

Olympia Microcomputer User
Group

Standing Rules

Amended by the Executive Board
September 12, 2013

Adopted by the Executive Board February 22, 1997; amended May 2, 1997; August 27, 1997; July 22, 1998; September, 1998; August 19, 1999; November 11, 1999; June 22, 2000; February 14, 2002; April 9, 2002; May 16, 2002; August 15, 2002; November 21, 2002; February 20, 2003; March 20, 2003; February 17, 2005; December 17, 2008; January 21, 2010 and September 12, 2013.

Section I: General

- These standing rules are published in compliance with Article V: Section 2 of the Bylaws of the Olympia Microcomputer Users Group (OMUG) amended December 17, 2008.
- They may be revised at any time by a simple majority of the OMUG Executive Board.
- A copy of the current standing rules will be available at all General Meetings, Business Meetings, and on the OMUG website.

Section II: Members and Membership

- Membership dues are \$30.00 (\$12.00 for students with a valid ID card) for a 12-month period.
- A 30-day grace period will be allowed to pay renewal dues.
- Upon joining OMUG, members will be issued membership cards.
- Active members, whose referral member joins OMUG for the first time, will be awarded three additional months' membership.
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- The executive board reserves the right to accept or reject membership applications.

Section III: Nomination and Election of Officers

- Nomination
 - The President will appoint a Nominating Committee by September of each year. This will give the Committee time to observe potential candidates. The Committee will consist of a chair and two to three Primary Members. The Nominating Committee Chairman will name the Committee Members.
 - The Committee will meet by October to organize and begin to consider possible candidates. Each qualifying potential candidate will be queried as to his or her interest and concurrence to run for the office in accordance with the Bylaws. Existing officers or key members may also run for any position, also in accordance with the Bylaws.
 - Nominations will be presented to the President and membership for inclusion in the February General Meeting Agenda.
 - Nominations of qualified candidates for any office may be made from the floor at the February and March meetings. As additional nominees are accepted, the Secretary adds them to the list of nominees submitted by the Nominating Committee. Nominations are closed at the end of the March Business Meeting. Write-in candidates are allowed at the election.
- Elections
 - The President will appoint, with the consent of the Executive Board, the Chair of the Election Committee after nominations are closed. The Chair establishes a three- member committee that does not contain current Board Members or Nominees.
 - The Chair of the Election Committee will provide a ballot form for the April Meeting containing all of the nominees and a blank for each office. The ballot form shall indicate the names of all nominees for the position of Director-at-Large with instructions as follows: Vote for three. (The top three nominees for Director-at-Large shall be declared the winners.)
 - Membership Committee members, at the member's table, will hand a copy of the ballot form to each active Primary Member as the member picks up his or her name tag on the evening of the election. Ballots will be deposited in a ballot box by 7:30 p.m. for subsequent counting.
 - The Committee counts the ballots and reports the results of the election to the membership. Upon request of any active Primary Member, the count for all candidates for any position will be provided. If the difference in the count between

the top candidates is less than 10 percent of those voting for that position, a recount may be requested, and if so, shall be conducted.

- In the event of a tie vote for any position, the Chair of the Election Committee will flip a coin to determine the winner.
- The President then declares the election over and the ballots are destroyed.

Section IV: Officers and Key Members

- President
 - Will write a monthly column for the OMUG newsletter.
 - Upon assumption of office, the President will query currently serving SIG Leaders and other key members as to their willingness to serve for the remainder of the Executive Board's term. Those affirming a willingness to continue will be reappointed at the earliest opportunity of the new Board's tenure.
- Vice President
 - Will coordinate and track product reviews and ensure that the reviews are sent to the product vendors.
- Secretary
 - Will provide all officers with a copy of the draft minutes as soon as possible after each Business Meeting to allow suggested corrections and additions prior to the following Business Meeting.
 - Make changes and corrections and send a copy to each member of the Executive Board.
 - Will include the attendance of each Business Meeting in the minutes.
 - Will furnish the official copy of the Standing Rules to the Board Members when amended.
- Newsletter Editor
 - Ensure that no copyrighted material is published in the newsletter without proper permission.
 - Ensure production of the number of copies required.

- Publish the names, phone numbers (with permission of the individual), and email addresses of OMUG officers, SIG leaders, and other key members.
- Publish a calendar of events in each newsletter with the dates, times, and locations of all scheduled OMUG meetings, events, and other activities.
- Write an Editor's Column for each newsletter, as space permits.
- Webmaster
 - Ensure that no copyrighted material is published on the website without proper permission.
 - Publish the names and email addresses of OMUG officers, SIG leaders, and other key members, with permission of the individuals, unless an alias is provided.
 - Publish the dates, times, and locations of all OMUG meetings and other activities, including a calendar of upcoming events.
 - Will publish the current OMUG Bylaws and Standing Rules.
 - Keep the Reflector list current.
 - Will add new members to the Reflector list when names and email addresses are received from the Database Manager, or upon request of the new member, whichever occurs first.
 - Will establish an <http://www.olybug.org> password policy for use by the Executive Board Members. The Webmaster, or someone under his/her direction, will establish a record of email IDs and password assignments and be responsible for keeping the record current.
 - Within one month of the new Webmaster taking office, the previous Webmaster shall give the current Webmaster all Registrar Account Information pertaining to any and all Domain Names held by OMUG. If the previous Webmaster is unable to provide the information, then the previous President and/or the previous Treasurer shall provide the information.
 - The current Webmaster shall subsequently provide all Registrar Account Information to the current President and the current Treasurer. The current Webmaster shall update the Registrar Account Information to show the current President as the Administrative Contact, the current Treasurer as the Billing Contact, and the current Webmaster as the Technical Contact.
 - The current Webmaster shall keep the contact information up-to-date during the current Webmaster's term of office. The Registrar Account Information is to be considered sensitive and is not to be stored in any OMUG database.

- Special Interest Group (SIG) Coordinator
 - Will seek out and recruit SIG Leaders.
 - Will locate and maintain a list of suitable meeting locations.
 - Will maintain the file of SIG attendance lists for use by the Executive Board.
- SIG Leaders
 - Will provide an attendance list of each SIG meeting to the SIG Coordinator. Each list will include the attendee's name, the e-mail address, and OMUG membership status.
 - Will ensure the accuracy of the SIG description in the newsletter and OMUG website.
- Database Manager
 - Will design, construct, and maintain a database of relevant data on OMUG members.
 - Will work with the Executive Board, key members, and committees to design surveys and produce reports.
- 3. Will provide information or phone numbers from the database only to other OMUG members, as needed, or to nonmembers approved by the Executive Board.
- Committee Chairs
 - Will ensure accomplishment of the committee's purpose.
 - Will provide monthly status reports to the Executive Board.
 - Will create and monitor subcommittees as needed.
 - Will coordinate with other committee chairs as appropriate.
- Scholarship Committee
 - The Committee must be made up of at least the Chair (appointed by the President and approved by the Board), a member of the Board, and one other member at large. In addition, this Committee may contain one member from the community at large.
 - The OMUG Executive Board will review the committee recommendations and, by motion, designate the Administrator of the Scholarship Grant.
 - The Committee establishes and documents, for Board approval, the following:

- The nature and amount of the scholarship gift.
 - The terms and conditions governing the use of the scholarship.
 - The means by which the availability of the scholarship should be publicized to encourage applications from all eligible persons, including minorities, women, and physically challenged individuals.
- d. The inclusion of a one-year OMUG membership in the award.
- The Committee will assist the recipient school in evaluating applications. The school has the authority to select the final recipient. The Committee evaluation of scholarship applications should take into account at least the following factors:
 - Eligible applicants may not be members or relatives of members of the Scholarship Committee, or of the Executive Board.
 - Eligible applicants must have been residents of Thurston/Mason counties in the State of Washington for at least one year at the time of the grant award.
 - Race, nationality, gender, age, or OMUG membership is not a factor in the selection of a successful applicant.
- d. How the applicant's goals further the enhancement of computer use in the community.
- How the applicant's education, community service, and employment history indicate a trend toward furthering computer use and advancement of computer applications.
 - The degree to which the applicant's past or proposed coursework, education, or training focuses or relies on computer use. Examples of such uses include, but are not limited to, areas of computer science, computer programming, database management, information systems technology, network administration, art, engineering, humanities, science, software development, and hardware design/engineering.

Section V: Scholarship Account

- A. A separate Scholarship Account will be maintained to fund scholarships in accordance with the criteria established under Section IV: Officers and Key Members, paragraph J. Scholarship Committee.

- B. Net proceeds derived from the I-5 Rest Stop Fund-raiser will be allocated to the Scholarship Account until a balance of \$1,500.00 is in the Scholarship Account. Monies in excess of \$1,500.00 will be deposited in the General Fund.

Section VI: Conference Reimbursement

When funds are budgeted to help defray the cost of conference attendance, they are given with the understanding that those receiving funds use the knowledge gained to enhance their OMUG leadership. To qualify for a portion of the funds, the participants must meet these conditions:

- Be a current paid member of OMUG.
- Be in a leadership role defined as an Officer or key member.
- Submit receipts to the Treasurer for reimbursement for the conference registration fee, hotel charges, total miles traveled or gas receipts, parking fees, ferry receipts, or any other pertinent charges pertaining to the trip.
- Present a report at the next general meeting following the conference.