

HP 3000 USER'S GROUP BYLAWS

SYSTEM 3000 USER'S GROUP BY-LAWS

ARTICLE I. PURPOSE

The System 3000 User's Group is an organization formed by individuals interested in the operation and enhancement of the Hewlett Packard System 3000. The principal areas of concern are:

1. Communication of information between users.
2. Development and exchange of System 3000 techniques.
3. Monitor and comment on design and development of S/3000 hardware, software, documentation, and procedures.
4. Forum for user-user and user-HP dialog.

ARTICLE II. MEMBERSHIP

1. Membership is open to any individual interested in the general purposes of the Group expressed in Article I.
2. There are two membership categories, full member representing a particular S/3000 site and associate member for any interested person.
3. Voting privileges provide each full member with one vote; Hewlett Packard personnel do not have voting privileges, except for one Hewlett Packard representative to the Board of Directors.
4. Membership fees are levied by the Board of Directors as required.
5. Membership is defined further in Article III, 8.

ARTICLE III. ORGANIZATIONAL STRUCTURE

The committees form the working entities of the User's Group. The basic structure of the User's Group consists of a Board of Directors and Executive Committee, Administrative Staff, Planning Committee, Technical Committees, Project Committee, and General Membership. All officers and committee chairmen are full members of the User's Group.

1. Board of Directors

The Board of Directors provides the policies for direction of the User's Group and consists of the User's Group President, Vice President, Secretary, and Treasurer; Planning Committee Chairman; one Technical Committee Chairman; one Special Interest Group Committee Chairman;

Project Committee Chairman; Member at Large; and Hewlett Packard representative. The User's Group President shall be the Chairman of the Board. Each member has one vote. All members of the Board are officers of the User's Group.

Responsibilities:

- a. Specify User's Group policy
- b. Determine financial resources and allocate all expenditures of funds. Any single expenditure decision may be over-ridden by 2/3 majority of the voting membership.
- c. Recommend membership and fees for approval by a majority of the voting membership.

The term of office of board members is defined by their representative office. The Member-at-Large is elected by the membership for a term of one year.

The Board of Directors shall meet at least once a year to conduct its business, not during the General Meeting.

2. Executive Committee

The Executive Committee provides the management for the User's Group and consists of four elected members and one member appointed by the President for a term of one year. The four elected committee members are:

President
Vice President
Secretary
Treasurer

Each elected committee member serves a term of two years and are elected at one time. The date of elections shall be specified by the Board of Directors.

Responsibilities of this committee are as follows:

- a. Direct and maintain all operations of the User's Group.
- b. Conduct all business of the User's Group.
- c. Represent the User's Group and act as liaison to Hewlett Packard Corp.
- d. Perform the function of any non-designated committee.
- e. Designate committees to perform a particular function.
- f. Maintain communication with all User's Group members.

- g. Make arrangements for meetings.
- h. Maintain and distribute a current membership list and enroll new members.
- i. When necessary, set fees for meeting registration and distribution of printed information.
- j. Carry out any other administrative function as designated by the User's Group.
- k. The Executive Committee is responsible to the Board of Directors.
- l. The President shall act as Chairman of this committee.
- m. The Vice President shall serve in the absence of the President and perform other duties as directed by the President.
- n. The Secretary shall maintain all non-financial records of the User's Group, make proper correspondence, and direct mailings.
- o. The Treasurer shall maintain all financial records and administrate collection and dispersement of all monies.
- p. The appointed member of the committee shall perform such functions as designated by the President.

The Executive Committee shall meet at least once a year to conduct its business, not during the General Meeting.

3. Staff

The Staff consists of a set of personnel chosen by the President and confirmed by the Board of Directors. Their responsibilities are to perform clerical functions supporting the Board of Directors and Executive Committee. One Staff member shall be available during the normal working hours on every working day of the year. The staff members serve an indefinite term.

†Suggestions are made by Hewlett Packard since they are extensively involved in this activity.

4. Planning Committee

The Planning Committee provides detailed plans for meetings, User's Group operations, and direction of the User's Group. Specific areas of planning are designed by the Executive Committee. The Planning Committee is formed and dissolved as required by the Board of Directors.

5. Technical Committees

The Technical Committees are formed and dissolved as required by the Board of Directors to monitor, comment on, and handle information for specific S/3000 technical/operational/functional areas. Each Committee Chairman is appointed by the President for a term not to exceed two successive years. An administrative chairman over all technical committees may be appointed by the Executive Committee as required.

The Chairman may appoint, or optionally the members interested in the technical area may elect, as many members as required to administrate the committee's activity. Meetings and operational procedures are defined by each committee.

The responsibilities of each technical committee is to collect, disseminate, and act as a repository for information pertaining to their specific technical area. This committee is expected to

- a) Keep the President and User's Group membership appraised of developments, techniques, documents, and other information in each technical area.
- b) Maintain liaison with appropriate Hewlett Packard personnel.
- c) Generate appropriate documentation for the specific technical area.
- d) Promote System 3000 improvement for the particular area.
- e) Handle user problems and complaints regarding the S/3000 technical area where appropriate.

6. Special Interest Committees

The special interest committees are formed and dissolved as required by the Board of Directors to monitor, comment on, and handle information for specific areas of user interest. Each committee chairman is appointed by the President for a term not to exceed two successive years. An administrative chairman over all special interest committees may be appointed by the Executive Committee as required.

The Chairman may appoint, or optionally the members interested in the technical area may elect, as many members as required to administrate the committee's activity. Meetings and operational procedures are defined by each committee.

The responsibilities of each special interest committee is to collect, disseminate, and act as a repository for information pertaining to the specific special interest. This committee is expected to:

- a. Keep the President and Users concerned with each area of special interest apprised of developments, techniques, documentation, and other information for each area of special interest.
- b. Maintain liaison with the appropriate Hewlett Packard personnel.
- c. Generate appropriate documentation for the specific special interest.
- d. Promote improvement in each area of special interest.
- e. Handle user problems and complaints regarding the area of special interest where appropriate.

7. Project Committee

The Project Committee is formed and dissolved as required by the Board of Directors to administrate and execute special User's Group efforts aimed at arriving at a particular conclusion or solving a particular problem. A committee chairman is appointed by the President for a term not to exceed two years.

The Chairman may appoint specific members to head particular projects, meetings, operational procedures, and activities to be defined by the committee.

The responsibilities of this committee are to perform the designated project task and produce a final report.

8. General Membership

The General Membership shall consist of all full and associate members, including interested Hewlett Packard personnel. Membership may be requested at any time and renewed annually on a date specified by the Board of Directors. Any member may choose to support one or more technical or special interest committees.

Each member is encouraged to:

- a. Contribute a nominal effort towards the support of the User's Group.
- b. Contribute programs, techniques, documentation, and subsystem designs for the benefit of the group.
- c. Promote the enhancement of the S/3000 and the User's Group.
- d. Provide constructive criticism of the S/3000 and User's Group.
- e. Contribute a limited manpower and computer time in support of the User's Group.
- f. Join a committee effort.

A member of the User's Group acting in such a manner so as to extremely degrade the User's Group or System 3000 may be barred from User Group membership upon recommendation by the Executive Committee, approval by the Board of Directors, and two-thirds majority vote of the voting membership.

ARTICLE IV. MEETINGS

A general meeting of the User's Group membership shall be held annually. The purpose of this meeting will be to:

1. Conduct User's Group business; unless otherwise specified, parliamentary procedures are to be followed and Roberts Rules of Order shall prevail. Voting on items of official business[†] shall be conducted by mail.
2. Present the status and comments from each committee.
3. Entertain Hewlett Packard's remarks on the System 3000.
4. Engage in workshop sessions when necessary.
5. Provide for Technical, Special Interest, Planning, and Project Committee meetings as required.

[†]Official business shall consist of officer elections, levying of fees, ammendments to By-Laws, and other items as designated by the Board of Directors.

6. Entertain any special presentations.
7. Entertain other vendor products applicable to the System 3000.

A member of the Board of Directors shall act as Chairman of the meeting as designated by the President.

ARTICLE IV. AMENDMENTS

1. Amendments to these By-Laws must be submitted in writing to the Executive Committee at least 90 days before a regularly-scheduled User's Group meeting. The Board of Directors will transmit the proposed amendment to the membership with the notice for the next meeting.
2. A proposed amendment shall become a part of these By-Laws upon approval of two-thirds of the eligible voters in attendance at a meeting.
3. These By-Laws shall become effective upon approval of two-thirds of the membership present at the June 1974 meeting.