

BY-LAWS
of the
SOUTHERN NEW ENGLAND NETWORK USERS GROUP

ARTICLE I – NAME, ORGANIZATION, PURPOSE

- 1.1 The name of this organization is SOUTHERN NEW ENGLAND NETWORK USERS GROUP, hereinafter referred to as SNENUG.
- 1.2 The purpose of this organization is to foster the exchange of ideas and experiences related to computer networking among its members.
- 1.3 SNENUG was founded on July 7, 1993 as, and remains, a chapter of Novell Users International (NUI)
- 1.4 SNENUG also functions as a Microsoft Users Group.

ARTICLE II - MEMBERSHIP

- 2.1 Membership is open to anyone who has an interest in networking
- 2.2 Class of members:
 - 2.2.1 Auxiliary Member – participates in listserv and/or occasional monthly meeting but does not meet the requirements for Active Member or Senior Member status
 - 2.2.2 Active Member – attends at least 50% of regular monthly meetings in the previous 12 month period
 - 2.2.3 Senior Member – has been an Active Member for five consecutive years.
- 2.3 A person who desires to become a member must make a request to the Secretary and provide whatever information the Secretary deems necessary to process the application for Auxiliary membership
- 2.4 Auxiliary members are not eligible for elective office.
- 2.5 Membership may be revoked by 2/3 vote of Executive Board for any infraction that brings discredit to SNENUG.

ARTICLE III – MEETINGS

- 3.1 A regular meeting shall be held each calendar month at 7:00 pm on the third Wednesday of the month.
- 3.2 The place of the meetings shall be as directed by the Executive Board.
- 3.3 The Executive Board shall insure that the day, time, and place of the regular monthly meeting remain the same from month to month.
 - 3.3.1 However, if unforeseen circumstances make it impossible to comply with section 3.2, the President, with due notice to all SNENUG

- members, may set another day and time for the regular meeting in any specified month.
- 3.4 Special meetings shall be held at the direction of the Executive Board
 - 3.5 Unless otherwise provided in these By-Laws, all business of SNENUG shall be conducted at meetings in accordance with Robert's Rules of Order, as last revised.

ARTICLE IV – OFFICERS OF SNENUG

- 4.1 Elected Officers of SNENUG are as follows: President, Vice President, Secretary, and Treasurer. The Executive Board is composed of these four elected officers, President, Vice President, Secretary and Treasurer, plus two (2) At-Large members appointed by the President and approved by the membership.
- 4.2 Staff Officers of SNENUG include, but are not limited to, Community Service Officer, Librarian and Web Master. Staff Officers are appointed by the President; the Executive Board may revoke the appointment of a staff officer at any time.
- 4.3 Duties of Elected Officers:
 - 4.3.1 President
 - 4.3.1.1 Is charged with the general overall supervision, development, and strengthening of all phases of SNENUG activity.
 - 4.3.1.2 Shall preside at all meetings of SNENUG, when present.
 - 4.3.1.3 Shall represent SNENUG and act for it in all matters of business which do not require action by vote of SNENUG Members and which require prompt summary action.
 - 4.3.1.4 Shall appoint such staff officers as he/she sees fit to accomplish and further the mission of SNENUG
 - 4.3.1.5 Shall provide meeting presentation slides to Web master for posting in a timely manner.
 - 4.3.1.6 Shall coordinate, arrange, and schedule speakers for the regular monthly meetings with a goal of maintaining a schedule three or four months in advance.
 - 4.3.1 Vice President
 - 4.3.1.1 Shall work with and support the President in all phases of SNENUG activity as may be requested by the President
 - 4.3.1.2 Shall preside at all meetings of SNENUG at which the President is not present and at any time the President may designate
 - 4.3.1.3 During the absence, incapacity, or resignation of the President, and when specifically requested by the latter, may represent SNENUG and act for it in all matters of business which do not require action by vote of SNENUG Members and which require prompt summary action.

- 4.3.2 Secretary
 - 4.3.2.1 Shall maintain a list of all members to include their membership class and dates each class attained.
 - 4.3.2.2 Shall take attendance at all meetings
 - 4.3.2.3 Shall take minutes at all meetings and keep a permanent record of all meeting minutes, including attendance.
 - 4.3.2.4 Shall post meeting minutes as quickly as possible on the SNENUG listserv and/or provide them to the Web master for posting.
- 4.3.3 Treasurer
 - 4.3.3.1 Is custodian of all SNENUG funds
 - 4.3.3.2 Additional duties as may be prescribed by the Executive Board
- 4.4 Duties of Staff Officers
 - 4.4.1 Community Service Officer
 - 4.4.1.1 Surveys the community to identify networking project needs of non-profit organizations who could benefit from the efforts of SNENUG volunteers and who could not otherwise afford to pay for such services.
 - 4.4.1.2 Coordinates the efforts of SNENUG volunteers in all identified community service projects.
 - 4.4.2 Librarian
 - 4.4.2.1 Is custodian of all books, CDs, DVDs, and other printed and electronic media that is the property of SNENUG.
 - 4.4.2.2 Maintains a list of all available resources and manages the check in/checkout of such resources to members on a monthly basis.
 - 4.4.3 Web master
 - 4.4.3.1 Maintains the SNENUG web site, insuring that all material on the site is timely and up to date
 - 4.4.4 Additional positions and duties
 - 4.4.4.1 The Executive Board shall detail the responsibilities and expectations of all staff officer positions at the time of appointment.

ARTICLE V REQUIREMENTS FOR ELECTIVE OFFICE

- 5.1 President
 - 5.1.1 Must have been an Active or Senior Member in good standing for three consecutive years immediately preceding the election.
- 5.2 Vice President
 - 5.2.1 Must have been an Active or Senior Member in good standing for two consecutive years immediately preceding the election
- 5.3 Secretary
 - 5.3.1 Must have been an Active or Senior Member in good standing for two consecutive years immediately preceding the election

- 5.4 Treasurer
 - 5.4.1 Must have been an Active or Senior Member in good standing for one year immediately preceding the election
- 5.5 Term Limits
 - 5.5.1 President: The President may serve four consecutive one-year terms of office; may not be a candidate for the next consecutive year.
 - 5.5.2 Vice President: The Vice President may serve four consecutive one year terms of office; may not be a candidate for the next consecutive year.
 - 5.5.3 Secretary: The Secretary may serve four consecutive one-year terms of office; may not be a candidate for the next consecutive year.
 - 5.5.4 Treasurer: The Treasurer may serve four consecutive one-year terms of office; may not be a candidate for the next consecutive year.
 - 5.5.5 Any elected officer who is prevented from seeking an additional one year term of office by these limits may be a candidate for the same office after not holding that office for a period of one year. If then elected to the same office after a one year or more absence from that office, the above term limits apply anew.
 - 5.5.6 These term limits may be waived by a majority vote of the eligible voting members at the time of the election only if there are no other candidates for the particular office, in which case the current office holder may seek an additional one-year term of office.
- 5.6 Removal from Office
 - 5.6.1 A duly enacted motion to remove an officeholder must be approved by a 2/3 vote of the voting members and referred to the Executive Board for disposition.
 - 5.6.2 The Executive Board will review the motion and the facts and render its decision, within 14 days, of whether to approve or deny the motion. The decision of the Executive Board shall be final.

ARTICLE VI – VOTING

- 6.1 Each qualified Active or Senior Member, as defined above in section 2.2, if present, shall have one vote
- 6.2 Proxy voting shall not be permitted
- 6.3 Fifteen (15) of the eligible voting members of SNENUG shall constitute a quorum for the transaction of business at any regular or special meeting of SNENUG, and the action of the majority of those present at the meeting, at which a quorum is present, shall be the act of SNENUG, unless a greater number than a majority is required by these By-Laws.
- 6.4 Voting shall normally be by voice unless otherwise provided in these By-Laws.

ARTICLE VII – ELECTION OF OFFICERS

- 7.1 The election of officers for the ensuing year shall be held at the regular meeting in the month of November. All candidates for elective office shall meet the requirements as outlined in Article V.
- 7.2 The Executive Board shall appoint a Nominating Committee at or before the regular meeting in the month of September of each year. Any member wishing to be a candidate for elective office for the ensuing year shall submit their request to this committee. The Nominating Committee will verify that the candidates meet the requirements for the office sought and are willing to serve if elected. All qualified candidates will be nominated.
- 7.3 The Nominating Committee will report its nominations at the regular SNENUG meeting in the month of October.
- 7.4 After nominations have been made by the committee, the President will inquire and accept additional nominations from the floor. All nominations will be accompanied by a statement of acceptance by the nominee. Nominations will then be closed.
- 7.5 There will be no nominations made or accepted at the time of the annual election. This provision will be waived for a particular office only if there are no nominations for the particular office at the time of the election.
- 7.6 The election of officers will be by written ballot unless only one member is nominated to an elective office, in which event the Secretary may be directed by voice vote to cast a unanimous ballot in behalf of the members.
- 7.7 The presiding officer for the elections will be the Secretary, provided that he/she is not a candidate for elective office in a contested race. If the Secretary is a candidate a presiding officer will be selected using the following list of officials. The presiding officer shall be the closest official to the top of the list who is not in a contested race.
- President
 - Vice-President
 - Treasurer
 - Member at large
- 7.8 The presiding officer shall select two non-candidate election tellers to tally the vote under the presiding officer's supervision.
- 7.9 If there are more than two candidates and no majority is achieved on the ballot, the candidate polling the fewest votes will be eliminated and the vote for that specific office will be taken again. This process will be continued on subsequent ballots until a candidate achieves a majority or there are two candidates remaining.
- 7.10 In the event that a tie vote between two candidates should prevail on a ballot for a specific office, the following procedure will be implemented:
- 7.10.1 The Presiding officer will randomly select a ballot from the box; the name checked off on that ballot for the office in question will be declared the winner. If that particular ballot did not vote for the office in question, subsequent ballots will be pulled until a ballot is pulled that has a candidate checked for that office.

- 7.11 The elected officers will begin their term as of January 1st (approximately 6 weeks after the election) and serve until December 31st.
- 7.12 Should an officer resign their position during their term, a qualified member will be appointed by a majority of the Executive Board to serve until the next election

ARTICLE VIII – FINANCES

- 8.1 There are no membership dues or assessments. It is the intent that SNENUG remain free and open to all.

ARTICLE IX - COMMITTEES

- 9.1 Nominating Committee – The appointment and duties of this committee are detailed in Article VII.
 - 9.1.1 SNENUG members may direct the President to dispense with the appointment of a Nominating Committee in a specific year. This is possible by a motion duly enacted by majority vote of the SNENUG voting members. If motion is successful, all nominations to fill elective office for the ensuing year shall be made from the floor.
- 9.2 Standing Committee – By definition, will be any created committee that the Executive Board feels should become a permanent committee within SNENUG. Will be presented by the Executive Board and will be approved by the full membership.
- 9.3 Ad hoc (or Special) Committees – Shall be appointed by the Executive Board, which will outline the committee’s objectives and present them to the full membership.
 - 9.3.1 The total number of members will be determined as needed. If needed, a chairperson will be determined by the committee membership. Individuals may be appointed as a one-person committee if desired.
- 9.4 By-Laws Committee – Will be appointed by the Executive Board, when necessary, to review current By-Laws and determine if changes are necessary. Any interested member can submit their concerns and/or suggestions to this committee for consideration. This committee, after careful review, will report their findings and any suggested amendments to the President in writing.

ARTICLE X – AMENDMENTS

- 10.1 Suggested amendments will be submitted to the President in writing from the By-Laws Committee. The President will read the suggested

- amendments at two consecutive regular meetings, as well as email them to the list serve.
- 10.2 After the suggested amendments have been read at the first meeting, members will be given notice that a vote on By-Laws amendments will occur at the next meeting.
 - 10.3 At the second consecutive meeting, the By-Laws may be amended by an affirmative vote of two-thirds of the SNENUG voting members present.
 - 10.4 All By-Laws shall take effect upon passage.

ARTICLE XI – EFFECTIVE DATE & INTERIM REQUIREMENTS

- 11.1 These By-Laws shall become effective on January 1, 2005.
- 11.2 The requirements for elective office, Article V, are superseded by the following only for the indicated offices and time period :
 - 11.2.1 For elections held in November 2005 for office in 2006, candidates for President, Vice President, and Secretary must have been an Active or Senior Member in good standing for one year immediately preceding the election.
 - 11.2.2 For elections held in November 2006 for office in 2007, candidates for President must have been an Active or Senior Member in good standing for two consecutive years immediately preceding the election.
 - 11.2.3 This section, 11.2, shall expire in total on December 31, 2006.

APPROVAL

These By-Laws have been submitted by the By-Laws Committee to the SNENUG membership for approval, and adopted by a majority of same on October 22, 2004.

Mark Pezza, President

John Capobianco, Vice President
Chairman, By-Laws Committee