

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 SIRSIDYNIX Corporation products and services.
- 2.2 To collectively provide information and recommendations for future development to SIRSIDYNIX 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 SIRSIDYNIX 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 Qualifications. To qualify as a Member, an institution must:
 - 3.1.1 Purchase and maintain maintenance on, or subscribe to, one or more production environments of one or more core products. “Core products” defined as cataloging or circulation modules sold, leased, or licensed by the SIRSIDYNIX Corporation. “Production environments” are defined as computer environments that are used by staff for live circulation or cataloging.

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, in good standing, shall have one vote for all items brought before the membership for a vote. This applies to each member of a consortium.

Each member institution shall designate a representative for contact and voting purposes. The Director of each institution will act as the official representative to SCUUG but may designate someone to vote as a proxy, providing the Secretary is notified in writing, two (2) weeks in advance of the first day of voting.

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 no longer has contracted products and services with the SIRSIDYNIX Corporation, 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, President Elect, Secretary, Treasurer, and Past President. These officers shall constitute the SCUUG Steering Committee.

Responsibilities of the Officers are to:

Conduct the regular and ongoing business of SCUUG and report on the same at the annual membership meeting.

Adopt policies and assume responsibility for the execution and communication of policies and programs.

Meet at least annually in conjunction with the annual membership meeting.

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 Authorize activities involving the receipt or disbursement of SCUUG funds.

4.3 Terms of Office

4.3.1 President Elect shall serve the first year after election as Vice President and the second year as President. The President Elect assumes the position of President at the conclusion of the annual meeting.

4.3.2 The Secretary and Treasurer shall be elected for a term of three years. Terms will be staggered so that they do not expire in the same year.

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 ad hoc committee member 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 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 President Elect position shall be filled by a 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 necessary to the office of President.

4.6 Duties of the 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 President-Elect shall have all the powers of, and be subject to the restrictions of the President.
 - 4.6.4 Initiates site location for upcoming annual conference and develops the conference program.
 - 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 the 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 current 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.

- 4.9.4 Prepare invoices for conference registration fees.
- 4.9.5 Prepare and distribute an annual report of the financial transactions and fiscal condition of SCUUG to be presented at the annual membership meeting.

Article V. Membership Meetings

5.1 Number of Meetings.

5.1.1 There shall be an annual meeting held at a site and date 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. The annual conference may be in the form of a virtual meeting, in special circumstances, or a physical meeting.

5.1.2 Special meetings may be called by the President or by a request of twenty-five percent (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 simple 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 President Elect.
 - 7.1.2 Individual SCUUG members may self-nominate for any position.
 - 7.1.2 Membership shall nominate candidates for Secretary and Treasurer. Terms will be staggered so that they do not expire in the same year.
 - 7.1.3 No name shall be placed on the ballot without the consent of the nominee. Nominees must be in good standing and consent to serve.
 - 7.1.4 Membership will vote on the nominees at the annual business meeting or within 60 days before/after the annual business meeting.
- 7.2 Elections.
 - 7.2.1 Elections shall take place at the annual conference. Verbal voting (in-person) or ballots may be used.
 - 7.2.2 The votes will be tallied by the President Elect and verified by another officer.
 - 7.2.3 In the absence of the President Elect, the President or Past President will be designated to tally the votes.
 - 7.2.4 Only one vote per institution will be counted. For online voting, that will be the first vote received from the institution.

- 7.2.5 All candidates will be elected by a simple majority vote of the voting membership.
- 7.2.6 The President will contact each candidate with the results and will announce the results via the SCUUG listserv and at the next annual meeting.
- 7.2.7 New officers will take office at the conclusion of the annual conference or when approved by the Steering Committee for special appointments.

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. The Bylaws may be amended, altered, or repealed. Any such action requires that two thirds ($\frac{2}{3}$) of those Members voting approve such an action. Proposed amendments can be voted upon only if Members have at least thirty (30) days to review such proposals before a vote is cast. Electronic voting is permitted provided that restrictions are in place to ensure that only one vote per voting institution.
- 8.2 Amendments will be announced 30 days prior to the vote. Amendments to the Bylaws require a simple majority vote of the member institutions by the specified date in the proposal.
- 8.3 Any employee of a member institution may propose an amendment to the Bylaws. Any Member may propose amendment(s), alteration(s), or repeal. Such proposals must be forwarded to the Officers for review before being forwarded to the President for appropriate distribution and voting procedures.
- 8.4 The Secretary shall keep in her/his file the original or a copy of the Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the Members at all reasonable times.

Article IX. Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order shall govern SCUUG when they are applicable and when they are not inconsistent with these Bylaws or any special rules adopted by the membership.

Article X. Miscellaneous

10.1 Distribution of Membership Information.

10.1.1 Each member institution will receive only one copy of any paper or online 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.

04/22/2020 Revised and updated.

Debbie Hathaway, President

Mike Pullin, Past-President

Linda Barr, President-Elect

Edward Smith, Bylaws Committee Member