

## SIRSI MIDWEST USERS GROUP BYLAWS

### ARTICLE I. NAME

The name of this organization shall be the SIRSI MIDWEST USERS GROUP (hereafter SMUG).

### ARTICLE II. PURPOSE

The purpose of the SMUG shall be to:

- 2.1 To exchange and disseminate information among SMUG 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 their information management software.
- 2.3 To foster and improve relationships and communication among members, and between members and the Sirsi Corporation.
- 2.4 To engage in any activity not inconsistent with the provisions of these by-laws.

### ARTICLE III. MEMBERSHIP

#### 3.1 Members

- A. Members shall be institutions who have purchased a Sirsi information management system and have paid annual dues to SMUG.
- B. Affiliate Members. Any corporation or business entity invited to exhibit at the Annual Conference shall become an Affiliate Member upon payment of annual conference registration fees. Membership in this category shall confer no voting rights. The Affiliate Membership will terminate 1 year from the date of the annual conference, or at the start of the following year's conference, whichever comes first.

#### 3.2 Rights and Privileges

- A. Voting Rights. Each member institution shall be entitled to one vote on any issue on which a vote is called for. The Director of each institution will either act as or appoint the official representative to SMUG.
- B. Any person currently employed by a member institution may participate in IUG activities at the member rate, hold office, serve on committees, and engage in debates on SMUG policy. Only the official SMUG representative from each member institution may cast a vote.
- C. Change of Membership Status. When the institution no longer is actively using a Sirsi information management system and has not paid annual dues their membership is automatically null and void.

### ARTICLE IV. OFFICERS

#### 4.1 Officers of the Organization

- A. The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect, Past Chair, a Secretary, a Treasurer, and two Program officers. These officers shall make up the SMUG Steering Committee.

#### 4.2 Duties of the SMUG Steering Committee

- A. Exercise the powers of the organization when it is not in session, reporting to its members thereon at the succeeding meeting.
- B. Nominate candidates in accordance with SMUG Bylaws.
- C. Approve appointments made by the Chair to other such standing or special committees as may be required to carry out the purpose of the SMUG.

#### 4.3 Terms of Office

- A. The Vice-Chair/Chair-Elect shall serve the first year after election as Vice-Chair, the second year as Chair, and the third year as Past Chair. The Vice-Chair/Chair-Elect becomes the Chair following the conclusion of the annual Conference meeting.
- B. The Secretary and the Treasurer each shall be elected for a term of two years, in alternate years. The Secretary and Treasurer will take office following their notification of election.
- C. The two Program Officers will be appointed by the Chair and serve one year.

#### 4.4 Vacancies

- A. An officer who is no longer a part of a member organization must resign from office. An officer may resign or be removed from an office by a majority vote of the members.
- B. The Vice-Chair shall immediately become Chair upon the resignation of the chair for the unexpired term, including the term s/he was initially elected to serve.
- C. A vacancy of the Vice-Chair/Chair-Elect position shall be filled by special election to take place no later than 12 weeks after the vacancy was announced to the membership.
- D. The SMUG Steering Committee shall appoint a person to complete the remaining term of all other vacant offices with the appointee having all of the rights and responsibilities of the office.

#### 4.5 Duties of the Chair

- A. Preside at the Annual SMUG conference, Steering Committee meetings, and at special membership meetings of the SMUG.
- B. Assist in selecting officer nominees.
- C. Appoint two Program Officers to handle the development and implementation of the Annual SMUG conference.
- D. Appoint annually with the approval of the SMUG Steering Committee, such standing or special committees as may be required to carry out the purposes of the organization.
- E. Prepare the agenda for the annual membership meeting.
- F. Perform other duties as are necessarily incident to the office of Chair and as may be prescribed by the SMUG Steering Committee.

#### 4.6 Duties of the Vice-Chair/Chair-Elect

- A. Perform the duties of the Chair in the event of the Chair's temporary disability or absence from meetings, or if the Chair becomes ineligible to hold office.
- B. When performing the duties of the Acting Chair the Vice-Chair shall have all the powers of, and be subject to the restrictions of, the Chairperson.
- C. Serve as a resource for the Program Committee.
- D. Complete assignments as delegated by the Chair.
- E. Attend all Steering Committee Meetings and the Annual Conference.
- F. Perform other duties as are necessary incident to the office of Vice-Chair/Chair-Elect and as may be prescribed by the SMUG Steering Committee.

#### 4.7 Duties of the Secretary

- A. Take and distribute minutes of the annual and special membership meetings, and of the SMUG Steering Committee meetings.
- B. Maintain a file of all minutes and other appropriate documents pertaining to Steering Committee and SMUG communications and activities.
- C. Distribute mailings to the membership as necessary at appropriate intervals throughout the year.
- D. Attend all Steering Committee Meetings and the Annual Conference.
- E. Perform other duties as are necessarily incident to the office of Secretary as may be prescribed by the SMUG Steering Committee.
- F. In the absence of the Secretary, another Steering Committee officer will be designated to take the minutes.

#### 4.8 Duties of the Treasurer

- A. Attend all SMUG Steering Committee meetings and the Annual Conference.
- B. Collect registration fees, membership fees, and other monies as required.
- C. Keep an account of all monies received and expended and make disbursements as authorized by the SMUG Steering Committee.
- D. Maintain membership list.
- E. Make regular reports to the Chair on the general financial health of SMUG and give a financial report to the membership at the annual meeting.
- F. Deliver over to his/her successor or to the Chair all books, monies, and other property at the expiration of his/her term of office.
- G. Perform other duties as are necessarily incident to the office of Treasurer as may be prescribed by the SMUG Steering Committee.

#### 4.9 Duties of the Past Chair

- A. Attend all SMUG Steering Committee meetings and the Annual Conference.
- B. Serve in an advisory role to the Chair and the SMUG Steering Committee.
- C. Perform other duties as may be prescribed by the SMUG Steering Committee.

#### 4.10 Duties of the Program Officers

- A. The two Program Officers shall be responsible for the development and implementation of the annual SMUG conference including: development of the conference registration, fees and promotion, call for presentations, vendor arrangements, local arrangements, organization of speakers and events, and conference assessment survey.
- B. The Program Officers must have approval of the SMUG Steering Committee for all arrangements and financial commitments they make on behalf of the organization.
- C. The Program Officers will make regular reports to the Chair and Steering Committee on the progress of SMUG programming and the annual conference arrangements.

### ARTICLE V. STEERING COMMITTEE MEETINGS

#### 5.1 Steering Committee Meetings

- A. The SMUG Steering Committee shall have a regularly scheduled meeting in conjunction with the annual membership meeting.
- B. The SMUG Steering Committee shall meet upon call of the Chair, or on demand by a majority of the membership, in accordance with the fulfillment of the purpose of the organization.
- C. Four members of the SMUG Steering Committee shall constitute a quorum for the transaction of business.

### ARTICLE VI. MEMBERSHIP MEETINGS

#### 6.1 Number of Meetings

- A. There shall be an annual meeting held at a site and time selected by the SMUG Steering Committee. This meeting may be held in conjunction with the Annual SMUG Conference or may be held at a different time and place as deemed appropriate by the SMUG Steering Committee.
- B. Special meetings may be called by the Chair or by a request of 25% of the official representatives from member institutions.

#### 6.2 Notice of Meetings

- A. Notice of any meeting shall be distributed to each member institution by the Chair no less than thirty days in advance, with a statement of the time and place, and containing information as to the subject or subjects proposed for discussion or consideration.

### 6.3 Powers

- A. All official representatives from member institutions present at a membership meeting shall have, by majority vote, the power to:
  - 1. Adopt rules and make decisions regarding the business of SMUG.
  - 2. Elect officers.
  - 3. Refer any matter to the SMUG Steering Committee, including recommendations for action, and may request the SMUG Steering Committee to report on such matters at a future meeting of the organization.

## ARTICLE VII. COMMITTEES

### 7.1 Special Committees

- A. Special committees shall be formed as needed.
- B. Committees shall serve to the completion of appointed task.
- C. Committee members and committee chairs shall be appointed by the Chair subject to the approval of the SMUG Steering Committee.
- D. All committees shall report directly to the SMUG Steering Committee.

## ARTICLE VIII. NOMINATIONS AND ELECTIONS

### 8.1 Nominations

- A. The Steering Committee shall nominate candidates for open offices annually, which will include Vice-Chair/Chair-Elect and either Secretary or Treasurer.
- B. The Steering Committee will solicit nominations from all members of SMUG.
- C. No name shall be placed on the ballot without the consent of the person being nominated.
- D. The Nominating Committee will submit the final slate to the membership at the annual business meeting.

### 8.2 Elections

- A. The Secretary will prepare and distribute one copy of the ballot to the official SMUG representative of each member institution or the proxy at the annual meeting.
- B. Additional nominations will be solicited during the business meeting.
- C. If there is only one nominee for each position at the time of election, the candidates may be elected by a voice vote of the members present.
- D. The ballots will be tallied by the Vice-Chair/Chair-Elect and verified another officer.

- E. All candidates will be elected by majority vote.
- F. The Chair will contact each candidate with the results.
- G. New officers will take office following their notification of election.

#### ARTICLE IX. AMENDMENTS

The Bylaws of the SMUG may be amended, repealed, or altered in whole or in part by official ballot only. Amendments will be announced 30 days prior to the vote. Amendments to the bylaws require a majority vote member institutions.

#### ARTICLE X. PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall govern the SMUG in all cases to which it is applicable and in which it is not inconsistent with the Bylaws.

#### ARTICLE XI. MISCELLANEOUS

##### 11.1 Membership Fees

- A. Membership fees shall be assessed to each institution that has requested to join the SMUG.
- B. Only those institutional members which have paid shall be eligible to appoint an official SMUG representative.
- C. The amount of the membership fee shall be determined annually by the SMUG Steering Committee.

##### 11.2 Distribution of Membership Information

- A. Each member institution will receive only one copy of any ballot; this copy will be sent or given to the official SMUG representative. Announcements and other SMUG communications will be distributed to all members on the SMUG electronic mailing list. Questionnaires will be distributed as appropriate.
- B. Distribution of information to the membership may be accomplished by normal mail delivery, by fax delivery, by electronic mail, and/or other electronic means, as appropriate.

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