

Northern Michigan University Unix User Group

B Y L A W S

I. Membership

1) Applications for membership shall be in writing. All applications for membership shall be acted upon by the Executive Body.

2) Membership Classes

There shall be the following classes of members:

(a) Full Member — Is an NMU student and has signed the NMUUUG Statement of Purpose. This member has voting rights and may hold office. This member receives all regular print newsletters as well as all general mailing list publications, and has an account on the NMUUUG web site.

(b) Community Member — Is a member of the community or NMU faculty and has signed the NMUUUG Statement of Purpose. This member receives all regular print newsletters as well as all general mailing list publications, and has an account on the NMUUUG web site.

(c) Provisional Member — Is a student of NMU or a member of the community. Receives general mailing list publications, and has a moderated account on the NMUUUG web site.

(d) Honorary Member — (1) A member who is/was a member and requests to maintain membership. (2) Any person who is sponsored by a voting member and receives a majority vote, during an NMUUUG General Meeting. Honorary members are exempt from all disciplinary action resulting from failure to attend meetings. This member receives all general mailing list publications, and has an account on the NMUUUG web site.

II. Termination of Membership

1) Statement of Purpose — Membership shall be terminated for failure to sign the NMUUUG Statement of Purpose during the first year of membership.

2) Meeting Attendance — Membership shall be terminated if a member fails to attend a General Meeting during the space of one (1) year.

3) Infractions — Members may be admonished, suspended from certain privileges, or expelled from NMUUUG membership for any of the following reasons:

(a) Willful misuse of NMUUUG property.

(b) Willful misuse of NMU property or facilities while attending any NMUUUG meeting or activity.

- (c) Willful disregard of the safety of themselves and/or of others while participating in an NMUUUG meeting or activity.
- (d) Conduct detrimental to the NMUUUG and/or NMU. Disciplinary action under this provision shall be taken only upon a two-thirds (2/3) vote of the Executive Body by a secret ballot. Disciplinary action shall be initiated only upon presentation to the Executive Body of a written petition for disciplinary action, submitted by at least two (2) members of the NMUUUG, not of the same household. Complaints received from NMU itself shall have the full strength of this written petition, under the condition that the NMU initiated petition was not submitted by a member of the NMUUUG.

Upon receiving such a petition, the Executive Body shall take such actions that are deemed necessary to notify the accused member or members, in writing, of the petition, and of the date, time and place at which the petition will be considered by the Executive Body. The accused member or members shall have the right to speak on their own behalf. Such considerations shall take place no sooner than twenty-one days and no later than seventy days after the petition is received by the Executive Body (provisions will be made in situations where a majority of the membership is not in town, e.g. summer/winter breaks).

III. Assessments and Gifts

- 1) No special assessments may be made against members of the NMUUUG. Voluntary contributions may be solicited by the Executive Body for specific purposes. Fees may be collected for use of the NMUUUG's property when approved by the Executive Body.
- 2) Gifts and bequests may be made to the NMUUUG in any form or amount and for any use compatible with the purpose of the NMUUUG.
- 3) A charge may be made to members for certain activities (e.g. food at an activity). Such charges will be approved by the Executive Body. Membership must be notified in writing of these charges before the activity.

IV. Executive Body

- 1) Elections — Candidates for the Executive Body shall be selected from among eligible NMUUUG members by an Elections Committee of at least three (3) members, a majority of whom are not Executive Body members. This committee shall be appointed annually by the President and approved by the Executive Body. The chairperson of Elections Committee shall not be a candidate for the Executive Committee in the election for which the committee is formed. Appointed Elections Committee members who wish to run for Presidency, may decline appointment to the Elections Committee. Additional elections of eligible members may be made from the floor at a General Meeting provided that the member so nominated agrees to run.

The Elections Committee shall submit to the Executive Body a written report on the results of their selection process and the results of any Elections from the floor. The Elections Committee shall prepare, distribute, and receive the ballots and shall act as tellers for the election, and shall submit a written

report of the results of the election to the Executive Body. The Elections Committee shall also notify each nominee of his or her position in the order of finish in the election, and notify successful candidates of the date, time and place of the organizing meeting of the new Executive Body.

- 2) Assumption of Duties — Those elected each year shall take office at the start of the last Executive Body meeting of the school year.
- 3) Meetings — There shall be at least one (1) Executive Body meeting in each of the two NMU semesters. The date, time and place of these meetings shall be provided to the membership before the date of such meeting. The Executive Body shall determine the date, time and place for any special meetings.
 - (a) Proxy — Any member of the Executive Body may appoint any voting member of the NMUUUG as a proxy to act for them at a meeting of the Executive Body. A proxy may act at one (1) meeting for only one (1) Executive Body member. The presiding officer must be notified of such proxy appointment directly or in writing by the absent Executive Body member before the proxy may be allowed to serve. Authorization should state if discretionary powers have been given to the proxy.
 - (b) Other attendees — Committee chairpersons may attend meetings of the Executive Body and have the privilege of speaking on matters relevant to the committee's function, but shall have no power to vote by virtue of their committee role. Any other member of the NMUUUG may attend Executive Body meetings and may be granted the privilege of the floor at the discretion of the presiding officer but shall have no power to vote.
 - (c) Recall — The Executive Body shall have the power to remove any Executive Body member who, without just cause, fails to attend two (2) regular Executive Body meetings in one (1) school year without sending a proxy, or who, without just cause, attends no Executive Body meetings in person for three (3) consecutive meetings.
 - (d) Filling Vacancies — Vacancies in the Executive Body that occur shall be filled for the balance of the school year by presidential appointment, subject to majority approval of the rest of the Executive Body.
 - (e) Standing Rules — Each action approved by the Executive Body which serves to establish new policies or administrative procedures should be recorded by the NMUUUG Secretary, and should also be made readily available to all members.

V. Committees

Committees shall be established by the Executive Body to execute the work of the NMUUUG. Chairpersons of the committee shall be appointed by the Executive Body. Each committee chairperson shall select the personnel and promote the activities of his/her committee. Personnel and minutes should be reported to the NMUUUG Secretary. All committees (except the Elections Committee) shall operate under the direction and approval of the Executive Body.

VI. General Membership Meetings and Activities

1) General Meetings

- (a) Description — A regularly occurring meeting, which will stand as a forum for membership led discussions/lectures, guest lecturers and voting by the general membership. Failure to attend General Meetings will prompt disciplinary action as specified under Termination of Membership(2) listed above.
- (b) Frequency — There shall be at least one (1) General Meeting of the membership each NMU academic semester. The date, time and place of these meetings shall be provided to the membership before the date of such meeting. The Executive Body shall determine the date, time and place for these and any special meetings.

2) Committee Meetings

- (a) Description — Committee meetings are meetings organized by committees within the NMUUUG. These meetings should only be used to plan committee related events, activities, or responsibilities. Failure to attend committee meetings will not result in general disciplinary actions being taken, but may be used in committee specific decisions.
- (b) Frequency — The chairperson of the committee will determine the date, time and place for these meetings.

3) Install Fests

- (a) Description — An NMUUUG sponsored activity which will promote the use of UNIX derived operating systems in everyday environments. Participation is not limited to NMUUUG membership and may include anyone who wishes to attend. Anyone wishing to participate must sign a legal waiver, indemnifying the NMUUUG from legal redress brought against it resulting from normally expected actions taken by members of the NMUUUG. Member participation in Install Fest events is strongly recommended, but not required. Failure to attend Install Fest events will however be taken into consideration during Executive Body disciplinary meetings.
- (b) Frequency — The Install Fest event should take place a maximum of two (2) times per academic year. The date, time and place of these events shall be provided to the membership, and general population before the date of such an event. The date, time and place for these events shall be determined by the Install Fest Committee.
- (c) Liability — During NMUUUG sponsored Install Fests, all membership shall visibly identify themselves via a method proposed by the Install Fest committee and approved by the Executive Body. All participants; members or otherwise shall be required to sign a legal waiver if any work is to be done on a computer in their possession. The waiver shall be drafted by the Executive Body, and shall be voted upon in an Executive Body Meeting. This waiver may be reused for later events.

- 4) Social Gatherings — A non-formal activity which shall be used as a catch-all for any NMUUUG sponsored activity which does not conform to the above definitions. These activities must be petitioned for by any member during a General Meeting, and receive a majority vote by the voting membership.

Approval must be granted for these events by the Executive Body. These meetings/activities are not mandatory, and failure to attend these meetings/activities will not result in any disciplinary action.

VII. Finances

The NMUUUG may acquire real and intangible property, including equipment, literature and other materials for use by and on behalf of the membership. Generally accepted accounting practices shall be used to account for all assets.

VIII. School Year

The school year shall begin at the start of the NMU Fall semester, and shall terminate at the close of the NMU Winter semester.

IX. Publications

NMUUUG may issue and distribute to its eligible members, regular print issues of the NMUUUG newsletter. All members shall receive general mailing list publications. An electronic version of the print newsletter shall also be made available on the NMUUUG web site. The content of all NMUUUG publications are subject to the approval of the Executive Body.

X. Store

The NMUUUG may maintain an NMUUUG Store for the convenience of its members and any other interested parties. The items sold will be limited to NMUUUG related merchandise (shirts, hats etc...), installable media (as allowed by the media's license agreement) and any other merchandise as decided upon by the Executive Body.

XI. NMUUUG Records and Paperwork

It shall be the duty of the NMUUUG Secretary to keep the NMUUUG records and paperwork up to date with NMU.

XII. Amendments

All proposed amendments to these bylaws must be presented to the entire membership and notice given to the members of the date, time and place of the General Meeting at which the amendments will be considered for adoption, and provisions shall be made for absentee voting. This notice shall be given at least twenty-one (21) days prior to the designated meeting. Adoption of the amendments shall require a two-thirds (2/3) vote of the members voting, either in person or by absentee ballot, and the total votes cast must constitute at least fifty (50) percent of the eligible membership.