

**Fox Valley PC Association By-Laws**  
**06/16/2007**

**ARTICLE I - Association Name**

The name of this association shall be the Fox Valley PC Association. The common abbreviation of this name shall be FVPCA.

**ARTICLE II - Purpose**

**Section 1.**

The purpose of the FVPCA is to provide an educational forum for members to share information and assist in the use of personal computers.

**Section 2.**

The FVPCA is a tax-exempt not-for-profit association as defined by State of Illinois statutes.

**Section 3.**

Specific objectives and purposes shall be to hold regular meetings, engage in open forum discussions, provide educational programs, distribute newsletters, and provide other services and activities.

**ARTICLE III – Membership**

Membership is open to all persons who are interested in personal computers. A member is defined as a person in good standing who has paid membership dues for the current year.

**ARTICLE IV – Officers**

**Section 1. Elected Officers**

The elected officers shall be President, Vice-President, Secretary, and Treasurer, who must be members in good standing. The term shall be one year or until their successors are elected, and shall begin at the close of the annual meeting at which they are elected. Other officers may be elected or appointed to fill the needs of the association.

**Section 2. Executive Board**

The Executive Board shall consist of the President, Vice-President, Secretary, and Treasurer, as well as members appointed to positions to manage supportive functions of the Association.

**Section 3. Duties**

**President:** The President shall act as chairman at all meetings at which he is present and ensure that the meeting is conducted according to Association rules. The President will call for Officer's meetings as required to conduct Association business and plan future general meetings. In addition, the President will decide questions of order. The President will also be a signing official for Association business.

**Vice-President:** The Vice President shall take the place of the President in the President's absence. The Vice-President will assist the President as necessary.

**Secretary:** The Secretary shall keep a record of the attendance at all Membership and Officer's Meetings and record minutes of meetings so held. The Secretary will coordinate the preparation of the newsletter which shall be called "*Fox Tales*."

**Treasurer:** The Treasurer shall receive all monies, pay all bills, and keep a just and regular account of the same. The Treasurer shall submit a financial report to the general membership at each regular meeting. All checks written will be authorized by the elected Officers. The President may appoint an alternate individual who may sign checks in the Treasurer's absence.

**Section 4. Election of Officers**

General elections shall be held at the October general meeting. The President shall appoint a Nominating Committee. Nominations for officers will be accepted and closed at the September general meeting. No member will nominate any member without first obtaining that member's assurance that he or she will serve if elected. A ballot will be distributed and collected at the meeting on the day of election. Election results will be announced at the end of the meeting and published in the next newsletter.

**Section 5. Vacancies**

Vacancies occurring between elections may be filled by special election or by appointment by the Executive Board with approval by the majority of members present at the next general meeting.

## **Section 6. Position Duties - Absence**

A detailed list of responsibilities for each position shall be prepared and reviewed at the conclusion of each year. This is to facilitate a smooth transition in the event of either an elected or appointed Officer's absence due to resignation, illness, death or other cause which would result in a vacancy, either temporary or permanent.

## **Article V – Directors**

### **Section 1.**

There shall be at least 3 Directors who shall also be members in good standing. It is desirable to have at least one Director who has served as a past Officer. Directors shall be appointed by the Officers with approval by simple majority of members present at a general meeting.

### **Section 2. Duties**

The Directors will provide direction and guidance in achieving the goals and objectives of the Association. Directors shall also review and propose changes to the Constitution and ByLaws.

### **Section 3. Term**

The Directors will serve a term of one year. Appointments shall be reviewed and renewed at the first meeting of each calendar year.

## **Article VI – Committees**

The following committees will vary in size from one or more persons as responsibilities warrant:

### **Section 1. Newsletter**

The *Fox Tales* newsletter will be produced and distributed to the members in written and / or electronic format.

### **Section 2. Membership**

An Association membership list will be maintained and available to any member upon request.

### **Section 3. Programs**

A program committee will arrange for speakers and presentations for the general meetings.

### **Section 4. Publicity**

A publicity committee will disseminate meeting information to local newspapers or other media sources to encourage public awareness of the Association and announce meeting schedules to the general public. Visitors will be welcome to attend meetings.

### **Section 5. Web Site**

The web site committee will develop and maintain a web site that will assist in the promotion of the FVPCA. Fees for any web services will be reviewed at the Officer's meetings.

## **Article VII - Dues**

Annual dues shall be paid in the month that a member joins the Association. The amount of dues for the next calendar year shall be reviewed at the January general meeting. Dues will be set and approved by a two-thirds vote of the general membership present.

## **Article VIII – Property and Income**

All property and income of the Association will be used to promote the organization's objectives. No property or income will be used for the personal benefit of any members or Officers.

## **Article IX – Dissolution**

The Association may elect to dissolve by a two-thirds vote of the membership present at the general meeting. Disbursement of assets shall be as follows: All real property (hardware and software) will be offered by silent auction to the general membership at the next general meeting. A mailer will be sent to all active members to notify them of the silent auction. Proceeds will be deposited into the Association's cash account. After all Association bills are paid, the cash balance and remaining real property will be donated to an area college, high school or charity.

**Article X – Code of Ethics**

The Association does not condone violation of copyright laws. No member of the Association shall represent the organization without the expressed consent of the elected officers. If a situation arises which cannot be resolved in normal discussion, Roberts Rules of Order will be followed to address the issue.

**Article XI – Amendments**

These By-Laws may be amended by two-thirds of those present and eligible to vote at a regular meeting. Notification of such proposed changes shall have been reviewed by the Directors prior to a vote. All members shall be provided copies of the proposed changes and given time to comment. Notice shall be at least 30 days prior to the vote and shall be published in the Association’s newsletter.

The above By-Laws have been voted upon and approved by a majority of the members present at the general meeting dated June 16, 2007, as witnessed by the following elected officers:

- President: Jon Jackman
- Vice-President: Tom Anzalone
- Secretary: William Palmer
- Treasurer: Richard W. Chamberlain