

TWIN LAKES COMPUTER USERS GROUP STANDING RULES

MEMBERSHIP

- Dues are \$20.00 per household for the first year and \$15.00 each year thereafter if paid by December 31st. Renewal dues paid after December 31 will be \$20.00. New members who join after October 1st shall be considered as a paid member through the following calendar year.
- On February 15, the new roster will be confirmed, omitting any unpaid members. Notification to unpaid members will be attempted prior to roster confirmation.
- Dues payment will provide membership from January 1st through December 31st.

MEETINGS

- Meetings shall be held on the first Thursday of each month at the Donald W. Reynolds Library. The “Help Desk” shall be available at 1:00 PM and General Meetings will commence promptly at 2:00 PM. Exceptions may exist due to holiday conflicts and/or inclement weather, in which case, notification to membership will be attempted as stated below. If the Baxter County Courthouse and/or the DWR Library is closed due to weather, the TLCUG meeting will be cancelled.
- Proper notice of meetings shall be delivered in adequate time via public announcement facilities. Local newspaper, radio and television stations shall be notified of the regular meeting time, date and places. Notice of classes shall also be given to the public by the same means.
- The Membership list maintained by the Membership Chairman comprises all those who are entitled to vote. Such list shall be available at the time and place of all meetings. All elections for Officers shall be decided by simple majority of the members of the TLCUG present and voting at a regularly scheduled meeting.

OFFICERS AND BOARD OF DIRECTORS

- Each Officer shall hold office until the successor has been duly elected and their term begins. A nominating committee of a minimum three Club Members will be appointed by the President in August for the purpose of acquiring officer candidates to be considered in October for the November election.

- Candidates for office must be TLCUG members in good standing. The term of office shall begin on January 1st following the election and terminate on December 31st of that year.
 - Resignations shall take effect upon receipt and review by the Board of Directors unless otherwise specified in the notice. Vacancies shall be filled by the president with the approval of the Board of Directors. Any Officer selected to fill a vacancy shall serve the remainder of the term of their predecessor.
 - As stated in the Bylaws, the board of Directors shall include the four Officers and a minimum of four Directors such as, but not limited to, Past President, Program Director, Membership Director, Newsletter editor, Webmaster, Mentor coordinator, Photo Gallery Coordinator, etc. Specific titles of Directors may change as is pertinent with active positions.
 - The Board shall insure that a minimum balance of \$500.00 is available at year's end for the incoming administration.
 - **PRESIDENT** The President shall preside at all meetings of the members of the TLCUG and of the Board of Directors meetings. The President may call special meetings of the Board or Membership at his/her request. He/she is obligated to call special meetings by written request from a majority of the Board, or 10% of the recorded membership. The President may sign any contracts or other instruments, which the Board of Directors has authorized to be executed, and other such duties as may be prescribed by the Board of Directors from time to time. The President may appoint Committees and Directors as necessary with the approval of the Board. The President will determine when and where the Board of Directors will meet.
 - **VICE PRESIDENT:** In the absence of the President, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.
 - **SECRETARY:** The Secretary shall provide a permanent record of both the general meetings and Board meetings; be custodian of the records, be responsible for providing public notice for meetings and other public activity, and perform such other duties as from time to time may be assigned by the President or by the Board of Directors.
- TREASURER:** The Treasurer shall have charge and custody of and be responsible for all funds of the TLCUG, receive and give receipts for money due and payable to the TLCUG from any source whatsoever, and deposit all such money in the name of the TLCUG in the bank or other depositories as shall be selected in accordance with the bylaws. All expenses shall be paid by check. The Treasurer shall provide Financial Reports of the TLCUG to the Board of Directors and carry out other duties as may be assigned by the President and/or Board of Directors. Receive dues and complete the registration and issuance of membership cards for all members. The Treasurer is responsible for the required annual E postcard tax filing, printing out a copy for the Income Tax File maintained by the Treasurer.
- **Membership Director:** The Membership Director shall be the custodian of the clubs official roster. The Director shall register and welcome all new members, answer questions and direct the new member to the Treasurer for completion of the registration. The Director is also obligated to keep the treasurer up-to-date with new membership applications and fees and

such other duties as from time to time may be assigned by the President or the Board of Directors.

- **Program Director:** The Program Director shall be responsible for the acquisition and scheduling of programs pursuant to the groups purpose at regular membership meetings.
- **Webmaster:** The Webmaster shall construct and maintain the TLCUG web site, updating to include a monthly newsletter and other current information.
- **Past President:** The Past President shall advise the Board of Directors in all Board matters but as an ex officio member, has no vote in matters before the body.

TREASURY

- **CHECKS:** The Treasurer, President and Vice President are authorized to sign TLCUG checks.
- **DEPOSITS:** All funds of the user group shall be deposited at least monthly to the credit of the user group in such banks as the Board of Directors may select.
- **EXPENDITURES:** All expenditures are to be paid by check. Members of the Board of Directors may spend up to **\$300.00** towards the purchase of supplies or materials for use at the user group meeting and/or the benefit of TLCUG. The Board of Directors and the majority vote of the Membership present must approve expenditures over **\$300.00**.

AMENDMENTS

- Amendments to the “standing rules” shall be empowered by a majority vote of the Board of Directors. The Board may, at their discretion, present amendments to the membership for their approval by a majority of the members present and voting at any membership meeting.

Approved by the Membership: May 1st, 2014

Amended: **May 7, 2015**

MARCH 3, 2016

Secretary *SUE SEILS*

President *TOMM. TELFORD*

Vice President *W. HART ROWLAND*