

SOUTH CENTRAL UNIFIED USERS GROUP BYLAWS

Article I. Name

The name of this organization shall be the SOUTH CENTRAL UNIFIED USERS GROUP (hereafter SCUUG)

Article II. Purpose

- 2.1 To exchange and disseminate information among SCUUG members concerning SIRSI information management systems
- 2.2 To collectively provide information and recommendations for future development to SIRSI Corporation which may prove beneficial to the future development of its information management software.
- 2.3 To foster and improve relationships and communication among members and between members and SIRSI Corporation.
- 2.4 To engage in any activity beneficial to the members that is consistent with the provisions of these bylaws.

Article III. Membership

3.1 Members

- 3.1.1 Members shall be institutions that have purchased a SIRSI information management system.
- 3.1.2 Institutions must be located in Arizona, Arkansas, Louisiana, New Mexico, Oklahoma or Texas.

3.2 Rights and Privileges

- 3.2.1 Voting Rights. Each member institution shall be entitled to one vote. This applies to each member of a consortium. The Director of each institution will act as the official representative to SCUUG or appoint someone to serve in that capacity.
- 3.2.2 Participation in Activities. Any person currently employed by a member institution may participate in SCUUG activities, hold office, serve on committees, and engage in discussion on SCUUG policy. Only the official SCUUG representative from each member institution may cast a vote.
- 3.2.3 Change of Membership Status. When an institution is no longer actively using a SIRSI Information management system its membership is automatically null and void.

Article IV. Officers

4.1 Officers of the Organization. The officers of this organization shall be the President, Vice-President/President Elect, Secretary, Treasurer, and Past President. These officers shall constitute the SCUUG Steering Committee.

4.2 Duties of the SCUUG Steering Committee.

4.2.1 The Steering Committee shall exercise the powers of the organization when it is not in session, reporting to its members thereon at the succeeding meeting.

4.2.2 Accept nominations for candidates for SCUUG office in accordance with the SCUUG Bylaws.

4.2.3 In the absence of the Secretary, another Steering Committee member will be designated to take and distribute minutes to the membership.

4.2.4 Steering Committee members shall serve as resource persons to the Program Officers.

4.2.5 Authorize activities involving the receipt or disbursement of SCUUG funds.

4.3 Terms of Office.

4.3.1 The Vice-President/President Elect shall serve the first year after election as Vice President and the second year as President. The Vice-President/President Elect assumes the position of President as soon as the results are announced to the membership via the listserv.

4.3.2 The Secretary and Treasurer shall be elected for a term of three years in alternate years.

4.3.3 In extraordinary circumstances, such that new officers are not elected or elected officers cannot serve, the current officers shall continue to serve until new officers can be elected.

4.3.4 Any Program Officers deemed necessary by the Steering Committee will be appointed by the President with the approval of the Steering Committee. Each appointment will be for one year, which can be renewed.

4.4 Vacancies

4.4.1 An officer who is no longer employed by a member institution must resign from office. An officer may be removed from office by a majority vote of the members.

- 4.4.2 The Vice-President/President Elect shall immediately become President upon the resignation or removal of the President. S/he will serve as President for the unexpired term plus the year as President to which s/he was elected.
- 4.4.3 A vacancy of the Vice-President/President Elect position shall be filled by special election to take place no later than 12 weeks after the vacancy was announced to the membership.
- 4.4.4 The President shall appoint a person to complete the remaining term of all other vacant offices with the appointee having all the rights and responsibilities of the office.

4.5 Duties of the President.

- 4.5.1 Preside at the annual SCUUG conference and at special membership meetings of SCUUG.
- 4.5.2 Assist in selecting officer nominees.
- 4.5.3 Appoint annually such standing or special committees as may be required to carry out the purposes of the organization.
- 4.5.4 Prepare the agenda for the annual membership meeting.
- 4.5.5 Perform other duties as necessarily incident to the office of President.

4.6 Duties of the Vice-President/President Elect.

- 4.6.1 Perform the duties of the President in the event of the President's temporary disability or absence from meetings.
- 4.6.2 Assume the position of President in the event of the resignation or removal of the President for the unexpired term. The President-Elect will then serve the year as President to which s/he was elected.
- 4.6.3 When performing the duties of the Acting President, the Vice President shall have all the powers of, and be subject to the restrictions of, the President.
- 4.6.4 Serve as a resource person for the Program Committee.
- 4.6.5 Complete assignments as delegated by the President.

4.7 Duties of the Secretary.

- 4.7.1 Take and distribute minutes of the annual and special membership meetings.

- 4.7.2 Maintain a file of all minutes and other appropriate documents pertaining to SCUUG communications and activities. All files will be given to successor.
- 4.7.3 Distribute mailings to the membership as necessary.
- 4.7.4 Perform other duties as are necessarily incident to the office of the Secretary.
- 4.7.5 Maintain a membership roster through the listserv.
- 4.7.6 Annually mail the latest list of individuals from each institution to the institution for updating.

4.8 Duties of the Past President.

- 4.8.1 Serves in an advisory role to the President and the SCUUG Steering Committee.
- 4.8.2 Serve on the Steering Committee for one year.

4.9 Duties of the Treasurer

- 4.9.1 The Treasurer is responsible for maintaining accurate records of the monies held in the SCUUG bank account.
- 4.9.2 Disburse funds for activities as authorized by the Steering Committee.
- 4.9.3 Responsible for handling of all SCUUG finances, paying bills, receiving monies, etc.

Article V. Membership Meetings

5.1 Number of Meetings.

- 5.1.1 There shall be an annual meeting held at a site and time selected by the President. This meeting may be held in conjunction with the annual SCUUG conference or may be held at a different time and place as deemed appropriate.
- 5.1.2 Special meetings may be called by the President or by a request of 25% of the official representatives from member institutions.

5.2 Notice of any meeting shall be distributed to each member institution by the President no less than 30 days prior to the meeting date. The notice shall include a statement of the time, date, place of the meeting. The notice shall also contain information about the subject or subjects proposed for discussion or consideration.

- 5.3 All official representatives from member institutions, or their proxies, present at a membership meeting shall have, by majority vote the power to:
 - 5.3.1 Adopt policies and make decisions regarding the business of SCUUG.
 - 5.3.2 Elect officers.
 - 5.3.3 Refer any matter to the SCUUG membership, including recommendations for action, and may request the President to report on such matters at a future meeting of the organization.

Article VI. Committees

- 6.1 Special committees and/or Standing Committees shall be formed as needed by the Steering Committee.
- 6.2 Special Committee members and chairs shall be appointed by the President.
- 6.3 Committees shall serve to the completion of the appointed task.

Article VII. Nominations and Elections

7.1 Nominations.

- 7.1.1 Membership shall nominate candidates for open offices annually, which will include Vice-President/President Elect.
- 7.1.2 Membership shall nominate candidates for Secretary and Treasurer in alternate years.
- 7.1.3 No name shall be placed on the ballot without the consent of the nominee.
- 7.1.4 Membership will vote on the nominees within 60 days before/after the annual business meeting.

7.2 Elections.

- 7.2.1 The Secretary will prepare and distribute one copy of the ballot to each member institution after nominations are received by the Steering Committee.
- 7.2.2 The ballots will be tallied by the Vice-President/President Elect and verified by another officer.
- 7.2.3 In the absence of the Vice-President/President Elect, the President or Past President will be designated to tally the ballots.

- 7.2.3 Only one ballot per institution will be counted. For online voting, that will be the first ballot received from the institution. For elections held in person, each institution will receive either one paper ballot (for secret ballots) or one marker (for voice votes) that will allow one ballot to be cast per institution.
- 7.2.4 All candidates will be elected by majority vote of the voting membership.
- 7.2.5 The President will contact each candidate with the results and will announce the results via the SCUUG listserv and at the next annual meeting.
- 7.2.6 New officers will take office as soon as the results are announced to the membership via the listserv.

Article VIII. Amendments

- 8.1 The Bylaws of SCUUG may be amended, repealed, or altered in whole or in part by official vote of the membership only.
- 8.2 Amendments will be announced 30 days prior to the vote. Amendments to the Bylaws require a majority vote of the member institutions.
- 8.3 Any employee of a member institution may propose an amendment to the Bylaws.

Article IX. Parliamentary Authority.

The latest edition of Robert's Rules of Order shall govern SCUUG in all cases to which it is applicable and in which it is consistent with the Bylaws.

Article X. Miscellaneous

- 10.1 Distribution of Membership Information.
 - 10.1.1 Each member institution will receive only one copy of any ballot; this copy will be sent or given to the Director of each institution or their designate.
 - 10.1.2 Announcements and other SCUUG communications will be distributed to all Directors or their designate to distribute as appropriate.
 - 10.1.3 Questionnaires will be distributed as appropriate.
 - 10.1.4 Distribution of information to the membership may be accomplished by mail delivery, fax, electronic mail, and/or other electronic means, as appropriate.

2-5-2007 LadyJane Hickey, SCUUG Secretary
2-6-2007 J. David Bavousett, SCUUG Past-President