

SOFTWARE IN THE PUBLIC INTEREST  
Draft Bylaws

**ARTICLE I – ORGANIZATION**

The name of this organization shall be Software in the Public Interest, Inc.

The organization may have such office(s) at such place(s) as the Board of Directors from time to time determines.

**ARTICLE II – PURPOSES**

The purposes for which this organization has been organized are set forth in the Certificate of Incorporation.

**ARTICLE III – MEMBERSHIP**

Section 1 – Membership Guidelines Document

The Board shall maintain a membership guidelines document which shall lay out the criteria, application procedures, rights, responsibilities, and grounds for expulsion of members, in addition to such criteria, application procedures, rights, responsibilities, and grounds for expulsion as may be contained within these Bylaws. These Bylaws shall prevail in the case of a conflict with the membership guidelines document.

Section 2 – Classes of Membership

There shall be two classes of members: Contributing and Non-contributing. Memberships are available only to individuals and are not transferable.

Contributing memberships are open to individuals whose non-monetary contributions toward the organization's purposes are significant as determined by the Board of Directors.

Any other individual who believes in the purpose of the organization shall be eligible to apply to become a Non-contributing member.

Section 3 – Rights and Responsibilities of Members

Each Contributing member in good standing shall be entitled to one vote on each matter submitted to a vote of the members, including the election of Directors to the Board.

No change to the membership guidelines document shall reduce the rights or increase the responsibilities of existing members until 30 days after the members have received notice of the change's approval.

#### Section 4 – Meetings

A meeting of the members shall be held annually for the election of directors and the transaction of other business, at such date, time, and place as the Board of Directors may determine. Special meetings of the membership may be called by the President at their discretion, at the direction of the Board, or at the written request of at least 10% of the Contributing membership. All meetings may be conducted by any means through which all persons participating in the meeting can participate at the same time. Participation by such means shall constitute presence in person at a meeting.

#### Section 5 – Notice

Notice by email to the organization's main electronic mailing list for announcements, or by individual email to the email address on file for each Contributing member, shall constitute written notice to the members, subject to the next paragraph.

Written notice stating the means, place, date, hour, purpose of a meeting of the members shall be sent via email not less than seven (7) nor more than sixty (60) days before the date of the meeting.

#### Section 6 – Termination from Membership

Membership shall be terminated by death, resignation, expulsion, or dissolution and liquidation of the organization.

#### Section 7 – Voluntary Withdrawal from Membership

Members may withdraw from membership in the organization at any time upon ten (10) days' written notice delivered to the Board.

#### Section 8 – Quorum

The quorum at a meeting of members for the transaction of any business shall be 10% of Contributing members.

#### Section 9 – Voting

All issues to be voted on at a meeting of the members, other than the election of Directors or the amendment of these Bylaws, shall be decided by a simple plurality of votes cast by Contributing members. Blank votes or abstentions shall not be counted in determining the outcome of the vote.

### **ARTICLE IV – BOARD OF DIRECTORS**

#### Section 1 – Powers and Duties

The Board shall have general power to control and manage the affairs and property of the organization subject to applicable law and in accordance with the purposes and limitations set forth in the Certificate of Incorporation and herein.

The Board shall:

- (i) Direct the President and Treasurer of the organization to present at the annual meeting of the Board a financial report, verified by the President and Treasurer or a majority of the Directors, or certified by an independent public accountant or certified public accountant or a firm of such accountants selected by the Board. This report shall be filed with the records of the organization and a copy or abstract thereof entered in the minutes of the proceedings of the annual meeting of the Board.
- (ii) Elect all Officers for the organization and approve the members of any committee appointed by the President.

## Section 2 – Number

The number of Directors constituting the entire Board shall be nine (9). As used in these bylaws, the term “entire Board” shall consist of all elected Directors.

Upon any change to the number of Directors, any newly created directorships or any decrease in directorships shall be so apportioned among the classes as to make all classes as nearly equal in number as possible, and there shall be no classification of the additional directors until the next annual meeting of members.

The number of directors may be increased or decreased by amendment of these bylaws or by action of the members, or of the Board subject to the following limitations:

- (1) The Board may change the number of directors by amending these bylaws and such amendment shall require the vote of a majority of the entire Board.
- (2) No decrease shall shorten the term of any incumbent director.

## Section 3 – Election and Term of Office

Directors are elected by vote of the Contributing members, with the voting method, victory criteria, and related procedures specified by board resolution. No change to the voting method, victory criteria, or related procedures shall affect any election of directors occurring within 60 days of the change’s approval.

The directors shall be divided as evenly as possible into three classes for the purposes of staggering their terms of office. The board shall by resolution provide the initial classification

The terms of office of the directors initially classified shall be as follows: that of the first class shall expire at the next annual meeting of members, the second class at the second succeeding annual meeting, the third class at the third succeeding annual meeting.

After such initial classification, directors to replace those whose terms expire at each annual meeting shall be elected to hold office for a full three-year term in accordance with such classification.

Each director shall hold office until the expiration of the term for which he/she is elected and until his/her successor has been elected , unless he/she dies, resigns, or is removed.

#### Section 4 –Qualification for Directors

Each Director shall be at least 18 years of age. A Director must be a contributing member of the organization.

#### Section 5 – Removal

Any Director may be removed at any time for cause by a majority vote of the Board of Directors then in office at a regular meeting or special meeting of the Board called for that purpose, or by majority vote of the Contributing members at an annual or special meeting of the members called for that purpose, provided that at least one week's notice of the proposed action shall have been given to the members and to the entire Board then in office.

Violation of the Board meeting attendance policy required in Section 8 shall be one of the circumstances qualifying a Director for removal from the Board for cause.

#### Section 6 – Resignation

Any Director may resign from the Board at any time. Such resignation shall be made in electronic form, delivered via e-mail, and shall take effect at the time specified therein, and if no time be specified, at the time of its receipt by the organization or the President. The acceptance of a resignation by the Board shall not be necessary to make it effective, but no resignation shall discharge any accrued obligation or duty of a Director.

#### Section 7 – Vacancies and Newly Created Directorships

Any vacancies on the Board arising at any time and from any cause may be filled at any meeting of the Board by a majority of the Directors then in office, regardless of their number, with such appointment by the Board to last only until the next annual meeting of the members. A vacancy in the Board shall be deemed to exist on the occurrence of any of the following:

- (a) the death, resignation or removal of any Director;
- (b) an increase in the authorized number of Directors; or
- (c) the failure at any annual or other meeting at which any one or more Directors are to be elected, to elect the full authorized number of Directors to be voted for at that meeting.

#### Section 8 – Meetings

Meetings of the Board may be held at any place as the Board may from time to time fix. The annual meeting of the Board shall be held at a date, time and place fixed by the Board. Special meetings of the

Board shall be held whenever called by the President of the Board or any Director upon written demand of not less than three one-third Directors of the Board. Meetings may be conducted by means of telephone or Internet Relay Chat or video conference or similar communications equipment provided that all persons participating in the meeting can participate at the same time. Participation by such means shall constitute presence in person at a meeting.

The Board shall by resolution maintain a policy documenting the expectations for Directors regarding Board meeting attendance, and regarding advance notification of foreseeable Board meeting absences. The policy shall set expectations that are sufficient, in the reasonable judgment of the Board, to enable the organization to operate smoothly.

#### Section 9 – Notice of Meetings

Regular meetings may be held without notice of the time and place if such meetings are fixed by the Board. Notice of the time and place of the annual meeting, each regular meeting not fixed by the Board and each special meeting of the Board shall be delivered to each Director by e-mail at least seven (7) days before the day on which the meeting is to be held;

To discuss matters requiring prompt action, notice of special meetings may be sent to each Director by e-mail no less than forty-eight hours before the time at which such meeting is to be held, unless the meeting must be held within forty -eight hours.

Notice of a meeting need not be given to any Director who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to him or her. Waivers of notice sent by email must be able to be reasonably determined to be sent by the board member. No notice need be given of any adjourned meeting.

#### Section 10 – Quorum

Unless a greater proportion is required by law, quorum shall be a simple majority of the Directors of the Board.

#### Section 11 – Voting

Except as otherwise provided by law or these Bylaws, at any meeting of the Board at which a quorum is present, the affirmative vote of a simple majority of the Directors present at the time of the vote shall be the act of the Board.

If at any meeting of the Board there shall be less than a quorum present, the Directors present may adjourn the meeting until a quorum is obtained. Any one or more Directors of the Board or any committee thereof may participate in a meeting of the Board or committee by means of telephone or Internet Relay Chat or video conference or similar communications equipment provided that all persons participating in the meeting can participate at the same time. Participation by such means shall constitute presence in person at a meeting.

#### Section 12 – Action by the Board

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all Directors of the Board or the committee consent in writing via email to the adoption of a resolution authorizing the action. A record of such action shall be maintained.

#### Section 13 – Compensation

No compensation of any kind shall be paid to any Director for the performance of his or her duties as Director, however reimbursement for reasonable and documented expenses incurred in the performance of such duties shall not constitute compensation.

Subject to Article IX below (Conflicts of Interest Policy) provided that there is full disclosure of the terms of such compensation and the arrangement has been determined to be fair and reasonable and approved by the Directors of the Board, this shall not in any way (i) limit reimbursement of expenses or payment for services provided to the organization by the Director in any capacity separate from their responsibilities as a Director or (ii) by any organization with which a Director is affiliated.

### **ARTICLE V – OFFICERS, EMPLOYEES AND AGENTS**

#### Section 1

The Officers of the organization shall be a President, a Secretary, a Treasurer and such other Officers, as the Board may from time to time elect. One person may hold more than one office in the organization except that no one person may hold the offices of President and Secretary. The President shall be elected from among those Directors of the Board who are not employed by the organization and shall not be eligible for employment by the organization while serving as President.

All other Officers shall be elected from among the Directors of the Board. No instrument required to be signed by more than one Officer may be signed by one person in more than one capacity.

#### Section 2 – Election and Term of Office

The Officers of the organization shall be elected by the Directors for a one year term at the annual meeting of the Board, and each shall continue in office until his or her successor shall have been elected and qualified; or until his or her death, resignation or removal.

#### Section 3 – Employees and Other Agents

The Board may from time to time appoint such employees and other agents as it shall deem necessary, each of whom shall hold office at the pleasure of the Board, and shall have such authority and perform such duties and shall receive such reasonable compensation, if any, as the Board may from time to time determine. To the fullest extent allowed by law, the Board may delegate to any employee or agent any powers possessed by the Board and may prescribe their respective title, terms of office, authorities and duties.

#### Section 4 – Removal

Any Officer, employee or agent of the organization may be removed with or without cause by a simple majority of the entire Board.

## Section 5 – President: Powers and Duties

The President shall preside at all meetings of the Board unless absent. The President shall have general supervision of the affairs of the organization and shall keep the Board fully informed about the activities of the organization. They will have the power to sign and execute alone in the name of the organization all contracts authorized either generally or specifically by the Board, unless the Board shall specifically require an additional signature. The President shall perform all the duties usually incident to the office of the President and shall perform such other duties as from time to time may be assigned by the Board.

## Section 6 – Secretary: Powers and Duties

The Secretary shall keep the minutes of the annual meeting and all meetings of the Board in books provided for that purpose. The Secretary shall be responsible for the giving and serving of all notices of the organization, receiving the annual disclosure statements required by Article IX and the conflict of interests policy adopted by the organization and shall perform all the duties customarily incidental to the office of the Secretary, subject to the control of the Board, and shall perform such other duties as shall from time to time be assigned by the Board.

## Section 7 – Treasurer: Powers and Duties

The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements of the organization, and shall deposit or cause to be deposited all moneys, evidences of indebtedness and other valuable documents of the organization in the name and to the credit of the organization in such banks or depositories as the Board may designate. At the annual meeting, the Treasurer shall render a report of the organization's accounts showing appropriate detail.

## Section 8 – Compensation

Any Officer who is an employee or agent of the organization is authorized to receive a reasonable salary or other reasonable compensation for services rendered to the organization as an employee or agent when authorized by a majority of the entire Board, and only when so authorized.

## **ARTICLE VI – COMMITTEES**

### Section 1

A majority of the Board of Directors in office may create one or more committees of the Board of Directors for any purpose. Each committee shall consist of two or more Directors of the Board. Such committees may exercise the authority of the Board. Each committee of the board shall serve at the pleasure of the board.

### Section 2

A committee of the Board may have delegated authority to bind the organization on any matter except on:

- (i) The filling of vacancies in the Board or any committee;
- (ii) The amendment or repeal of the bylaws or the adoption of new bylaws;

- (iii) The amendment or repeal of any resolution of the Board that by its terms shall not be so amendable or repealable; the fixing of compensation of the directors for serving on the Board or on any committee; the submission to members of any action requiring members' approval;
- (iv) The election or removal of officers and directors; the approval of a merger or plan of dissolution; the adoption of a resolution recommending to the members action on the sale, lease, exchange or other disposition of all or substantially all the assets of a corporation or, if there are no members entitled to vote, the authorization of such transaction; and
- (v) The approval of amendments to the certificate of incorporation.

## **ARTICLE VII – CONTRACTS, CHECKS, BANK ACCOUNTS**

The Board is authorized to select the banks or depositories it deems proper for the funds of the organization and shall determine who shall be authorized on the organization's behalf to sign checks, drafts or other orders for the payment of money, acceptances, notes or other evidences of indebtedness, to enter into contracts or to execute and deliver other documents and instruments

## **ARTICLE VIII – FISCAL YEAR**

The fiscal year of the organization is January 1 through December 31.

## **ARTICLE IX – CONFLICT OF INTERESTS**

The organization will adopt a conflict of interest policy as per Section 715-a N-PCL and ensure that the Board of Directors oversees its adoption, implementation of, and compliance.

## **ARTICLE X – INDEMNIFICATION**

The organization may, to the fullest extent now or hereafter permitted by law, indemnify any person made, or threatened to be made, a party to any action or proceeding by reason of the fact that they were a Director, officer, employee of the organization, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney fees. No indemnification may be made to or on behalf of any such person if (a) their acts were committed in bad faith or were the result of his or her active and deliberate dishonesty and were material to such action or proceeding or (b) they personally gained in fact a financial profit or other advantage to which they were not legally entitled in the transaction or matter in which indemnification is sought.

The organization shall have the power to purchase and maintain insurance to indemnify the organization for any obligation which it incurs as a result of its indemnification of directors, officers and employees pursuant to the above paragraph, or to indemnify such persons in instances in which they may be indemnified pursuant to the above paragraph.

## **ARTICLE XI – MISCELLANEOUS**

### **Section 1 – Amendments**

An amendment or repeal of these Bylaws may be proposed by the affirmative vote of two-thirds of the entire Board. The amendment or repeal will take effect 30 days after the members have received notice of the Board vote unless first objected to in writing by 10% of the Contributing members. If such an objection happens, the Contributing members will be asked to vote on whether the amendment or



repeal should be rejected. The amendment or repeal will not take effect if rejected by a majority of votes cast. Otherwise it will take effect following the conclusion of the vote.

Any amendment or repeal of these Bylaws in accordance with the above paragraph is authorized only at a duly called and held meeting of the Board for which proper notice of such meeting, setting forth the proposed alteration, is given in accordance with the notice provisions.

The by-laws may also be amended or repealed by the Contributing members at a meeting of the members. The amendment or repeal by the members must be authorized by two-thirds of the Contributing members if it adds, changes, or strikes out a provision specifying either or both of the following:

- (i) the proportion of directors that shall constitute a quorum for the transaction of business or of any specified item of business, or
- (ii) the proportion of votes of directors that shall be necessary for the transaction of business or any specified item of business.

If the amendment or repeal by the members does not add, change, or strike out a provision specifying either or both of (i) and (ii) above, then it must be authorized by a simple plurality of votes cast by Contributing members. Blank votes or abstentions shall not be counted in determining the outcome of the vote.

Any by-law adopted by the board may be amended or repealed by the members and any by-law adopted by the members may be amended or repealed by the board.

If any by-law regulating an impending election of directors is adopted, amended or repealed by the board, there shall be set forth in the notice of the next meeting of the members for the election of directors the by-law so adopted, amended or repealed, together with a concise statement of the changes made.

## **Section 2 – Records**

The organization shall keep correct and complete books and records of account, minutes of the Board meetings, and all the resolutions passed by the Board in electronic form.

Adopted by the Board this  
President  
day of  
Dated  
2018

I, the undersigned, being Secretary of the Corporation, hereby certify that the above is a true, complete and accurate copy of the Bylaws adopted by the Board.  
Secretary  
Dated