

By-Laws
The Villages Macintosh Users Group
aka The Villages Apple User Group
(Amended August 1, 2018)

Section 1
Name

1.0 The name of the organization is **The Villages Macintosh Users Group**, hereinafter referred to as TVMUG.

1.1 In accordance with Section 14 of these By-Laws, effective October 2013, the name of the organization is hereby amended and modified and will be known as **The Villages Macintosh Users Group, also known as The Villages Apple User Group**, hereinafter referred to as TVMUG and/or **TVAUG**.

Section 2
Offices

2.0 The principal office of TVAUG will be located in The Villages, Florida, or its surrounding area.

Section 3
Purpose

3.0 TVAUG is a voluntary not-for-profit group established to help its members in learning and understanding Apple Computers and other Apple products, the Internet, and to promote good fellowship and fun.

3.1 Specifically, TVAUG is organized to:

A. Provide a forum for communicating ideas, resolving problems, and increasing the effectiveness of users of Apple devices and Apple products and their related software, along with peripherals, and understanding the Internet.

B. To help The Villages and community with Apple computer solutions and knowledge of Apple products.

Section 4
Dedication of Assets

4.0 The properties and assets of this nonprofit organization are irrevocably dedicated to charitable, scientific, and educational purposes. No part of the net

earnings, properties, or assets of TVAUG, on a dissolution or otherwise, will inure to the benefit of any private person or individual, or any member, officer, or board member or trustee of this organization, except as reasonable compensation for the services rendered.

4.1 Upon the dissolution of TVAUG, the Board of Directors and the officers will, after paying or arranging for the payments of all of the liabilities of TVAUG, dispose of all of the assets of TVAUG. The Board of Directors will determine how the remaining assets will be distributed. They will submit their proposal to the membership at a duly called meeting, and it must be accepted by a majority vote of members present.

Section 5 Membership

5.0 Any individual interested in Apple computers or Apple products living in The Villages, including seasonal residents, upon payment of such dues as are recommended by the Board of Directors, shall be considered a paid member and may participate in all activities of the club. A membership is based on 12 months. A family membership consists of two members of the same household, and both names will be listed as long as both family members are active in the club.

5.1 Members are considered in good standing, as long as they pay their annual dues. There shall be no discrimination against anyone on the basis of sex, race, religion, creed, marital status, or disability.

5.2 All paid members are eligible to participate in all TVAUG functions.

5.3 No member may transfer for value, a membership, or any right arising from it. All rights cease at the member's resignation or death.

5.4 All active members have the right to vote at any meeting called for such purposes.

Section 6 Meetings of Membership

6.0 Regular and special meetings will be held as designated by the Board of Directors.

6.1 The annual meeting of the membership will be held concurrently with the regular January night meeting at the place regularly designated for meetings, unless the Board fixes another date and place for such meeting and so notifies the membership not less than thirty (30) days before said meeting.

6.2 Any of the following may call a special meeting of the members:

- A. Any officer.
 - B. The majority of the membership present at any meeting constitutes a quorum. Notices of any voting meeting shall be given to all members no less than fourteen (14) days prior to the meeting.
- 6.3 The majority of the membership present at any duly called meeting shall constitute a quorum and may transact business until adjournment.
- 6.4 Each active member will be entitled to cast one vote on all matters submitted to a vote of the membership.
- 6.5 No proxy or absentee votes will be allowed.

**Section 7
Officers**

- 7.0 The officers of TVAUG shall include the President, 1st Vice-President, 2nd Vice President, Secretary, and Treasurer, hereinafter referred to as the Executive Board.
- 7.1 The officers of TVAUG will be elected by the general membership of the organization.
- 7.2 Any officer may resign at any time upon giving written notice to the Secretary, or to the President.
- 7.3 The President will be the chief executive officer of TVAUG and as such will:
- A. Chair all meetings of the membership, Executive Board and the Board of Directors.
 - B. Appoint Chairpersons, with the acceptance of the Board of Directors, to serve as an Advisory Board member.
- 7.4 The Vice-Presidents will assist the President and assume the duties of the President in the President's absence. Additional duties can include, but are not limited to, Membership Chairman, meeting programs, community outreach, and other activities as specified by the Board of Directors.

7.5 The Secretary will:

- A. Attend meetings and record a summary of the decision-making proceedings of each meeting of the Executive Board and the Board of Directors.
- B. Retain copies of attendance and records from Executive Board and Board of Directors meetings, and special meetings, including annual membership meetings where voting for officers is held.
- C. Perform other duties which can include, but are not limited to, sending notices of meetings, announcements of special activities, and assisting Board members with other activities as specified by the Board of Directors.

7.6 The Treasurer will:

- A. Be responsible for the financial record keeping, deposits, and disbursements of all TVAUG funds, and will prepare financial reports as requested by the Board.
- B. Oversee funds in a financial institution approved by the Executive Board, and shall be a signer on the account, together with one additional Officer.

Section 8 Board of Directors and Advisory Board

8.0 The business and affairs of TVAUG will be conducted, and all the powers will be exercised, by or under the direction of the Executive Board.

8.1 The Executive Board and the Advisory Board together will comprise the Board of Directors.

8.2 Members in good standing will be invited by the Board of Directors to participate as chairpersons and serve in an Advisory Board capacity.

Section 9 Elections

9.0 Elections for the Executive Board will be held at the annual meeting in January of every other year. The slate of officers will be published on the TVAUG website in December.

9.1 Term of office will be two (2) years, and any officer can be reelected for additional terms of office.

Section 10 Club Policy

10.0 In the event of group disassociation, the member in question forfeits annual dues and will not be allowed to receive any group benefits or services.

10.1 In the event of group disassociation, the person in question will not be allowed to join TVAUG thereafter without application to and approval of the Board of Directors. In addition, said person will not be allowed to enter into any group supported or sponsored activities as a guest of another member.

Section 11 Fiscal Year

11.0 The fiscal year will be from January 1, of every year to December 31, of the same year.

Section 12 Records

12.0 The accounting books, records, articles, and Bylaws as amended to date, and minutes of proceedings of the Board of Directors, any committee(s) of the Board of Directors, and decision-making meetings of the membership will be kept at such place or places designated by the Board of Directors. The minutes will be kept in written or typed form, and the accounting books and records will be kept either in written or typed form, or in any other form capable of being converted into written, typed or printed form.

12.1 Every Director/Officer will have the absolute right at any reasonable time to inspect all books, records, and documents of every kind, and the physical properties of TVAUG. This inspection by a Director/Officer may be made in person, or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

12.2 If membership records are stored on a remote server, they will be stored securely. It is the Board's responsibility to maintain secure storage and transmission of member records. Member records are private and will not be used by any Board member for any purpose other than official communication and reporting. If member records are stored on a secure remote server, each member will have access to their own record only.

Section 13
Effective Date

13.0 These bylaws will take effect upon acceptance at a regular or special meeting of the Board of Directors.

Section 14
Amendments

14.0 The Executive Board reserves the right to amend and modify these bylaws, in whole or in part. Any proposal to amend the bylaws will be presented to the Board of Directors at a regular or special meeting. The vote shall take place at a regular or special meeting of the Board of Directors, and the decision will be carried by an affirmative vote of a majority present.

NOTE:

Sections 5.0 and 5.1 amended, effective September 1, 2016, by majority vote of the Board of Directors on July 26, 2016.

As of 9-1-16, membership in TVAUG will be for Villages residents only.

NOTE:

Sections 5.2, 7.5.C, and 9.0 amended, effective August 1, 2018, by majority vote of the Board of Directors on July 25, 2018. All prior references to "Newsletter" have been deleted, as all club information is now available on the website.