

# NEO Apple Corps, Inc. By-Laws

## ARTICLE 1: Name

Section 1: The organization name shall be the NEO Apple Corps, Inc. (a.k.a. Northeast Ohio Apple Corps and hereinafter NEOAC). We are a Not For Profit Corporation formed under Section 1702 of the Ohio Revised Code, which describes some facets of how we are to be organized and how we are to conduct business.

## ARTICLE 2: Purpose

Section 1: The purpose of this non-profit corporation shall be to support, encourage, and advance education on Apple products and other complementary and related technologies; and to operate exclusively for such charitable and educational purposes as will qualify it as an exempt organization under the United States Title 26 and Ohio Title 1702 (or the corresponding provisions of any future United States and Ohio Law).

## ARTICLE 3: Board of Directors

Section 1: The Board of Directors, hereafter known as the Board, shall consist of six elected NEOAC members and the immediate past president. In the event the immediate past president does not serve, seven NEOAC members will be elected.

Section 2: The term of office for Board members shall be for one year.

Section 3: Nominations for election to the Board shall be made at the first General meeting in March or if there is no March meeting then at the next scheduled General meeting. Nominations may be received from the floor or through the current NEOAC email address as show on the NEOAC internet home page. Nominations made by email must be received no later than one day prior to the nomination meeting. Nominees must consent to their nomination to the ballot. Once the list of nominees is finalized, the list will be posted on the homepage of the NEOAC website within 7 days.

Section 4: Elections shall take place at the first regular meeting following the meeting at which nominations to the Board were made.

Section 5: If the election is contested, then the election shall be by secret ballot. If the election is not contested, then ballots shall be cast by a show of hands. Absentee Ballots will be made available on the NEOAC website and must be received at least 1 day prior to the meeting at which elections are to be held.

Section 6: The officers of the NEOAC shall consist of a President, a Vice President, a Secretary, a Treasurer, and a Membership Chairperson. Officers shall be designated by the Board from among its elected members at the first meeting of the Board following the election meeting.

Section 7: Newly elected Board members shall assume their duties at the first Board meeting following the election meeting.

Section 8: If vacancies on the Board occur, the President shall appoint NEOAC members to fill them until the next election of Board members. If vacancies include the President, the Vice President shall fill the presidency until the next Board meeting.

#### **ARTICLE 4: Duties of the Board and the Officers**

Section 1: The Board shall establish and provide for the execution of the policies of the NEOAC in all matters not specifically mentioned in these by-laws, in accordance with Ohio Title 1702 (or the corresponding provisions of any future Ohio Law).

Section 2: The President shall preside at General meetings and business meetings; shall appoint the chairpersons of all standing committees, with the approval of the Board; shall appoint committees not otherwise provided for; shall fill committee and Board vacancies; shall call special meetings; shall certify for payment by the Treasurer all proper bills of the NEOAC; shall perform such other duties as are assigned by the Board.

Section 3: The individual duties of the Vice President shall be assigned by the President. The Vice President shall supervise and coordinate the efforts of all committees; shall lead the General meeting if the President is absent; shall perform the duties of President if the President has resigned or is too ill to perform his/her duties; shall perform such other duties as are assigned by the Board.

Section 4: The Secretary shall keep the minutes of all General and Board meetings; shall maintain the NEOAC's correspondence; shall perform such other duties as are assigned by the Board.

Section 5: The Treasurer shall keep an accurate account of all financial transactions of the NEOAC; shall be responsible for all funds of the NEOAC; shall receive and disburse all money, subject to the approval of the Board; shall prepare and present an annual budget; shall maintain an accurate and up-to-date inventory of all NEOAC property; shall present an annual inventory report to the Board; shall perform such other duties as are assigned by the Board.

Section 6: The Membership Chairperson shall maintain an up to date database of members; provide name tags to members at all meetings; shall record the number of voting members present at each meeting; contact members upon the request of the President in the case of a special event, membership renewal reminders, or meeting reminders; shall perform such other duties as are assigned by the Board.

Section 7: At-large members shall have their duties assigned by the Board.

#### **ARTICLE 5: Meetings**

Section 1: The time and location of the General Meeting and the Board meeting shall be designated by the Board.

Section 2: Special meetings may be called at any time by the either the President or a majority of the Board with at least one week's notice.

Section 3: Board meetings are open to all NEOAC members.

## **ARTICLE 6: Membership**

Section 1: Membership shall be open to all without regard to race, creed, color, sex, age, national origin, or religion.

Section 2: Dues shall be set by the Board. Membership in the NEOAC by one member of a household shall include all members of that household as one voting member.

Section 3: General meetings are open to the public.

Section 4: Membership renewals are due in January of each year.

## **ARTICLE 7: General Provisions**

Section 1: Property or equipment purchased by NEOAC with NEOAC funds shall not be the property of any individual member or group of members. In the event NEOAC disbands, NEOAC property and funds shall be disbursed in a manner agreeable to the members.

Section 2: Expenditures in excess of \$500 shall be approved by the membership at a General Meeting. Expenditures of less than \$500 shall be approved by a majority of the Board members. The president is authorized to make purchases on behalf of NEOAC for up to \$100 each month provided there is at least \$1000 in the NEOAC treasury.

Section 3: The fiscal year shall be from January 1 to December 31, inclusive. All budgeting and accounting shall be rendered on this basis.

Section 4: A quorum for a General meeting shall be defined as 80% of the average of the number of voting members present at the previous three General meetings.

Section 5: Any meeting of the Board shall have a quorum if at least four Board members are present.

## **ARTICLE 8: Amendments**

Section 1: These by-laws may be amended by the following procedure: A proposed amendment shall be submitted in writing to the Board at a Board meeting; a synopsis of the proposed amendment shall be published in the next two issues of the official NEOAC newsletter; amendments shall be voted on at the General meeting immediately following the second publication of the proposed amendment(s).

Section 2: A two-thirds majority of the voting members present at a General meeting shall be required to adopt an amendment.

## **ARTICLE 9: Authority**

Section 1: Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for the NEOAC.