



Olympia Microcomputer Users Group

Standing Rules

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, September 12, 2013, and December 1, 2017.

Section I: General

1. These standing rules are published in compliance with Article V: Section 2 of the
 - a. Bylaws of the Olympia Microcomputer Users Group (OMUG) amended December 1, 2017.
2. They may be revised at any time by a simple majority of the OMUG Executive Board.
3. 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

1. Membership dues are temporarily suspended as of December 1, 2017.
2. The Executive Board reserves the right to accept or reject membership applications.

Section III: Nomination and Election of Officers

Nominations

1. As outlined in the bylaws, nominations for election to the Executive Board shall be provided by the Nominating Committee or accepted from the floor at the February, March, or April general

meetings. Persons nominated for office must be Primary Members in good standing and indicate their willingness to serve in the office for which they are nominated at the time their name is placed in nomination.

2. Nominations will be considered closed at the April general meeting after the President has announced the final call for nominations from the floor.

Elections

1. At the April election meeting, the OMUG President or designee will write the names of all nominees on a white-board or by projection onto a screen or wall.
2. Pieces of paper will be provided to members for them to write down their choices for the various offices.
3. A committee appointed at the beginning of the election meeting shall count the ballots and report 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.
4. In the event of a tie vote for any position, the President will flip a coin to determine the winner.
5. The President then declares the election over and the ballots are destroyed.

Section IV: Officers and Key Members

President

1. 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

1. Will coordinate and track product reviews and ensure that the reviews are sent to the product vendors.

Secretary

2. At each meeting for which there is no Secretary, the President, with the approval of the Executive Board, will choose someone to take meeting minutes who will distribute the draft to the Executive Board within two weeks of the meeting.
3. Will provide all officers with an electronic copy of the draft minutes as soon as possible or within two weeks after each Board and General Meeting
4. Will make changes and corrections as approved by the Executive Board and send a copy to each member of the Executive Board.
5. Will include the attendance of each Executive Board meeting in the minutes.
6. Will furnish the official copy of the Standing Rules and Bylaws to Executive Board members when amended

Newsletter Editor

1. Ensure that no copyrighted material is published in the newsletter without proper permission and crediting.
2. Ensure production of the number of copies required.
3. Publish the names, phone numbers (with permission of the individual), and email addresses of OMUG officers, SIG leaders, and other key members.
4. Publish a calendar of events in each newsletter with the dates, times, and locations of all scheduled OMUG meetings, events, and other activities.

Webmaster

1. Ensure that no copyrighted material is published on the website without obtaining proper permission and crediting the author.
2. Publish the names and email addresses of OMUG officers, SIG leaders, and other key members, with permission of the individuals, on the website,.
3. Publish the dates, times, and locations of all OMUG meetings and other activities, including a calendar of upcoming events.
4. Will publish the current OMUG Bylaws and Standing Rules.
5. Keep the Reflector list current.

6. Will add new members to the Reflector list when names and email addresses are received from the Membership Coordinator, or upon request of the new member, whichever occurs first.
7. Will establish an <http://www.oly mug.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.
8. Will keep all information needed to manage the website and Reflector list. This will include documenting all OMUG domains, hosts, and login information (usernames and passwords).
9. Within one month of the new Webmaster taking office, the previous Webmaster shall give the current Webmaster all domain registrar and hosting 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.
 - a. The new Webmaster shall subsequently provide all registrar and hosting account information to the current President and the current Treasurer.
10. The Webmaster shall update the domain registrar 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.
11. The Webmaster shall keep the contact information up-to-date during the Webmaster's term of office. The Registrar Account information is to be considered sensitive and is not to be stored in any OMUG database.

SIG Leaders

1. Will provide an attendance list of each SIG meeting to the SIG Coordinator or President. Each list will include the attendee's name, email address, and OMUG membership status
2. Will ensure the accuracy of the SIG description on the OMUG website.
3. Will contact the President if the SIG leader is unable to attend his or her scheduled SIG meeting or believes that cancelling the SIG will be in the best interest of OMUG..

Membership Coordinator

1. Will design, construct, and maintain a database of relevant data on OMUG members.

2. 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 OMUGmembers, as needed, or to nonmembers approved by the Executive Board.

Committee Chairs

1. Will ensure accomplishment of the committee's purpose.
2. Will provide monthly status reports to the Executive Board.
3. Will create and monitor subcommittees as needed.
4. Will coordinate with other committee chairs as appropriate.

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:

1. Be a current paid member of OMUG.
2. Be in a leadership role defined as an Officer or key member.
3. 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.
4. Present a report at the next general meeting following the conference.

Standing Rules approved via email (Date): ___Dec. 14, 2017_____

Signed by OMUG President: Debra Joqua Date: ___Dec. 15, 2017___