Memberships are available in the following categories:

### Individual/household

Individual/household membership is extended to a primary member and others who reside at one physical address. The master member will indicate additional names to be added to the membership list. Each additional name will receive a membership card. Each individual/household membership is entitled to one (1) newsletter and one (1) vote at general meetings.

### Business

Business memberships are extended to members who provide goods and/or services in a commercial capacity. The master business member may provide the names of a maximum of 5 employees who may receive membership cards. The card will include the business name and the employee's name. The business will receive one (1) newsletter and the master business member is entitled to one (1) vote at general meetings. A business member who needs cards for more than 5 employees may obtain additional cards for \$5.00 per employee.

NCMUG reserves the right to require proof of membership for participation in any club activity.

### Membership fees are:

Individual/household—paper newsletter	\$30.00
Individual/household—digital newsletter	\$25.00
Individual/household—paper & digital editions	\$35.00
Business—paper newsletter	\$40.00
Business—digital newsletter	\$35.00
Business—paper & digital editions	\$45.00

### Membership Rules:

- A member may be removed from the organization by a 2/3 vote of the board of directors.
- Grounds for removal of a member may include, but are not limited to:
  - Using the club's resources to conduct illegal or unethical activities
  - Threats to or harassment of other members
  - Acts that may jeopardize the club's legal and/or nonprofit status.
  - Failure to correct or cover a check returned for insufficient fund and/or an invalid credit card and any fees associated with the transaction.
- Action to remove a member must be documented in the minutes of the organization.

### **Article III Membership Meetings**

NCMUG holds monthly meetings on the third Tuesday of each month.

The meetings are held at the Rohnert Park Senior Center, 68 Hunter Drive, Rohnert Park, CA 94928, from 7:00 to 9:00 p.m.

General meetings are free to members. Non-members are charged \$5.00 per meeting.

The agenda of a meeting includes announcements, Q & A, a guest speaker or other program, and a social period and raffle.

Membership may be verified as members enter the meeting room.

## Article IV: Board of Directors

The Board of Directors conducts the business and affairs of the organization. The Board of Directors is comprised of five (5) Officers (President, Vice President, Membership Secretary, Treasurer, and Newsletter Editor) who are elected by the group's members and up to ten (10) Directors at Large, who are appointed by the Officers of the board.

The Board of Directors meets once a month on the second Tuesday in Rohnert Park at 6:30 p.m.

Criteria for board members and directors at large are as follows:

- Current membership in NCMUG
- Participation in NCMUG by volunteering
- Valid email address and phone number
- Commitment to attend board and general meetings

Board members are expected to attend regular monthly board meetings as well as the general meetings. The board will evaluate the performance of any Director who does not attend 10 board meetings and 6 general meetings in the 12 months prior to the evaluation.

Tasks assigned to Directors may include but not be limited to:

- Recording Secretary
- Publicity
- Web Master
- Memberlist Facilitator
- Event Coordinator
- List Mom
- Vendor Relations
- Volunteer Coordinator
- SIG Coordinator
- Community Outreach
- Parliamentarian
- Education Coordinator
- Equipment manager

Procedure for appointing Directors:

The name of a potential Director may be proposed by elected and/or appointed members of the board. The President will solicit an evaluation of the candidate(s) from the current board. The President will invite the candidate(s) to 2 board meetings to get acquainted. The elected officers will meet separately to take action on the candidacy and report their decision to the full board.

### Procedure for removing a Director:

Directors serve at the discretion of the officers and can be removed by a majority vote of the officers.

- Grounds for removal of a Director may include, but are not limited to:
  - Using the club's resources to conduct illegal or unethical activities
  - Threats to or harassment of other members
  - Acts that may jeopardize the club's legal and/or non-profit status.
  - Failure to correct or cover a check returned for insufficient fund and/or an invalid credit card and any fees associated with the transaction.
  - Failure to attend a minimum number of meetings, or carry out assigned tasks.

Reasons for removing a Director must be documented in writing in the minutes of the organization. A special meeting of the officers may be held to deal with the process.

### Other

A board member may request a leave of absence or to go on hiatus for a period of time not to exceed three (3) months. It is understood the board member intends to return to the board at the end of the period of the leave. If the board member knows that he or she cannot return to the board before the end at the stated time, the individual should notify the President and submit a resignation. The board member on leave will be removed from the board mailing list. The Board reserves the right to extend the leave under extenuating circumstances.

All Directors shall receive a printed copy of the Bylaws and Policies of NCMUG.

## **Article V: Duties of Officers**

The officers of this Corporation shall be President, Vice President, Secretary, Treasurer, and Newsletter Editor. The five (5) officers named in this section shall be elected in the manner set forth in Section 4.02 of the By Laws.

- Subject to the control of the Board of Directors, the President shall have general supervision, control and direction of the business and affairs of this Corporation.
- In the absence or disability of the President, the Vice President shall perform the duties of the President.
- The Secretary shall keep the membership book, give notice where required by these Bylaws, have custody of the seal and affix it as may be required, and also has whatever other duties and powers the Board of Directors decides. A Member-at-Large shall be appointed to keep minutes of the Board of Directors meetings.
- The Treasurer shall keep accurate records of all receipts and disbursements, report on the financial condition at each regular Board of Directors meeting and at the annual membership meeting, file all required reports with the State of California and the Internal Revenue Service, and also has whatever other powers and duties the Board of Directors may decide.
- The Newsletter Editor shall produce a monthly newsletter containing articles of interest to members. The newsletter will be available to members in a paper edition distributed by U. S. mail or a digital edition to those members who elect that choice.

## **Article VI: Finances**

The Treasurer will provide a monthly report of income and expenditures to the board.

There shall be an annual review of the financial condition of the organization. An audit committee will be appointed in January each year to review the financial records of the previous year. The audit committee shall consist of the Treasurer, one other board member and a general club member.

A budget will be prepared for each business year. A budget committee will be appointed in October to provide a financial plan for the next business year.

An inventory will be kept of all equipment the organization owns that is worth \$200.00 or more. The Treasurer will be responsible for the inventory.

An officer will be appointed to be the custodian of the club's equipment and will provide information about and the location of the equipment as required.

A record of items donated to the organization for distribution through the outreach program will be maintained as well as a record of the placement of those items in non-profit locations.

The tasks of making bank deposits and writing checks will be held by two separate corporate Officers.

All checks will require signatures of two corporate Officers.

All expenditures over \$500.00 require board approval.

## **Article VII: Amendments**

These policies may be amended from time to time by the Board of Directors. An amendment shall take effect when it has been approved by a vote of the Board of Directors according to Article IV, Section 4.08 of the NCMUG bylaws.

## Article VIII: Policies

- Special Interest Groups (SIGs)

SIGs may be formed and/or dissolved by the Board of Directors.

All SIG activities will be open to current members.

Proof of membership may be required at SIG meetings.

SIGs may not collect funds without prior board approval.

Each SIG shall have its own leader who will be responsible for reporting all activities to the Board of Directors on a monthly basis. SIG leaders are responsible for following current NCMUG SIG guidelines.

SIG leaders need to commit to conducting a meeting 10 out of 12 months a year. If a SIG leader will be absent from a meeting, the leader must arrange for another member to conduct the meeting and program.

SIG meetings may be cancelled for the convenience of the group (ex. a scheduled meeting falls on or near a holiday) or the group may go on hiatus (ex. for the summer months).

Any changes in a SIG schedule need to be reported to the SIG leader on the board, newsletter editor, web master, and marketing person.

- Use of the NCMUG logo or its likeness requires prior board approval.

- Advertising on the memberlist

The memberlist should not be used to solicit personal business or referrals.

The memberlist can be used to advertise private for sale computer related items as in the newsletter.

There should be no solicitation for other businesses on the memberlist except for learning and educational experiences and commercial offers as approved by the board.

- Criteria for Newsletter advertising:

All advertising must be for computer related products or services.

All advertising must not conflict with the bylaws and policies of NCMUG.

The final decision on all advertising and contracts related to advertising is subject to the approval of the Board of Directors.

- Conflict Resolution

If a conflict is found between articles of the NCMUG bylaws and the NCMUG Policy and Procedure Manual, the bylaws shall supercede the Policy and Procedures Manual.

Conflict resolution or grievances pertaining to NCMUG members will be handled in accordance with Article VIII, Establishment of Grievance Committee, of the NCMUG bylaws.

If a conflict develops between board members during online discussions that is not easily resolved, the issue should be brought to the board for discussion at a meeting.

- Other

From time to time NCMUG may take steps to recognize volunteers who have given an extraordinary amount of time and effort for the benefit of the members.

NCMUG has endowed a scholarship through the Santa Rosa Junior College Foundation to assist students at Santa Rosa Junior College in computer related studies. The scholarship has been named the North Coast Macintosh User Group Roger Levit Memorial Scholarship in memory of a founding NCMUG officer and group mentor. NCMUG will continue to support the scholarship as part of its educational mission.

Job descriptions and procedures for officers and volunteers will be available as attachments to the policy manual. Descriptions and procedure information will include but not be limited to:

President  
Vice President  
Treasurer  
Membership Secretary  
Newsletter Editor

List Mom  
Book Sales  
Librarian  
Newsletter Mailer  
Web Master

The NCMUG Bylaws and NCMUG Policy and Procedure Manual will be available in the following locations:

1. Online on the NCMUG web site
2. In the NCMUG legacy binder
3. At each general meeting
4. Each board member will receive printed copies upon taking office

An official business calendar will be generated at the annual business meeting in February of each year.

January	Set up audit process
February	Annual business meeting Audit
March	
April	
May	State and Federal non-profit reports due May 15
June	
July	
August	State Board of Equalization annual report
September	
October	Set up budget process
November	Annual review and goal setting for next year
December	Budget review
Monthly	Raffle reports

## Attachments