

1 Most recent revision: April 6, 2006 – see Attachment 1

2

3 **PHILADELPHIA AREA COMPUTER SOCIETY**

4 Founded in 1976 and Incorporated May 10, 1982

5

6 **PREAMBLE TO THE BYLAWS**

7

8 These Bylaws are intended to help and guide the officers and members to promote
9 effective management of the Philadelphia Area Computer Society (hereinafter "PACS" or
10 "Club") for the mutual benefit and enjoyment of its members and guests. In this context,
11 the Bylaws shall:

12

- 13 1. Establish a framework for the legal, ethical, and efficient operation of the Club.
- 14
- 15 2. Establish rules and guidelines that are sufficiently flexible to enable the officers to
16 adapt the activities, functions, resources, and finances of the Club to the membership's
17 interests and demographics, evolving computer and communications technology, meeting
18 venues, applicable laws, and other conditions that may affect user groups in general
19 and/or PACS in particular.
- 20
- 21 3. Enable the Club to conform to Federal and Pennsylvania State rules and regulations
22 applicable to the Club's status as a 501(c)(3) non-profit corporation.
- 23
- 24 4. Enable the officers to utilize the Club's tangible and intangible property and resources
25 to the best advantage of the membership.
- 26
- 27 5. Establish and maintain a policy to protect and limit the use of the personal data of the
28 members and the Club's data.
- 29
- 30 6. Support and encourage the voluntary, active participation and interaction of all
31 members in the operation and activities of the Club.
- 32

33 **PHILADELPHIA AREA COMPUTER SOCIETY**

34 Founded in 1976 and Incorporated May 10, 1982

35
36 **BYLAWS**

37
38 **ARTICLE I GENERAL INFORMATION**

39
40 1. The Corporation shall be known as the PHILADELPHIA AREA COMPUTER
41 SOCIETY (or "PACS", or "Club", or "Corporation"). As used in these Bylaws, the word
42 "may" should be construed as discretionary; and the word "shall" should be construed as
43 mandatory.

44
45 2. The post office address and the legal address of the Club's registered office in the
46 Commonwealth is identified in Article VIII, Section 4. The Corporation may conduct its
47 activities at other places within the Commonwealth of Pennsylvania and/or in other states
48 where appropriate.

49
50 3. Privacy Statement: secured organizational information, including but not limited to
51 membership data, financial records, and passwords, is confidential, and shall be given to
52 no one, unless explicitly approved by at least two thirds of all the Directors.

53
54 4. The purposes for which the Corporation was formed, in relation to personal
55 computing are, among other things, to provide and encourage:

- 56 (a) a forum for the exchange of knowledge, information, and experience.
57 (b) experimentation, demonstration, and education.
58 (c) opportunities to form and coordinate the operations of special interest and user
59 groups.
60 (d) communication to and among the general public, its members, and other
61 organizations.
62 (e) libraries and the circulation of literature and software legally available for
63 dissemination.
64 (f) general assistance to prospective, new, and advanced computer users.

65 **ARTICLE II MEMBERS**

66
67 1. The members of this Corporation shall consist of those persons who have met the
68 qualifications of membership herein, or as otherwise defined by the Board. The Board
69 may also designate persons, who, by their distinguished interest in or assistance to the
70 purposes of the Corporation, have merited such recognition, to be honorary members of
71 the Corporation. And, although such honorary members shall have no obligation to pay
72 dues or to attend any meeting, they may do so and may vote if in attendance.

73
74 2. The annual meeting of the membership shall be held at the regular monthly meeting
75 of the Corporation in May of each year, or at such other date, time, and place the Board
76 may determine by notice given. To conduct valid business, members numbering at least
77 ten percent (10%) of the voting membership shall be present. The primary purpose of this
78 annual meeting is to complete the process of voting for new members to the Board, as
79 referenced in Article X. At this meeting, the members may also transact such other
80 business as may properly come before the meeting. To be approved, any issue must
81 receive a majority vote of those present. If the annual meeting is not held as required, any
82 ten (10) members may require the President to schedule a meeting within thirty (30) days.

83
84 3. Regular meetings of the members, for program rather than the conduct of other
85 business, will generally be held on the third Saturday of each month at the designated
86 venue. However, the Board may designate other dates and locations for regular meetings,
87 and will establish a time and schedule for all such meetings.

88
89 4. Special meetings of the members may be held at such date, time, place, and for such
90 purposes as may be specified in notice given to the Board of Directors by either the
91 President, a member of the Board, or any members numbering at least five percent (5%)
92 of the voting membership. No business other than that set forth in the notice of any
93 Special Meeting may be conducted at such meeting. To conduct valid business, members
94 numbering at least ten percent (10%) of the voting membership shall be present. To be
95 approved, any issue must receive a majority vote of those present.

98 5. Five (5) days notice, unless greater notice is required by law, of all business
99 meetings of members shall be required. Such notice shall be accomplished in
100 accordance with Article IX.

101
102 6. The Board may create and define classes of members other than regular and
103 honorary, such as, but not limited to: student, family, and senior members. However, the
104 principal qualification for membership shall always be an interest in personal computing.
105 The Corporation shall not discriminate in accordance with current local, state, and federal
106 anti-discrimination laws.

107
108 7. All honorary members, and all persons whose dues are currently paid in accordance
109 with these Bylaws, and by any resolutions of the Board pursuant hereto, shall be
110 members.

111
112 8. Membership shall be non-transferable, and no member shall vote in place of or on
113 behalf of any other member.

114 **ARTICLE III BOARD OF DIRECTORS**

115
116
117 1. The Board of Directors (the "Board") shall consist of not less than nine (9) but no
118 more than fifteen (15) persons. The members of the Board shall be members of the
119 Corporation.

120 (a) If the Board falls below the minimum of nine (9) members, the Board will continue
121 to operate as is while in search of qualified member(s) to fill the vacancy or vacancies.

122 (b) The Board will first ask any associate Board members, auxiliary Board members
123 and SIG leaders to fill the vacancy or vacancies (see also Section 4).

124 (c) The Board may increase or decrease the number of Directors, within the limits
125 stated above, by an affirmative vote of at least two thirds of all the current Directors.

126
127 2. The elected members of the Board shall be divided into two (2) groups, so that
128 approximately one-half of the Board is elected each year to serve for a term of two (2)
129 years on a staggered basis.

131 3. A candidate for election to the Board, who was unsuccessful in that election, shall be
132 entitled to accept an Associate Directorship on the Board until the next election. Associate
133 Directors may not vote.

134
135 4. The Board, with or without recommendations, shall have the power to fill all
136 vacancies in the duly elected membership of the Board by a majority vote of all Directors.
137 Associate Directors shall be given first consideration. Any Director so appointed shall
138 serve until the expiration of the term being filled.

139
140 5. The Board, by the affirmative vote of two-thirds of all Directors, may remove from the
141 Board any Director who shall have been absent without good cause for three (3)
142 consecutive meetings of the Board. The Board may also remove, by the affirmative vote
143 of two-thirds of all Directors, any Director who shall have been absent for any five (5)
144 regular Board meetings during a PACS season, provided said Director and the Board
145 shall have been given at least ten (10) days notice of such proposed vote in either of the
146 above situations.

147
148 6. The Board shall have the general charge and management of the business of the
149 Corporation in conformity with the laws of the Commonwealth of Pennsylvania and the
150 Articles of Incorporation. Any action to be taken by the Board may be accomplished by
151 the majority vote of all Directors without the necessity for a formal meeting. The Board
152 may also conduct business and vote on material issues between regular or special
153 meetings via phone, email, or informal sessions. Such matters and votes shall be
154 conducted in compliance with Article VI Section 2 herein, and shall be recorded and made
155 part of the Club's formal records.

156
157 7. Regular meetings of the Board shall be held at such time as the Board shall
158 designate. Such regular meetings shall ordinarily be held monthly, but not less than
159 quarterly. Special meetings of the Board shall be held whenever called by the President.
160 The President shall call a special meeting of the Board upon the request of at least four
161 (4) of its members, setting forth the purpose or purposes of such meeting.

162 (a) A quorum for all meetings of the Board shall consist of a majority of all Directors
163 in office if the number of Directors is odd. If the number of Directors in office is

164 even, a quorum shall consist of one half of that number.

165 (b) Regular motions raised by the Board shall require a majority vote of the
166 Directors present at the meeting.

167 (c) When a subject requires the vote of the entire Board, and a tie vote occurs, the
168 President shall cast a second vote.

169 (d) When a subject requires the majority vote of the Directors present at a Board
170 meeting, and a tie vote occurs, the subject is tabled until the vote can be
171 obtained from all of the missing Directors.

172
173 8. Notice of the business to be discussed shall be given at least five (5) days prior to
174 any regular or special meeting of the Board. Additional business, unless otherwise
175 required by law or by these Bylaws, shall be determined by a majority of the Directors
176 present at any and all meetings.

177
178 9. No Director shall be personally liable to pay monetary damages for action which a
179 Director has taken or failed to take, unless such Director has breached or failed to
180 perform duties of a Director under Section 8363 of Title 42 (Judiciary and Judicial
181 Procedure) of the Pennsylvania Consolidated Statutes, and the breach or failure to
182 perform such duties constitutes self-dealing, willful misconduct, or recklessness. This
183 relief from liability shall not apply to any criminal statute or for the payment of taxes
184 pursuant to local, state or federal Law, nor shall it apply to any act or omission of a
185 Director prior to January 27, 1987. No amendment, invalidity, or repeal of this provision
186 or any portion thereof shall affect the liability of a Director for any act or omission of the
187 Director prior to such amendment or repeal; nor shall this section in any way limit or
188 diminish any right of indemnity, defense, or other relief, whatsoever, otherwise available
189 to a Director.

190
191 **ARTICLE IV OFFICERS**

192
193 1. The Officers shall consist of a President, who shall also be Chairperson of the Board,
194 one or more Vice Presidents, Secretary, and Treasurer. Other officers, identified as useful
195 to the Corporation, may be defined and appointed by the Board.

197 2. The President and Vice President(s) shall be elected by the Board from among the
198 Directors who were elected by the Membership. All other officers shall be appointed by
199 the Board and may be, but need not be, elected by the membership. If the Treasurer and
200 Secretary were not elected by the membership, they shall still have full voting privileges
201 and shall be considered Directors. The Board may also appoint any other officers, who
202 are not also Directors, and they may attend and participate in all meetings of the Board,
203 except they shall not vote as Directors.

204
205 3. The Board may also designate persons who, by their distinguished service to the
206 Corporation, have merited such recognition, to continue to hold a title of office, emeritus.

207
208 4. With the exception of elections to fill unexpired terms or to create new offices, the
209 new officers shall be elected at the start of the Board meeting following the annual
210 meeting of the members. The new officers shall hold office for a term of one (1) year, or
211 until their successors are elected.

212 213 **ARTICLE V DUTIES OF OFFICERS**

214
215 1. The President shall be the Chief Executive Officer of the Corporation, with authority
216 to delegate responsibilities and commensurate authority to the officers, and shall also
217 preside over all meetings of members and Directors.

218
219 2. The Vice President(s) (in order of rank) shall, in the absence of the President,
220 perform the duties of the President and shall perform all duties delegated by the
221 President.

222
223 3. The Treasurer shall have the care and custody of the funds and securities of the
224 Corporation, and deposit same in the name of the Corporation, in such bank(s) as the
225 Board may designate. The Treasurer shall be responsible for keeping the Corporation's
226 501(c)(3) status current and legal. The Treasurer shall give no notes or evidences of
227 indebtedness unless authorized by the Board, which authority shall be evidenced by the
228 signature of the President, or Vice President, or a majority of the Board. Unless otherwise
229 provided by the Board, the Treasurer shall sign all checks, drafts, notes, orders for

230 payment of money, and all contracts; the signature of a second officer shall be required.
231 The Treasurer shall report at each meeting of the Board the financial condition of the
232 Corporation.
233

234 4. The Secretary shall keep the minutes of the Board and also the minutes of the
235 annual meeting of the Corporation, attend to the giving and serving of all notices of the
236 Corporation, affix and attest to the seal of the Corporation on all legal documents, if
237 required, when signed by the President or other officers, have charge of all papers and
238 documents as the Board may direct, and shall attend to all correspondence as may be
239 assigned by the Board, as well as perform all duties incidental to the office. The office
240 and duties of the Secretary may be divided between a Corresponding Secretary and a
241 Recording Secretary, at the discretion of the Board.
242

243 5. All officers acting in such capacity and in good faith on behalf of the Corporation shall
244 be indemnified, defended, and held harmless as to all suits, claims or liabilities incurred or
245 which may be asserted against them or any of them in the course of such actions or as a
246 result thereof, except in any criminal proceedings.
247

248 **ARTICLE VI COMMITTEES**

249

250 1. The Directors with assigned duties, as defined in Attachment #2, shall have the
251 authority to create and manage supporting committees.
252

253 2. Executive Committee

254 The Board may appoint from among the elected Directors three (3) or more persons
255 who, with the President, shall constitute the Executive Committee, which shall have the
256 authority to act on behalf of the Corporation in matters requiring action between meetings
257 of the Board, except as prohibited by Law (under 15 Pa. C.S.A., Section 7731), by the
258 Board or these Bylaws.
259

260 3. Special Committees

261 Special committees, as may be required, may be appointed by the President with the
262 advice and consent of the Board to execute specific tasks as may be given.

263 **ARTICLE VII SEAL, FISCAL YEAR, AND QUORUM**

264
265 1. The common or corporate seal of the Corporation shall be round and shall bear the
266 name of the Corporation and the year of its incorporation.

267
268 2. The Fiscal Year of the Corporation shall be January 1st to December 31st. The
269 "PACS season" shall be as defined in Article VIII, Section 4.

270
271 3. A quorum of any regular meeting of members shall be at least ten percent (10%) of
272 the number of those entitled to vote. Upon failure of a quorum to attend, the vote shall be
273 deferred until the next regular meeting of members.

274
275 **ARTICLE VIII MODIFICATIONS**

276
277 1. These Bylaws may be modified to adapt to evolutionary changes in the Club's
278 operating environment, and to changes in applicable laws, rules, and regulations. Only a
279 Director may make a motion to change the bylaws. Any motion to change the Bylaws shall
280 cause the proposed change to be categorized as either an amendment or as a revision,
281 as determined by a two-thirds majority of all Directors.

282
283 2. Amendments

284 Substantive changes to the structure, procedures, and other content, that materially
285 affect the way the Club operates or governs itself, shall be addressed as amendments. To
286 be accepted as a permanent change to the Bylaws, a proposed amendment must be
287 submitted to the entire membership for approval. The text of the proposed amendment,
288 along with the reasons for the change, shall be made available to the membership at least
289 twenty-one (21) calendar days before a vote is to be taken. To be approved, at least two
290 thirds of all the votes cast, by the end of the next regular meeting, must be in favor.

291
292 3. Revisions

293 Changes in administrative data, as listed in this Article, Section 4, or to clarify existing
294 language, that have no effect on the way the Club operates or governs itself, may be

295 addressed as revisions. To be accepted as a permanent change to the Bylaws, a
296 proposed revision must be approved by at least two thirds of all Directors. The text of the
297 proposed revision, along with the reasons for the change, shall be made available to the
298 Directors at least five (5) calendar days before a vote is to be taken. Upon approval, the
299 new text shall be made available to the membership by the next regular meeting.
300

301 4. The current administrative data is as follows:

302 (a) legal address of the Corporation:

303 Corporation Guarantee & Trust Company
304 Two Greenwood Square, Suite 10
305 3331 Street Road
306 Bensalem, PA 19020
307

308 (b) mailing address of the Corporation:

309 P.O. Box 729, Huntingdon Valley, PA 19006-0729

310 (c) telephone number of the Corporation: 215-842-9600

311 (d) URL for the PACS website: <http://www.pacsnet.org>

312 (e) PACS season: June 21 to June 20 of the following year

313 (f) assigned duties of the Directors: as defined in Attachment #2
314

315 5. History of Changes

316 All amendments and revisions shall be maintained as an inseparable attachment to
317 these Bylaws. This Attachment #1 shall contain the full text of the deletions and additions
318 that comprise the modification, along with the date of effectivity. The first page of the
319 Bylaws shall identify the date of the most recent modification.
320

321 **ARTICLE IX COMMUNICATION**
322

323 The Board shall decide, by a two-thirds vote of all Directors, which method(s) listed
324 below may be used for any given notice.
325

326 1. Notices and communications to the membership, as required in these Bylaws, may
327 be distributed by any of, but not be limited to:

- 328 (a) posting on the PACS Internet web site.
- 329 (b) an electronic mailing from the membership database.
- 330 (c) posted on paper and/or announced publicly at a general meeting.
- 331 (d) a printed handout available at a general meeting.
- 332 (e) on paper, mailed via the US Postal Service to the membership.
- 333 (f) a voice mail announcement on the PACS telephone system.

334
335 2. Notices and communications to and between Directors, as required in these Bylaws,
336 may be distributed by any of, but not be limited to:

- 337 (a) electronic mail.
- 338 (b) telephone or fax.
- 339 (c) on paper, mailed via the US Postal Service.
- 340 (d) telephone conference call, when and to the extent feasible.

341
342 3. The Board shall make a best effort to notify the entire membership about elections
343 and revisions to these Bylaws.

344 **ARTICLE X ELECTIONS**

345
346
347 1. Election Chairman The Board shall appoint an Election Chairman not later than the
348 first Board meeting of the calendar year. The Board shall determine the authority
349 conferred upon the Election Chairman to administer the nominating and election process.
350 The Election Chairman shall be entitled to vote with the Board on all election-related
351 issues. In the absence of a dispute, the Election Chairman shall be the only person to
352 have access to all completed voting ballots. If an election is disputed, the Board shall act
353 in accordance with section 2(g) below.

354
355 2. Nominating and Election Process

- 356 (a) Any member of the Corporation may become a valid candidate for Director upon
357 presenting to the Election Chairman:
 - 358 1. a valid membership card, or other evidence of membership, and
 - 359 2. a list of at least 20 valid membership signatures, and
 - 360 3. a candidate statement, and

361 4. be at least 18 years of age.

362
363 (b) Notification of the annual election, given in accordance with Article IX, shall
364 commence at the first general meeting of the calendar year.

365
366 (c) The voting period shall commence when the Election Chairman distributes the
367 ballots, and shall end at the completion of the May general meeting.

368
369 (d) The Board shall determine the method(s) by which the membership shall vote,
370 which may include but not be limited to:

371 1. electronic mail.

372 2. paper ballots delivered by hand or via US Postal Service.

373 3. Internet on-line voting.

374
375 (e) The Election Chairman shall make the results of the election known to the
376 membership no later than ten (10) calendar days after the end of the voting
377 period.

378
379 (f) No member or Director shall vote in place of any other member or Director in
380 any election or voting process.

381
382 (g) If, within ten (10) calendar days, a candidate declares a dispute of the election
383 results, as given by Election Chairman, the disputant and the Election Chairman
384 will each select a PACS member to represent them. These two representatives
385 will then decide on a third person - a disinterested impartial observer- who shall
386 examine the election ballots in whatever form they were received by the Election
387 Chairman. The impartial observer will report the results to the Board within five
388 (5) days of examining the ballots. The Board will then announce the results to
389 the membership.

392 **ARTICLE XI MISCELLANEOUS**

393
394 1. The Corporation condemns the unlawful copying of hardware, peripheral devices,
395 software and documentation, and the distribution of such copies in violation of the lawful
396 intellectual property rights of those entitled thereto. Membership may be withdrawn from
397 or denied to any person who willfully or knowingly violates this policy.

398
399 2. Any members wishing to form a Special Interest Group (SIG), workshop, class, or
400 other group in connection with PACS, consistent with the purposes and policies of the
401 Corporation, may do so; and, upon recognition thereof by the Board, such group and its
402 activities will be entitled to the use of all the facilities and benefits.

403
404 3. The dues of PACS shall be due and payable when a person joins, and upon annual
405 renewal. The Board shall set the level of dues for all classes of membership, other than
406 Honorary.

407
408 4. When there is a dispute among the Directors, or during the annual membership
409 meeting, as to procedures, then the current "Roberts Rules of Order" shall be followed.

410
411 5. All affairs of the Corporation shall be conducted in accordance with the laws of the
412 United States and the Commonwealth of Pennsylvania. Powers, rights, duties, and
413 options not specifically addressed or foreclosed by the Articles of Incorporation and these
414 Bylaws remain open to the Corporation.

415
416 **ARTICLE XII DISSOLUTION**

417
418 In the event of the dissolution of the Corporation, for any reason, any and all assets
419 of the Corporation, no matter from what sources the same may have been received or
420 derived, shall under no circumstances inure to the benefit of any private person or
421 persons. Such assets and resources shall be held or used for such purposes as the
422 Board shall determine. Upon dissolution any funds, equipment, etc. remaining shall be
423 donated to another 501(c)(3) Corporation serving similar purposes (i.e. another computer

424 user group). If no such organization can be found, or if no such organization desires the
425 donation, any 501(c)(3) organization shall be deemed suitable in accordance with the
426 Internal Revenue Code 1954, as Section 501(c)(3) of the said Code now enacted (and
427 the same or similar section of any succeeding such legislation), and as reasonably
428 calculated to serve like object to the stated purposes of the Corporation.

429
430
431
432
433 Revisions approved by the Board on April 6, 2006

434
435
436 _____
437 PACS President

436 _____
437 PACS Recording Secretary

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439 _____
440 PACS Director

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440 PACS Director

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443 PACS Director

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449 PACS Director

Attachment #1

History of ByLaws Changes

This attachment documents formally approved revisions and amendments (see Art VIII-5)

Effective April 6, 2006:

Changed all instances of 501(c)3 to 501(c)(3).

Made first letter capitalization consistent throughout; adjusted some punctuation.

Art II-8, inserted: "or on behalf of"

Added new Art III-2(c): "The Board may increase or decrease the number of

Directors, within the limits stated above, by an affirmative vote of at least two thirds of all the current Directors."

Art III-6, appended: "The Board may also conduct business and vote on material issues between regular or special meetings via phone, email, or informal sessions. Such matters and votes shall be conducted in compliance with Article VI Section 2 herein, and shall be recorded and made part of the Club's formal records."

Art VIII-3, inserted in first sentence: "or to clarify existing language,"

Art X-2(a)1, inserted: "or other evidence of membership"

Art XI-1, inserted in first sentence: "lawful intellectual property"

Effective August 30, 2005:

Added new Art III-1(b): "The Board will first ask any associate Board members, auxiliary Board members and SIG leaders to fill the vacancy or vacancies."

Added new Art X-2(a)4: "be at least 18 years of age."

These Bylaws were completely rewritten in 2002 to reflect and accommodate the many changes in the world of computing and the Club's operating environment since its formal incorporation in May of 1982. The new Bylaws were approved by the PACS membership and became effective in October 2002.

Attachment #2

Assignments of the Board of Directors

The duties and responsibilities assigned to Directors are as defined herein. Except as prescribed in or limited by the Bylaws, these duties and responsibilities may be assigned to any Director or Associate Director. In the event of a conflict between these duties and responsibilities and any Article or section thereof in the Bylaws, the wording in the Bylaws shall take precedence.

President

- Provides overall direction and supervision of the Club
- Provides assignment and coordination among Board members
- Sets Board meeting agendas
- Presides at Board meetings
- Introduction of main speakers at monthly meetings
- Interacts with outside groups and media

First Vice-president

- Takes over presidential duties if the President is not available
- Functions as Director of SIGs & Workshops, and as liaison between Board and SIG leaders
- Follows-up to insure compliance of action items assigned by the Board
- Provides contact with other organizations for recruiting, joint activities, and information sharing.
- Troubleshooter at monthly meetings

Second Vice President

- Membership Chairman
- Sends membership renewal invoices monthly
- Receives membership forms from Treasurer
- Records & maintains membership database and presents report at each Board meeting

- 521 • Ensures that the membership table is staffed on meeting days. Issues Membership
522 cards
523

524 **Secretary**
525

- 526 • Record minutes of all Board meetings and distributes minutes to the Directors
527 • Record minutes of the general membership meeting in May
528 • Provides correspondence to members, community and other organizations
529 • Distributes and tracks received mail and other correspondence
530

531 **Treasurer**
532

- 533 • Maintains financial records and presents report at each Board meeting
534 • Receives and issues checks
535 • Posts and pays bills and receipts approved for payment
536 • Oversees and maintains tax and financial statements
537 • Oversees and maintains 501(c)(3) paperwork
538

539 **Director of Communications**
540

- 541 • Website manager
542 • Voice mail manager
543 • Newsletter editor
544 • Moderates internal communications
545

546 **Director of Publicity**
547

- 548 • Develops press releases for local media
549 • Follow up on publication status
550 • Actively solicits new members
551 • Attends computer shows
552 • Gives out guest passes
553

554 **Director of Presentations**
555

- 556 • Introduces and provides speakers for monthly meetings
557 • Follow-up on future speakers, and contacts vendors for presentations
558 • Oversees and coordinates the main presentation on meeting day

- 559 • Posts necessary signs & notification to the membership concerning the main speaker

560

561 **Director of Special Interest Groups & Workshops**

- 562 • Actively seeks to establish new SIGS, workshops or study groups
- 563 • Distributes attendance sheets to SIGS
- 564 • Coordinates meeting times and rooms
- 565 • Receives monthly reports from SIGS to review at Board meetings
- 566

567

568 **Director of Equipment & Archives**

- 569 • Maintain and distribute PACS equipment at meetings
- 570 • Provides inventory list to Treasurer
- 571 • Collects and maintains PACS archived pictures, newsletters, media, and publications
- 572

573

574 **Director of Review**

- 575 • Acquire products (hardware, software, books, etc) for review
- 576 • Assign the products to be reviewed to members
- 577 • Track the progress of the products being reviewed
- 578 • Send completed reviews to web manager for posting on web site
- 579

580

581 **Assignments for Associate Board Members**

- 582 • Staffing the membership table at meetings
- 583 • Collects dues from new members and renewals
- 584 • Checks in guests and new members
- 585 • Dispenses PACS meeting and club information
- 586 • Provides necessary membership forms and info to volunteers
- 587 • Collects monthly emailed suggestions to be presented at the Board meetings
- 588