

**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)

(Amended November 5, 2009)

(Amended December 2, 2018)

ARTICLE 1. NAME

1.1. The name of the organization shall be the Licking County Computer Society, Inc., (LCCS), also doing business as the East-Central Ohio Technology Users Club (ECOTUC).

ARTICLE 2. ESTABLISHMENT

2.1. 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

3.1. The purpose for which the Society (heretofore referred to as Club) was established is educational, to further technology education and understanding, and specifically to:

3.2. Promote interest in and understanding of technology (not limited to computers, tablets, smartphones and cameras) used in education, business, and entertainment applications.

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

3.4. Provide assistance to members and non-members (based on fees determined by the Repair SIG/Help Desk) in helping to resolve technology problems.

ARTICLE 4.1. ELECTED OFFICERS

4.1.1. THE PRESIDENT will conduct General Business meetings, Executive Committee meetings and represent the Club as an official spokesperson.

4.1.2. THE VICE-PRESIDENT will perform the duties of the President in the President's absence from official Club functions. The Vice-President is responsible for arranging Programs for the General Membership Meetings.

4.1.3. THE TREASURER will retain and be responsible for the Club treasury, the payment of all bills when due, making monthly reports to the Club and filing 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 Club correspondence, make a monthly report to the Club, and be responsible for maintaining and storing past minutes.

ARTICLE 4.2. TRUSTEES

4.2.1 There are three Trustees, one elected each year, to serve in a staggered rotation for a term of three years. The Trustee shall be limited to two consecutive terms with at least a one year break before running for the office again.

4.2.2 The duties of the Trustees shall include a review of all monies and properties of the Club on an annual basis. In addition, they shall assure that actions are in accordance with the Constitution and By-Laws, and our 501(c) 3 status, and recommending changes when appropriate.

4.3.3 The Trustees shall meet at least once a year or more often at their discretion.

ARTICLE 4.3. APPOINTED OFFICERS

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

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

4.3.2. THE DIRECTOR OF THE LCCS/LCAP TEACHING PROGRAM will be responsible for: chairing the Teaching Committee, publicizing the Teaching Program within the Club, planning a variety of courses to offer students, procuring aides and teachers, and

training aides and teachers as needed. The teaching program is a joint venture between the Licking County Aging Program (LCAP) and LCCS.

4.3.3. THE MEMBERSHIP CHAIRPERSON will keep a digital record of all memberships including membership dates and fees. The digital record will be backed up regularly with a copy given to the President. The Chairperson will encourage meeting visitors to become new members.

4.3.4. THE STATUTORY AGENT is registered with the State of Ohio as the contact person to receive legal notifications from the State, courts or any other entity on behalf of the Society.

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

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

4.3.7. THE APCUG REPRESENTATIVE will represent the Club to the Association of Personal Computer User Groups.

4.3.8. THE SPECIAL INTEREST GROUP (SIG)/HELP DESK LEADERS will be chosen by the members of each SIG/Help Desk.

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

ARTICLE 4.4. THE EXECUTIVE COMMITTEE

4.4.1. Voting members of the Executive Committee will consist of 7 elected Officers and Trustees (4.1)/(4.2), and 3 appointed members: the Director of Refurbishing (4.3.1), the Director of the LCCS/LCAP Teaching Program (4.3.2), and the Membership Chairperson (4.3.3).

4.4.2. Non-voting members of the Executive Committee will be the Statutory Agent (4.3.4), Newsletter Editor (4.3.5), Webmaster (4.3.6), the APCUG representative (4.3.7), any SIG/Help Desk leaders (4.3.8), and any other committee chairpersons (4.3.9).

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

4.4.4. The Executive Committee will follow the Robert's Rules of Order when conducting meetings.

ARTICLE 5. ELECTION OF OFFICERS

5.1. Election of officers will be for a term of 1 year.

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. At least 10 paid members or 10 percent of the paid membership, whichever is larger, shall constitute a quorum.

5.3. A Nominating Committee consisting of at least three Club members will be appointed by the President at the September meeting. No member of the Nominating Committee may be a nominee. A slate of nominees, presented by this committee, will be published in the Club'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. Members in good standing are defined as those whose dues are paid to date, and who have abided by the written rules set forth by the society Club.

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.

6.2. An individual will be appointed by the Executive Committee to fill the vacancy at the next Executive Committee meeting.

6.3. At the next General Business meeting an election will be held to fill the post for the remainder of the unexpired term.

ARTICLE 7. REMOVAL OF ELECTED OFFICERS

7.1. Officers may be removed from office for failing to perform their official duties. The President, on receipt of written complaint, will call for the Executive Committee to review the complaint to determine it to be valid. If the President is being recommended for removal, the Vice-President would receive the written complaint and take the lead in the process.

7.2. The Executive Committee will determine, by majority vote, whether or not to request the officer's resignation.

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

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

7.5. If recalled, the officer will surrender all Club property held by him or her.

ARTICLE 8. MEMBERSHIP

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

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

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

8.4. Members not in good standing are subject to having their membership revoked by the Executive Committee.

ARTICLE 9. AMENDMENTS TO THE CONSTITUTION

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 the next General Business meeting and e-mailed to the General Membership at least 20 days prior to the vote.

9.3. A quorum is required for the purpose of amending the Constitution.

ARTICLE 10. DISSOLUTION

Upon the dissolution of the corporation, the Executive Committee shall, in the following order:

10.1. Pay or make provision for the payment of all of the liabilities of the corporation.

10.2. Dispose of all of the assets of the corporation exclusively for the purposes of the corporation 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.

10.3. 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)

(Amended December 2, 2018)

ARTICLE 1. DUES

1.1. Dues shall be assessed upon joining the Club and renewed annually on the first day of July. Said dues are to be prorated quarterly upon joining.

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 Club 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 the newsletter and posted on the bulletin board in the building.

ARTICLE 2. SPECIAL INTEREST GROUP (SIG)/HELP DESK

2.1 A SIG/HELP DESK is a group interested in a specific technology related topic.

2.2. There must be at least 3 members to constitute a SIG/HELP DESK.

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

2.4. SIG/HELP DESK 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 Sunday of each month, unless otherwise specified.

3.2. Meetings of the Executive Committee, as defined in article 4.4.1 of the Constitution, will take place at the pleasure of the President and/or Vice-President.

3.3 The General Business meetings will follow the Robert's Rules of Order when conducting meetings.

3.4. In case inclement weather makes attendance difficult, any and all meetings may be rescheduled, or canceled. Members should be notified by e-mail, if at all possible, and said change posted on the website.

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

ARTICLE 4. EXPENDITURES

4.1. Club 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, presented to the General Membership no later than the February General Business meeting, and approved by the majority of paid members present, provided a quorum is present.

ARTICLE 5. SOFTWARE PIRACY POLICY

5.1 The Licking County Computer Society/East-Central Ohio Technology Users Club 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).

ARTICLE 7. BUILDING USE

7.1 The Licking County Computer Society will not authorize or allow use of the meeting building/location for personal activities not related to club activities/programs.