

Sacramento PC Users Group

Policies and Procedures

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These policies and procedures of the Sacramento PC Users Group (SPCUG) are intended to serve as a general guide to the operations of the group and the responsibilities of the various officers and volunteers who manage those operations. As such, the policies and procedures are both prescriptive and descriptive.

Policies tend to prescribe what the group perceives as fundamental aspects of its programs and activities. Policies are based on the group's official bylaws and its articles of incorporation; as such, policies are changed only in accordance with amendments of the group's bylaws and articles.

Procedures tend to describe the means by which the group's basic programs and activities are administered and conducted. Procedures are based on the practices developed over the years by the group's officers and volunteers. As new officers and volunteers assume the responsibilities of their predecessors, the procedures set forth herein will provide guidance. However, these procedures are intended to be flexible and adaptable.

Definitions

References to group are understood to refer to SPCUG

References to the SPCUG newsletter are understood to refer to ***Sacra Blue***, which is the official monthly publication of the group.

References to the SPCUG Web site are understood to refer to the group's official web page at www.sacpcug.org and subsidiary pages.

References to ***eBlue*** are understood to refer to the electronic edition of ***Sacra Blue***, which may be accessed from the SPCUG Web site.

References to the members' and officers' discussion lists are understood to refer to the e-mail distribution lists maintained for SPCUG members and for officers and other members of the Steering Committee.

References to members are understood to refer to members in good standing of the Sacramento PC Users Group.

Designees

In each case where duties are ascribed to a particular officer, it is understood that those duties may be assumed by a designated assistant, except in such instances where it would conflict with the bylaws. If an officer delegates duties to a designee, the officer nevertheless remains responsible for ensuring that the duties are discharged as required. Although directors (notably the treasurer and secretary) may designate deputies, such deputies may not serve in the director's place for purposes of voting or forming a quorum of directors.

Membership

As stipulated in the bylaws, a member in good standing is a member of SPCUG whose dues are current.

A member can lose good standing by willful violation of the group's policies or by actions that would tend to bring the organization into disrepute. The Steering Committee may, in such instances, revoke membership by refunding the membership fee on a prorated basis.

SPCUG will not refund dues to any member who voluntarily resigns from the group, except in the case of special action by the Steering Committee. Survivors of a deceased member may request a prorated refund of the member's dues.

Types of Membership

Regular members of SPCUG are those who pay full dues, as established by the Steering Committee, and thereby receive all benefits of SPCUG membership.

A Regular member may enroll one or more other individuals living in the same household as Associate members for an additional fee established by the Steering Committee. Associate members are entitled to all the benefits and privileges of SPCUG membership. Associate memberships expire at the same time as the Regular membership with which they are associated.

Board of Directors

Five elected officers, who comprise the Board of Directors, govern the group:

President. The group's bylaws provide that the president is the presiding officer at general meetings and chair of the Steering Committee. By the Articles of Incorporation, the president is the ranking member of the Board of Directors. The president prepares the Steering Committee agenda and provides regular reports to the newsletter on group issues.

Executive Vice-President. The executive vice-president is the second-ranking member of the Board of Directors and assumes the president's responsibilities in the event the president is absent. If the presidency becomes vacant, the executive vice president becomes president. Other duties are at the discretion of the president, who may assign tasks to the executive vice president under the terms of the bylaws.

Vice-President. The vice-president is the third-ranking member of the Board of Directors and assumes the president's responsibilities in the event both the president and the executive vice-president are absent. If the presidency and executive vice presidency both become vacant, the vice president becomes president. Other duties are at the discretion of the president, who may assign tasks to the vice president under the terms of the bylaws.

Treasurer. The treasurer serves as the group's primary financial officer and accountant. The treasurer maintains all corporate accounts and ensures that all necessary record keeping is accomplished. The treasurer may appoint deputies and assistants subject to the approval of the Steering Committee and supervises the activities of all such appointees.

Secretary. The secretary maintains an archive of Steering Committee minutes and other corporate records. The secretary may appoint deputies and assistants subject to the approval of the Steering Committee and supervises the activities of all such appointees.

The elected officers of the group are required by the bylaws to be members in good standing, which is to say that their membership dues are current. If an officer's dues lapse during the term of office, the officer will be suspended from voting as a member of the Board of Directors until such time as the dues are remitted. If the officer's dues remain unpaid through the adjournment of the general meeting immediately following the lapse of good standing, the office will be declared vacant and the vacancy will be filled in accordance with the bylaws.

Steering Committee

The Steering Committee constitutes the five elected officers together with any other members who choose to participate at the committee's monthly meetings. All officers, elected and appointed, are

expected to attend Steering Committee meetings, and all members of SPCUG are welcome. All members of SPCUG are entitled to speak and vote at Steering Committee meetings.

All majority-vote decisions of the Steering Committee will be deemed to include a majority of the Board of Directors unless a director requests that the members of the Board of Directors be individually polled. Such a request must be made before the Steering Committee meeting is adjourned. No decision can be made contrary to a majority of the Board of Directors.

The official positions and policies of the group are those adopted by the Steering Committee. No member of the group shall presume to make representations on behalf of the group that are contrary to official policies. Unless specifically authorized by the Steering Committee, members of the group are not to presume to speak on behalf of the group or to ascribe their personal opinions to the group at large.

The Steering Committee shall create appointed offices as needs dictate. Appointments generally are made by the president and confirmed by the Steering Committee. All appointed officers must be members. All appointments expire at the April meeting of the Steering Committee.

Minutes of Steering Committee meetings will be available to all SPCUG members on request. Major decisions affecting the members will be published in **Sacra Blue**.

Appointed officers may designate associates to assist them. The editor-in-chief appoints all **Sacra Blue** positions; the software librarian appoints the associate librarians; etc.

Identification

The group will provide name badges for elected and appointed officers, SIG leaders, and chapter presidents. All badges will be of uniform design, listing the group's name, the officer's name, and the office. The "office" for a SIG leader should be simply the name of the SIG—e.g., "Windows SIG," not "Windows SIG Leader." (This preserves the badge's utility after the SIG changes hands.) The badge prepared at SPCUG expense for a chapter president should identify the group as a chapter, not by another group name—for example, "Auburn Chapter" or "Gold Country Chapter," not "Gold Country PC Users Group."

Officers of the group may obtain business cards listing their affiliation and office. The cards should not list any other affiliation (e.g., a member's business), although they may list a phone number where the member can be contacted during working hours. The group will reimburse reasonable printing expenses for the President, editor, and other officers as may be approved by the Steering Committee. Officers who do not qualify under this provision for business cards at SPCUG expense may obtain permission from the Steering Committee to use the SPCUG logos on business cards, which they may commission at their own expense.

The group's graphics designer will create a standard design for SPCUG business cards, with a second design for members of the **Sacra Blue** staff. Members are required to use the standard designs to present a uniform image, and are not permitted to modify the style of the official logos.

General Meeting

Table Space

Invited speakers are offered table space in the lobby at SPCUG meetings for product literature and announcements. No other vendors may place literature in this area.

Table space may be offered to vendors of computer-related products and services at prices established by the Steering Committee. The vendor coordinator shall be responsible for accepting space reservations, assigning space, and collecting rental fees.

Subject to availability, members of SPCUG may be granted free use of table space to sell used computer-related merchandise on a non-commercial basis. This offer does not extend to members who are dealing in products or services for profit. The vendor coordinator shall ensure that free usage

meets these conditions and that merchandise being offered does not appear to violate any legal restrictions. The vendor coordinator will refuse space to merchants who appear to be in violation of any legal restrictions on the distribution of products, such as the vending of “not for sale” items. However, the group cannot accept responsibility or liability for the actions of vendors who violate such restrictions.

Door Prizes

Tickets for door prizes, if any, shall be distributed to members at no cost. Each membership shall be entitled to only one ticket, regardless of the number of persons present. No tickets shall be distributed after the start of the meeting. Members must be present to win.

Additional tickets shall not be available through sale or any other means.

A member who wins a prize that he or she cannot use it is urged to refuse it so that another member may win it.

Most prizes at general meetings are to be distributed using the user group’s raffle tickets and are only to be given to members. However, in some cases a vendor may require that all people in attendance be given a chance to participate in prize drawings even though they may not be a member of the group. In this case it may be done by selecting an information card filled out by each person who wants to be included in the drawing. It may also be done by any other method as approved by the presiding officer.

Slide Show

The slide show coordinator shall prepare a set of slides describing the benefits of group membership and providing information about the group’s chapters and SIGs. Other items may be included upon approval by the Steering Committee. The slide show will be run continuously for a short period preceding the meeting and during other announcements; it will not be run during the featured presentations.

Questions, Answers & General announcements

A period of approximately 20 minutes shall be set aside for questions and answers. An open microphone will be provided for members to ask their questions. The presiding officer will, if necessary, remind members to identify themselves and will facilitate the discussion of possible answers. The editors of ***Sacra Blue*** will publish questions and responses that they deem to be of sufficiently broad interest.

The question-and-answer period may also be used to announce late-breaking changes or errors in the published schedules for chapters and SIGs as well as announcements of general nature to the group

Vendor Announcements

A maximum of three local vendors will be offered up to two minutes of stage time to present announcements of interest to members. Requests shall be coordinated through the President or presiding officer, who shall determine which vendors will appear. Preference will be given to vendors who have not appeared in recent months.

Advertising Flyers

Commercial organizations shall not be permitted to distribute printed materials at SPCUG meetings without the consent of SPCUG. Materials distributed by featured speakers and related to the evening's main program are automatically approved, and may be placed on the table nearest the entrance to the main meeting room. Vendors who purchase table space in the lobby may distribute flyers at their tables. Vendors who wish to place materials on chairs within the meeting room must arrange to do so with the advertising coordinator, who shall establish a fee for doing so that encourages vendors to advertise in ***Sacra Blue***. Flyers related to SPCUG elections are specifically exempt from this requirement.

Meeting Speakers

To provide interesting presentations for the group's main meeting, three appointed officers are assigned to contact, schedule, and coordinate speakers for SPCUG's meetings.

- * The Program Coordinator is responsible for making initial contacts with prospective speakers.
- * The Meeting Coordinator is responsible for working with approved and assigned speakers, up to and including the actual meeting.
- * The Technical Coordinator is responsible for setting up any supporting equipment, such as display projectors, sound systems, etc.

Program Coordinator

The Program Coordinator determines the kinds of speakers that might be of interest to the group. He may use his own judgment, the recommendations of other officers (including Steering Committee suggestions), or suggestions from group members (via meeting surveys, messages via *discussion lists*, or other means) to determine the types of speakers.

After identifying potential companies and speakers, the Program Coordinator contacts them to determine their interest in making a presentation to the group. The Program Coordinator should emphasize that this contact does not constitute a formal invitation to speak, but is merely an initial "sounding out" of the prospective speaker's interest in making a presentation to the group. They should discuss what products the speaker would demonstrate or what subjects would be covered.

If the prospective speaker indicates interest, the Program Coordinator makes a recommendation to the Steering Committee to book the speaker for a future meeting. The Steering Committee then approves or disapproves the recommendation.

If the recommendation is approved, the Steering Committee assigns the time for each speaker and the order of the speakers. The Program Coordinator then formally invites the speaker to the scheduled meeting. When the speaker accepts the invitation, the Program Coordinator provides contact information (name, company, address, phone, product, etc.) to the Meeting Coordinator.

If the potential speaker is not approved by the Steering Committee, the Program Coordinator calls the potential speaker to inform him or her of the decision. The Program Coordinator can offer to submit the speaker's name to chapter or SIG officers for inclusions in their programs. He should forward this information to the chapter or SIG leaders in a timely manner.

Meeting Coordinator

The Meeting Coordinator is responsible for working with the approved and scheduled speakers. Duties include following up on the Program Coordinator's invitations to ensure that the speakers are aware of the timing and format of the general meeting, the group's preferences in presentations, and other needed information as described under "Speaker Contacts." The Meeting Coordinator also invites speakers to join the officers for dinner on the evening of the general meeting as guests of SPCUG.

The Meeting Coordinator also serves as the official host and timekeeper at the meeting. He or she introduces the speakers and works with them to ensure that meetings run on schedule.

The Meeting Coordinator will inform the Technical Coordinator, prior to the meeting, of any special equipment requirements for a speaker.

Technical Coordinator

The Technical Coordinator assists speakers with technical support of video and sound equipment, and is responsible for ensuring that necessary equipment is on hand and in good working order. The Technical Coordinator also makes necessary setups and adjustments during the meeting.

Guidelines for Speaker Selection

The Program Coordinator should strive for a wide variety of speakers and products, and should solicit the opinions of officers and members in identifying potential speakers. In general, speakers from a single company should not be scheduled more than once in a 12-month period, except as recommended and approved by the Steering Committee.

In general, speakers should be showing products that are currently available for purchase by members of the group. Advance looks at unreleased products should not be scheduled unless the product is independently confirmed to be scheduled for shipping within 30 days of the meeting or has received specific approval of the Steering Committee. Speakers may elect to provide advance information about future products, but this should not be the primary focus of their presentations. The Steering Committee may elect to decline or reschedule a speaker if the intended product's shipping date slips.

Unless otherwise approved by the Steering Committee, no more than two speakers should be booked for any general meeting. (The March elections meeting may require only one speaker.)

The time slot for speakers runs from approximately 8:00 pm to 9:30 pm. The official time for adjournment is 9:30 pm.

The Program Coordinator and Meeting Coordinators should leave a short time slot for demonstration of programs from the user group software library. These demonstrations should occur at least quarterly.

Speaker Contacts

Multiple contacts between SPCUG and prospective speakers are necessary to ensure smooth coordination and communication. Times suggested in the following schedule are minimums to ensure that all parties are well informed.

3-6 months before meeting: Program Coordinator contacts potential speakers to determine their interest in making a presentation to the group.

3 months before meeting: Program Coordinator submits a list of potential speakers to the Steering Committee for approval. Steering Committee approves or disapproves, and assigns times and speaking order.

2 months before meeting: Program Coordinator notifies speaker that visit is approved and that formal invitation will be send by Meeting Coordinator. Program Coordinator supplies Meeting Coordinator with contact information (name, company, mailing address, telephone number, and e-mail address). Meeting Coordinator provides speaker and topic information to the Publicity Director.

45 days before meeting: Meeting Coordinator sends formal invitation to speakers. Letter should include the following information:

- date and time of the meeting
- location of the meeting, including maps and directions
- list of nearby hotels
- estimated attendance at the meetings
- recommended procedures for vendor giveaways
- availability of a vendor table at no charge for any promotional material
- tentative meeting schedule, including the time slot and length assigned to the speaker
- invitation to dinner before the meeting and the no-host "snack" after the meeting (including directions and maps)
- equipment that will be available at the meeting for the speaker's use at no charge, and notification that any additional equipment is the responsibility of the speaker.

The letter should also provide contact information for the group's technical coordinator, whom the speaker should contact regarding any requirements for the presentation such as electronic equipment, video tape recorders, cameras, special lighting, phone lines, etc. The speaker should be reminded that financial and scheduling responsibility for any equipment not normally supplied by the group is the speaker's. The Technical Coordinator can assist the speaker with contact information for the additional equipment.

15 days before meeting: the Meeting Coordinator should confirm all arrangements with the speaker.

Meeting Publicity

The Meeting Coordinator should advise the **Sacra Blue** editorial staff of the schedule for the next three meetings, and should prepare a brief write-up for the back cover describing the upcoming meeting. **Sacra Blue** will publish information about the scheduled speakers for the immediate month and the next two meetings. Due to their tentative nature, meetings more than two months in advance will not be publicized unless otherwise directed by the Steering Committee.

The Meeting Coordinator should notify the Publicity Director by the date of each Steering Committee meeting of the agenda for the following month (5-6 weeks hence) to allow time for preparing publicity materials and making media contacts. The Meeting Coordinator should also ensure that meeting information is available on SPCUG's Web site.

Reporting

The Coordinators should keep the Steering Committee informed of the progress of contacts with potential and scheduled speakers. When significant developments occur, messages should be posted in the officer's discussion list. Full reports should be made at each monthly meeting of the Steering Committee.

The Program Coordinator should maintain a list of prospective speakers that can be made available to interested members, such as chapter and SIG leaders. This list can be distributed in the officer's discussion list.

Elections

Nominations for the five director positions are opened at the February general meeting. Nominations may also be made at the March Steering Committee meeting.

Any member in good standing may nominate any member for any office. A nominee for office must be a member in good standing by the time the membership table closes after the adjournment of the February general meeting.

Candidates nominated at the February meeting may submit statements describing their qualifications for publication in **Sacra Blue**. The editor shall determine and announce the maximum statement length. Statements in excess of that length will be truncated. In all other respects, the statements will be published unedited, including errors. Statements must be submitted by a date and time announced by the editor. Statements received after the deadline will not be published.

If present, the **Sacra Blue** photographer will take photos of candidates nominated at the February meeting. Candidates may substitute their own portraits provided that the quality and format are suitable for publication and that the photos are provided by the production deadline.

Candidates are invited to make statements prior to the balloting at the March general meeting. The maximum time limit for statements shall be determined at the March Steering Committee meeting, and will be enforced.

Preprinted ballots listing the names of the nominees will be distributed to all members present at the March general meeting. Only one ballot is given to any single membership, even if additional members of the household actively participate in the group. Members may be required to provide proof of membership in order to receive a ballot.

Where multiple candidates are running for a single position, random selection will be used to determine the order in which names appear on the ballot. For each office, the order of candidate statements at the March general meeting will follow the order of the ballot. Candidate statements in **Sacra Blue** will appear in the order of receipt, adjusted as necessary by layout considerations.

If the standing president is running for any office, the Steering Committee shall designate a member who is not running for office to preside as election officer over the candidate statements and balloting process. Otherwise, the president serves as election officer.

The election officer shall appoint a committee to count ballots and tabulate results. In the event of a tie vote, the election officer shall determine the winner with a random selection, such as a coin flip, performed in the presence of witnesses, including, if they are in attendance, the candidates in question. Results are announced by the end of the March general meeting and published in the April issue of **Sacra Blue**.

Chapters

A chapter is a subgroup of SPCUG. Chapters are intended to provide service to SPCUG members in outlying areas who might otherwise be unable to participate fully in SPCUG activities.

Establishment and Structure

A group of interested members in an area may seek to form a new chapter, or an existing organization may request recognition as a chapter of SPCUG. In either case, the prospective chapter must adopt bylaws consistent with SPCUG's purpose, which must be approved by SPCUG's Steering Committee.

Chapters will not be established within the central area served by SPCUG, nor so far outside that area as to prevent, in the judgment of the Steering Committee, communicating and coordinating with the main group.

The chapter bylaws must provide for at least three elected officers, including a president, vice president, and treasurer. Chapters may appoint other officers as deemed necessary.

All elected officers must be members in good standing of SPCUG. Only SPCUG members in good standing are eligible to run for office.

Chapters shall be considered corporate sub-entities of SPCUG, and therefore part of any larger organization of which SPCUG is a part. Chapters shall not apply for independent status as corporations or other entities recognized by governmental agencies, including the Internal Revenue Service. Chapters shall not apply for independent membership in any other organization, including the Association of PC Users Groups or any other computer users group.

Chapter Names

It is desirable that chapter names include the word "Chapter." However, chapters that have already been established under other names (e.g., Gold Country PC Users Group) may retain them in formal usage. Informally within SPCUG, they will normally be called by names such as "Auburn Chapter."

All newsletters, meeting notices, press releases, business cards, letterhead, web pages, or other material published by the chapter shall prominently identify the chapter as a subordinate group of SPCUG. For example: "Orangevale/Folsom Chapter of the Sacramento PC Users Group" or "Gold Country PC Users Group, a chapter of the Sacramento PC Users Group." Chapter newsletters are encouraged to display SPCUG's logos. Materials such as business cards and letterhead are to be approved by SPCUG's Steering Committee before it is printed and used.

Membership Requirements

All chapter meetings shall be open to all members in good standing of SPCUG. Other benefits that are funded by the chapter's dues (including meeting notices or newsletters) or by the chapter's guest

speakers (such as door prizes) may, at the chapter's discretion, be made available only to dues-paying chapter members.

Chapters are expected actively to promote SPCUG membership. Information on SPCUG membership (including benefits, dues, main meeting schedules and topics) shall be announced regularly at chapter meetings.

Events and Publicity

Chapters may establish their own calendar of events, but are expected to keep SPCUG's calendar coordinator apprised of their schedule. Chapters are eligible to have meetings listed in ***Sacra Blue***, the Web site, and the slide show shown at the SPCUG's main meetings and other SPCUG-sponsored events. Chapters shall provide regular reports on their activities via ***Sacra Blue***.

Financial

Chapters may establish special membership dues to fund services and activities specific to the chapter's function, provided that this is done in accordance with SPCUG's purpose and its operation as a non-profit entity. Chapters must obtain approval for such dues from SPCUG's Steering Committee.

Chapters that establish dues may offer chapter memberships to non-members of SPCUG at the same or higher fees as to SPCUG members. Chapter members who are not SPCUG members are entitled to no other benefits of SPCUG membership. The chapter is expected to explain the benefits of SPCUG membership to persons who join the chapter, and is expected to encourage them to pay SPCUG dues in addition to chapter dues.

Chapter funds must be handled in accordance with SPCUG's policies. All persons responsible for handling chapter funds must be members in good standing of SPCUG.

The names on bank accounts holding chapter funds should include the chapter's name and its affiliation with SPCUG (e.g., "Gold Country PC Users Group, a chapter of the Sacramento PC Users Group), and are to use the SPCUG's taxpayer identification number. Shorter names may be established for purposes of check writing.

Each chapter is required to file a yearly report of the chapter's finances to the Steering Committee and treasurer. The format and schedule for such reports shall be specified by the treasurer, and shall include: beginning and ending financial balances for the period, sources and amounts of income during the period, uses of funds during the period, and an inventory of property belonging to the chapters or on its books.

Chapters that have ceased to function may be declared closed by the Steering Committee. All funds and other assets of a closed chapter shall become the property of SPCUG. The Steering Committee may grant the chapter a reasonable time (normally not exceeding two years) in which to re-establish it, and will restore the absorbed assets if the chapter is reorganized within that time.

Special Interest Groups

Special Interest Groups (SIGs) are subgroups of SPCUG. They are intended to bring together SPCUG members with common, specialized interests to explore those interests in greater detail than is feasible at SPCUG's general meetings. Legitimate subjects for SIGs are those that are consistent with SPCUG's purpose (namely, personal computers and their use).

Establishment and Structure

Any member in good standing may seek to establish a SIG by notifying the Steering Committee and announcing its formation in ***Sacra Blue***.

Each SIG must have a SIG leader. The SIG leader may be elected or appointed by the SIG, or may be self-appointed. When a SIG is formed or changes leadership, the leader must be approved

by the Steering Committee. SIGs may elect or appoint other officers as deemed necessary without Steering Committee approval.

The SIG leader must be a member in good standing of SPCUG. If the SIG holds elections, only SPCUG members in good standing are eligible to run for the office of SIG leader.

SIGs shall be considered corporate sub-entities of SPCUG, and therefore part of any larger organization of which SPCUG is a part. SIGs shall not apply for independent status as corporations or other entities recognized by governmental agencies, including the Internal Revenue Service. SIGs shall not apply for independent membership in any other organization, including the Association of PC Users Groups or any other computer users group.

SIG Names

It is desirable that SIG names include the "SIG" acronym (e.g., "Windows SIG"). However, SIGs that have already been formed under other names (The Sacramento dBASE/Xbase Users Group, The Clipper Users Group of Sacramento, etc.) may retain them in formal usage. Informally within SPCUG, they will normally be called by names such as "Xbase SIG" and "Clipper SIG."

All newsletters, meeting notices, press releases, business cards, letterhead, web pages, or other material published by the SIG shall prominently identify the SIG as a subordinate group of SPCUG. For example: "Windows SIG of the Sacramento PC Users Group" or "The Sacramento dBASE/Xbase Users Group, a Special Interest Group of the Sacramento PC Users Group." SIG newsletters are encouraged to display SPCUG's logos. Materials such as business cards and letterhead are subject to approval approved by SPCUG's Steering Committee before they are printed and used.

Membership Requirements

All meetings of recognized SIGs shall be open to all members in good standing of SPCUG. Other benefits that are funded by the SIG's dues (including meeting notices or newsletters) or by the SIG's guest speakers (such as door prizes) may, at the SIG's discretion, be made available only to dues-paying SIG members.

SIGs are expected actively to promote SPCUG membership. Information on SPCUG membership (including benefits, dues, main meeting schedules and topics) shall be announced regularly at SIG meetings.

Events and Publicity

SIGs may establish their own calendar of events, but are expected to keep SPCUG's calendar coordinator apprised of their schedule. Recognized SIGs are eligible to have meetings listed in **Sacra Blue**, the Web site, and the slide show shown at the SPCUG's main meetings and other SPCUG-sponsored events. SIGs shall provide regular reports on their activities via **Sacra Blue**.

Financial

SIG expenses are the responsibility of SIG members. SPCUG provides no subsidies to SIGs.

SIGs may establish special membership dues to fund services and activities specific to the SIG's function, provided that this is done in accordance with SPCUG's purpose and its operation as a non-profit entity. SIGs must obtain approval for such dues from SPCUG's Steering Committee.

SIGs that establish dues may offer SIG memberships to non-members of SPCUG at the same or higher fees as to SPCUG members. SIG members who are not SPCUG members are entitled to no other benefits of SPCUG membership. The SIG is expected to explain the benefits of SPCUG membership to persons who join the SIG, and is expected to encourage them to pay SPCUG dues in addition to SIG dues.

SIG funds, if any, must be handled in accordance with SPCUG's policies. All persons responsible for handling SIG funds must be members in good standing of SPCUG.

If funds are kept in bank accounts, the account name should include the SIG's name and its affiliation with SPCUG (e.g., "The Sacramento dBASE/Xbase Users Group, a Special Interest Group

of the Sacramento PC Users Group), and is to use the SPCUG's taxpayer identification number. Shorter names may be established for purposes of check writing.

Each SIG leader is required to file an annual report of the SIG's finances to the Steering Committee and treasurer. (If applicable, the report may simply indicate that the SIG maintains no funds or other assets.) The format and schedule for such reports shall be specified by the treasurer, and shall include: beginning and ending financial balances for the period, sources and amounts of income during the period, uses of funds during the period, and an inventory of property belonging to the chapters or on its books.

SIGs with no discernible constituency or program may be declared closed by the Steering Committee. All funds and other assets of a closed SIG shall become the property of SPCUG. The Steering Committee may grant the SIG a reasonable time (normally not exceeding one year) in which to re-establish itself, and will restore the absorbed assets if the SIG is reorganized within that time.

Affiliated Computer Organizations

Independent organizations that wish to maintain their own organizational and financial independence may apply for recognition as Affiliated Computer Organizations (ACOs). The establishment of ACOs is intended to imply a high degree of cooperation and mutual support between kindred organizations, without requiring either to become part of the other. The primary focus of an ACO should be consistent with SPCUG's purpose (namely, personal computers and their use).

Establishment and Structure

Any organization in the greater Sacramento area may petition the Steering Committee for recognition as an ACO. ACOs will not be established so far from the central area served by SPCUG as to prevent, in the judgment of the Steering Committee, communicating and coordinating with the main group.

The ACO's membership requirements must not permit discrimination on any basis proscribed by SPCUG's bylaws.

The ACO's bylaws must provide for at least three elected officers. All elected officers must be members in good standing of SPCUG.

The affiliation between an ACO and SPCUG may be dissolved at any time by action of the Steering Committee or by request of the ACO.

Membership Requirements

All meetings of recognized ACOs shall be open to all members in good standing of SPCUG, provided that any per-meeting fees charged to ACO members may also be required of SPCUG members.

Events and Publicity

ACOs establish their own calendar of events, but are expected to keep SPCUG's calendar coordinator apprised of their schedule. ACOs are eligible to have meetings listed in ***Sacra Blue***, the Web site, and the slide show shown at the SPCUG's main meetings and other SPCUG-sponsored events. However, Chapter and SIG announcements will receive higher priority for space than ACO announcements.

ACOs shall acknowledge their affiliation with SPCUG in all official publications, and shall actively promote SPCUG membership. Information on SPCUG membership (including benefits, dues, main meeting schedules and topics) shall be announced regularly at ACO meetings.

Financial

ACOs are financially independent of SPCUG, and are not required to report or otherwise seek the approval of SPCUG on financial matters.

Sacra Blue

Sacra Blue is the official electronic publication of the Sacramento PC Users Group. It shall be published monthly and generally be available for download each month. All Regular members of SPCUG may download a copy of the electronic edition. A password may be required to download it.

Articles and advertising appearing in **Sacra Blue** are to relate to the group's purpose (namely, the use of personal computers), and be of potential interest to SPCUG members.

The editor-in-chief is granted control over the content, format, and means of production. The editor reports to the Steering Committee and consults with the Steering Committee as may be necessary.

All submissions are subject to editing. Anyone who submits an article to the newsletter is deemed to have agreed to its editing.

There is no guarantee that all submissions will be used. Preference is given to materials that are received on time and require a minimum of editing. Priority is given to materials submitted by SPCUG members; other material may be used as deemed necessary by the editors.

Author biographies should be brief and free of overt advertising. *Sample:* "Fred Wilson is President of SquishySoft, a consulting firm specializing in health care. He can be contacted at 555-1234."

If an article or letter is seriously critical of a product, company, or individual, the party will be given an early opportunity to respond, either in the same issue as the criticism or the next immediate issue.

Reviews

Sacra Blue regularly features reviews of software, hardware, and computer-related books. Such reviews provide information to the members about computer products currently on the market.

The editor-in-chief and the editor-in-chief's designees are the only people authorized to receive "review copies" of products from vendors. Members are not permitted to solicit review copies on the newsletter's behalf unless they have the editor-in-chief's express permission. Unauthorized solicitations are potentially damaging to the reputation of the group and its newsletter.

The editors or their designees shall attempt to assure that all qualified and interested members are given opportunities to review products in their fields of interest. Preference shall be given to members who have previously provided timely, well-written reviews.

Authors who receive complimentary products and produce quality (as determined by the editors) reviews of those products may keep the products. Authors who receive complimentary materials are to acknowledge this receipt in their articles.

If a reviewer is unable to provide a review of a product after accepting it, the product is to be returned to the product review editor for review by another member. Members who consistently fail to provide promised reviews will not be given additional material for review.

When a product or service is given a negative review, the vendor will be permitted to respond to specific statements in the review. The vendor's response will be published in the newsletter in a timely fashion, subject to the same editorial and space considerations as regular articles.

The product review editor will be responsible for sending or e-mailing copies of significant reviews of products to the vendors. Authors are expected to provide names and addresses of vendor contacts

Copyright and Reprints

SPCUG grants blanket permission to other non-profit users groups to reprint articles from **Sacra Blue**, provided that the authors and publication are credited.

A copyright notice in the front of **Sacra Blue** covers all submissions. Authors are requested not to include specific copyright notices. The standard copyright notice grants reprint permission to other non-profit users groups. If an individual author does not wish to grant such permission, the editors will

include a line at the end of the article stating, "Permission to reprint withheld by author." However, articles reprinted from other publications are to include the publication's copyright notice if required.

When articles are reprinted from other publications, the editor must ensure that the original source has granted reprint rights. (This is especially important when reprinting from a secondary source.) Reprints are to credit the author and the original publication. A simple credit line might read: Reprinted from <pubname> (<groupname>), <publication date>.

Publications of other users groups are to be sent to the editor-in-chief. After an issue has been reviewed, the editor shall dispose of it in any manner he or she deems suitable. If feasible, other officers or members should be given an opportunity to see publications periodically.

Profit-making organizations may be granted permission to reprint articles and reviews from **Sacra Blue** on a case-by-case basis. The following conditions shall govern such cases:

All reviews must be published in full. If a single article reviews multiple products, the portion pertaining to a single product may be reprinted alone, but only in its entirety.

All reprints shall contain the name of the author, along with the following notice:

"Copyright <year> by the Sacramento PC Users Group, Inc. Reprinted from the <month> <year> issue of **Sacra Blue**, the official monthly newsletter of the Sacramento PC Users Group, Inc. Opinions expressed are those of the individual author(s) and do not represent an official position of, or endorsement by, the Sacramento PC Users Group."

Permission to reprint must be requested in writing, and a copy of any proposed reprint must be submitted to the editor prior to publication.

Commercial Advertising

Advertising in **Sacra Blue** is restricted to products and services that relate to the purposes of the group. The editor may refuse advertising that is off-topic or appears not to be of interest to the group's members.

Rates for commercial advertising shall be established by the Steering Committee. Discounts may be offered for long-term contracts and/or prepayment. Members of SPCUG may advertise at the same rate as non-members. Further discounts shall not be offered to professional advertising agencies; they are to price the ads to their clients including any agency markup.

Copies or tearsheets from issues containing commercial advertising will be sent to the advertisers. The advertising manager shall forward a composite list to the membership chairman in advance of publication, in order that the contact persons may be added to the mailing list and mailed at the most favorable postage rates. If advance copies are not sent, the deputy treasurer for accounts receivable will send tearsheets after publication.

Classified Advertising

Members may submit non-commercial classified ads for computer-related merchandise at no cost, subject to space availability. The editors may establish reasonable restrictions on length, style, and frequency of submissions. Except as noted below, ads of a commercial nature will not be accepted.

Classified ads from non-members will be published only if they are judged to be of exceptional interest to SPCUG members. Examples would include job openings submitted by employers. Employment ads by employment agencies, recruiting firms, consulting shops and other organizations in the business of matching employers and employees will not be considered.

At the editor's discretion, available space in the classified advertisements will be filled with listings for computer-related services of SPCUG volunteers. The editor will establish guidelines for such ads, and will attempt to ensure that qualified members receive equitable treatment.

Eblue

The of ***Sacra Blue*** is augmented by an electronic edition on the Web site called “***eBlue***,” which provides the same or similar content in a web based format. This electronic edition shall be available to all members under the same practice and policies as ***Sacra Blue*** unless other conditions are advisable and approved by the editor of ***Sacra Blue***.

The editor of ***Sacra Blue*** shall appoint an ***eBlue*** editor, subject to approval by the Steering Committee. The ***eBlue*** editor may appoint one or more assistants to help with preparation of the electronic edition. All content appearing on ***eBlue***, however, shall be the responsibility of the ***Sacra Blue*** editor.

The ***eBlue*** editor will coordinate closely with the webmaster to ensure that ***eBlue*** and SPCUG’s Web site provide appropriate links to one another and are harmonious in style. However, the two entities shall be maintained as separate sites so that the webmaster need not be involved in the editorial process.

Web Site

The group shall maintain a Web site at www.sacpcug.org. This site is intended to provide information for SPCUG members and to provide information about SPCUG and its activities to non-members.

The Webmaster is charged with ensuring that the Web site contains complete and timely information, and reflects favorably on the group.

The Webmaster may appoint assistants to help with the day-to-day maintenance of the site. The Webmaster is responsible for interpreting and implementing policies established and approved by the Steering Committee.

Access to some portions of the Web site (notably, portions of ***eBlue***) may be restricted to SPCUG members only.

Discussion Lists

SPCUG maintains two e-mail discussion lists (frequently called listservs) one for officers and one for all members.

The members’ discussion list is intended to inform members of meetings (including last-minute changes), to allow members to comment on issues affecting the group, and to allow members to solicit technical advice from one another. This list is open to all members of SPCUG. Any member may post messages on this list, which are distributed automatically to all members who subscribe to the list.

The officer’s discussion list is intended to foster communication about SPCUG business among the officers and volunteers of SPCUG. Only officers, participating members of the Steering Committee, and active volunteers shall have access to the list.

All elected and appointed officers are expected to subscribe to both discussion lists as a means of maintaining contact between meetings.

A List Manager designated by the Steering Committee will control access to both discussion lists. The List Manager will ensure that all members requesting access to the lists meet the eligibility requirements, and will also attempt to ensure that the lists are kept current.

Topics discussed on the discussion lists are expected to relate to the overall purpose of SPCUG, namely, personal computers and their use. Messages of a commercial nature are inappropriate, as are messages containing offensive or abusive language.

The List Manager may establish reasonable restrictions on length, style, and frequency of messages.

The List Manager will warn members who violate the posting restrictions. Repeated offenses may result in removal from the list(s).

Training Media Library

The Training Media Library is a repository of instructional materials on videotape, cassette tape, CD-ROM, or other media.

Contributions to the Training Media Library are solicited from members who have acquired and used the materials but no longer need them. Donations from companies marketing such materials are also welcome.

Members in good standing may check out materials at general meetings for a period specified by the Training Media Librarian. A cash or check deposit, in an amount determined by the Training Media Librarian, is required to ensure the materials' return.

Archivist/Historian

The Archivist/Historian operates as a deputy of the secretary to collect and maintain archival copies of all paperwork of historical significance to the group.

Items in the archives should include copies of Steering Committee minutes, treasurer's reports, copies of tax returns, contracts, and bank records, along with less important but interesting materials such as articles from the popular press describing SPCUG or its prominent members.

Benefits

The benefits coordinator keeps track of special offers available to SPCUG members, and publishes such offers periodically in ***Sacra Blue***. Officers and members who become aware of special offers are expected to forward that information to the benefits coordinator.

The benefits coordinator may also contact vendors to arrange for new benefits. Newsletters of other users groups often mention publicize offers extended to those groups. Members who receive other groups' newsletters and notice offers not currently known to SPCUG are expected to notify the benefits coordinator.

Only genuine offers not available to the general public will be publicized. The benefits coordinator should attempt to ensure that listed offers are truly available only as a consequence of SPCUG membership.

Volunteer Coordinator

The volunteer coordinator maintains a list of people who have volunteered to serve the club, along with the types of services they are willing to perform, hours of availability, geographic area, etc.

When a need arises, officers notify the volunteer coordinator, who attempts to find a suitable volunteer. Officers are encouraged to consult with the volunteer coordinator before announcing vacancies.

Equipment

The treasurer shall maintain an inventory of equipment owned by SPCUG, and shall be responsible for knowing the location and condition of each piece. An annual inventory listing shall be prepared and distributed to the Steering Committee.

The treasurer shall be responsible for seeing that SPCUG-owned equipment is adequately insured. If the Steering Committee elects to purchase service contracts on certain equipment, the treasurer shall notify the committee when any contracts are due to expire in time to arrange renewals if desired.

SPCUG equipment shall not be used for purposes other than the business of SPCUG. Specifically, equipment shall not be loaned or rented to any other individual or organization without the explicit consent of the Steering Committee.

Some equipment, specifically display panels and projectors, is provided for use by chapters and SIGs. The Steering Committee shall appoint one or more equipment coordinators to monitor the distribution and use of this equipment. The coordinator should always know the location and condition of the equipment for which he or she is responsible. Any member who takes possession of equipment from someone other than the coordinator is expected to advise the coordinator immediately of the change of possession. The person relinquishing the equipment shall advise the recipient and the coordinator of any conditions requiring maintenance or attention, and shall ensure that the recipient is a member of SPCUG.

Recognized chapters and SIGs may borrow and use the projection equipment, subject to demands of other chapters and SIGs. Priority will be given to chapters over SIGs, and to SIGs of SPCUG over SIGs of chapters. Within these categories, preference will be given to the sub-groups reasonably expected to have the greatest number of SPCUG members in attendance. The SIG leader is responsible for arranging to obtain the equipment from the equipment coordinators and returning or forwarding it as directed by the equipment coordinators.

All SPCUG equipment must at all times be in the custody and under the operation of SPCUG members; non-members are not permitted to transport or borrow the equipment.

Funds

All funds received by SPCUG, both cash and checks, go to the treasurer for recording and banking.

Cash turned over to the treasurer must contain a cash form, which identifies the source of the income (e.g., diskette sales, magazine sales, memberships, etc.), the amount, date, and identification of the member handling the funds. The member is to sign the cash form, retain a copy, and turn the form over to the treasurer along with the funds.

The treasurer retains cash forms with the group's permanent accounting records as the original entry documents for SPCUG's accounting system.

If cash is a significant amount and cannot be turned over to the treasurer the day it is received, the member handling the cash should convert it to a cashier's check or money order payable to SPCUG, which is turned over at the earliest opportunity. If the amount of money is a small amount it may be documented in writing and retained by the member until the first opportunity to transfer it with documentation to the treasurer.

SPCUG's funds are maintained in a checking account, and in various interest-bearing instruments. Disbursements of funds require two authorized signatures, neither of which is the payee of the disbursement. The authorized signatures shall be any of the five elected directors, except that in no case shall two members of the same household both be authorized to sign checks.

In an audit of SPCUG's accounting practices conducted in 1991, the auditor recommended that SPCUG adopt a voucher system for payment of payables. This has not been implemented. Rather, we rely on complete documentation from members who incur expenses on behalf of the group. Written documentation must include the name of the vendor and the date and amount of the expenditure, with enough detail to clearly identify the purpose of the expenditure.

The Steering Committee shall appoint one or more members to verify at each meeting that totals reported by the treasurer match amounts reported on bank statements.

Safe Deposit Box

SPCUG maintains a safe deposit box at River City Bank, 900 Howe Avenue. The box number is 24x.

All irreplaceable documents should be kept in the box. Photocopies of such documents should be used for reference to prevent damage or loss of the originals.

The president and the treasurer maintain keys to the box. Any director can access the box's contents.

Expense Reimbursements

The group will reimburse out-of-pocket expenditures incurred on behalf of the group, provided that the Steering Committee determines that the expenditures are reasonable. Members are expected to seek advance approval of any non-routine expenditure, since the group is not obligated to approve reimbursements retroactively.

Requests for reimbursement should be made to the treasurer, and should include documentation to support the reimbursement request. The treasurer may refuse to reimburse undocumented expenses.

Reimbursement requests should be made promptly after incurring the expense. Members who incur expenses on an ongoing basis should submit expense requests in batches covering not more than three months.

Officers should seek to minimize communication charges on behalf of the group. We specifically encourage the use of no-cost e-mail. The group may refuse to reimburse telephone calls of excessive duration, calls made on cellular phones, calls charged to telephone credit cards, and express shipping or fax charges, except in cases where a compelling reason is clearly established.

Telephone calls to be reimbursed must be logged as to date and time of call, contact (person called, company name, phone number), and purpose. Expense documentation should include both telephone company bills detailing long-distance charges, and the phone log that describes the calls. In no case will the group reimburse costs for a member's regular monthly phone service or electronic communications (e.g., ISP charges).

Officers who travel on behalf of the group to out-of-town conferences may request partial reimbursement of travel expenses. All such trips must be authorized in advance by the Steering Committee, which will judge whether the trip will clearly benefit the group as a whole. If so, they may vote to reimburse up to half of the officer's out-of-pocket travel expenses. The officer making the trip is expected to pay the remaining portion, as well as any other expenses (lodging, meals, etc.).

Mail

The group's official mailing address shall be posted in each month's Sacra Blue and is posted on the web site. All regular correspondence to the group should be sent to that address. The group may also publish from time to time special addresses for newsletter submissions or other purposes. A street address shall be supplied where necessary for merchandise shipments.

The users group secretary or a designated member will serve as mail coordinator. The mail coordinator or an alternate approved by the Steering Committee shall empty the post office box not less than weekly, and shall open all mail that appears to be of potential urgency.

The mail coordinator shall be authorized to open all mail sent to the group's post office box unless specific addresses specifically request that mail addressed to them not be opened. Mail should be directed to the appropriate officers for processing, regardless of how it may be addressed.

When mail of time value arrives, the mail coordinator shall notify the appropriate parties immediately. Other mail may be distributed at general and Steering Committee meetings as appropriate.

At the mail coordinator's discretion, bulk mail or other items that are not pertinent to the activities of SPCUG may be discarded.

Telephone

The group provides a telephone answering system to offer information about the group to members and the general public.

The Phone Line Coordinator is responsible for ensuring that messages on the answering system are up-to-date, and for relaying messages requiring answers to members who can supply them.

One or more assistants may be designated by the Steering Committee to ensure that messages left on the system receive timely responses.

Membership List

The roster of group members shall not be distributed for any reason to outside organizations (aside from the mailing service designated to mail materials on behalf of the group). Within the group, information shall be distributed on a strict need-to-know basis.

Address lists are not disclosed to any except the membership chairman and the president. An encrypted copy of the list should be transmitted monthly to the treasurer or his designee for purposes of off-site backup. (The BBS chief sysop receives complete lists of names and member numbers without addresses for access verification.)

Every three months, the chapter will be sent the names, addresses, phone numbers, and other pertinent data for members who have requested affiliation with the chapter. Chapter officers who receive this list are honor-bound to maintain the confidentiality of this data with the same care and restrictions as SPCUG officers.

The Steering Committee may approve special mailings to SPCUG's membership list when the information to be sent clearly will interest members and benefit the group's interests. The vendor may not receive the address list directly, but must supply materials to be mailed directly to the mailing service. Generally, a vendor who requests a mailing will be required to pay all associated costs, including printing, mail service, and postage.

When a new chapter is being formed, SPCUG will sponsor a one-time mailing of postal cards to SPCUG members living within the zip codes served by the new chapter.

Trademarks and Logos

The name "Sacra Blue" is a registered trademark of the Sacramento PC Users Group, Inc. The group requires that its trademark be used correctly, and will take steps to ensure that its trademark is protected. Variant spellings and styles are not permitted.

Logos are intended for use on SPCUG letterhead, banners, publications, and other items as may be approved by the Steering Committee.

Logos are service marks of the corporation and may be used by individual members only when acting in an official capacity as an officer or in some other officially delegated position on behalf of SPCUG, and only as prescribed elsewhere in this section.

Logos may be used by officers, SIG leaders, etc. on letterheads or business cards identifying the members and their positions within the group. Items bearing the logo are to be used only in the conduct of user group business. Such items must not indicate the member's affiliation with any other

organization. (For example, a member may not use the SPCUG logo on a business card for a consulting practice.)

SPCUG will maintain the official version of the logo and will supply it as needed in various camera-ready or machine-readable formats. Members are required to use only the official versions and not to create derivatives or alternate versions.

Scholarships

SPCUG offers scholarships for graduating seniors from Sacramento-area high schools who have demonstrated an interest and ability in the use of personal computers, and who have a sincere interest in completing a college education. The number and dollar amount of scholarships are determined annually by the Steering Committee.

The Steering Committee will appoint a scholarship committee, which will designate schools from which recipients are to be chosen. Selection of specific individuals will be performed by the schools' counselors and computer instructors, who will base their decisions on the students' knowledge of personal computers or their growth in knowledge while attending school. Preference will be given to students who are in financial need.

The scholarship chairman, with the approval of the Steering Committee, shall determine the application requirements and selection criteria.

All scholarship recipients also receive honorary one-year memberships in SPCUG. Recipients are encouraged to visit an SPCUG meeting to be recognized for their achievements.

To become eligible for payment, recipients must submit proof of registration for the first semester after graduation from high school.