

# **SRB Users' Group – Bylaws**

## **As of November 2015**

1. AIMS AND OBJECTIVES
  - 1.1. To maintain a structured group for the benefit of all organizations using software.
  - 1.2. To support and assist all members of the Users Group in the use of SRB software, through active participation in the annual Special Interest Groups (SIG) meetings and conference.
  - 1.3. To ensure that the full extent of services available from SRB is widely recognized, understood, and utilized within the Users Group.
  - 1.4. To promote and maintain a high standard of professional conduct among the group and when dealing with SRB.
  - 1.5. To provide a forum in which users of the SRB products can meet and discuss issues of mutual concern.
  - 1.6. To promote activities that increase communication among members and between members and SRB.
  - 1.7. To provide suggestions for enhancements.
  
2. MEMBERSHIP AND CONFERENCE FEES
  - 2.1. Membership in the Users' Group is open to all organizations that use SRB software.
  - 2.2. Membership and conference fees shall be established by resolution at the annual general meeting of the group. If necessary, membership and conference fee increases of up to 10% of the current fee may be approved by a simple majority of the Executive at an executive meeting. Membership and conference fee increases greater than 10% of the current fee must be approved by a simple majority of the Group at the annual general meeting.
  - 2.3. Membership fees shall be used in accordance with the by-laws provided in this document.
  - 2.4. Organizations with active memberships are entitled to:
    - 2.4.1. Appoint one person from their organization as a voting member of the group for the purposes of constitutional changes and election of officers;
    - 2.4.2. Waiving of the conference registration fee for any members of their organization that are serving on the executive in the capacity of either the President, Vice President, Past President, Conference Host Chair, Secretary-Treasurer, SIG Chairs, and Conference Venue Coordinator;
    - 2.4.3. Waiving of half the conference registration fee for any members of their organization that are serving on the executive in the capacity of SIG Co-Chairs.
  
3. SPECIAL INTEREST GROUPS (SIG)
  - 3.1. Five Special Interest Groups will form the basis of the organization.
    - 3.1.1. Finance
    - 3.1.2. Payroll
    - 3.1.3. Materials Management Group (MMG)
    - 3.1.4. Management Information Systems (MIS)
    - 3.1.5. Human Resources

3.2. Additional Special Interest Groups may be created by a simple majority vote at the annual general meeting.

#### 4. STRUCTURE

4.1. The Executive shall consist of:

- 4.1.1. President (2 year term)
- 4.1.2. Vice President (2 year term)
- 4.1.3. Past President (ex-officio – 1 year term)
- 4.1.4. Secretary-Treasurer (2 year term)
- 4.1.5. Chairperson of the Special Interest Groups (2 year term)
- 4.1.6. Conference Host Chairperson (1 year term)
- 4.1.7. Co-Chairperson of the Special Interest Group (non-voting)
- 4.1.8. Conference Venue Coordinator
- 4.1.9. SRB AtrieveERP Liaison (non-voting)

#### 5. DUTIES OF THE EXECUTIVE AND SIG CO-CHAIRPERSON

5.1. President

- 5.1.1. Direct the business of the group;
- 5.1.2. Call meetings of the Executive and provide agenda;
- 5.1.3. Preside at all meetings of the Executive;
- 5.1.4. Organize and Chair the Annual General Meeting;
- 5.1.5. Ensure that proper election procedures are followed as described in the Constitution;
- 5.1.6. Correspond with SRB on behalf of the Group.

5.2. Vice President

- 5.2.1. Attend the annual meeting of the Executive and the Group;
- 5.2.2. Act in the President's place when necessary.
- 5.2.3. Chair the conference New Users Orientation.

5.3. Past President

- 5.3.1. Advise the new President on role and responsibility if required.

5.4. Secretary-Treasurer (2 year term)

- 5.4.1. Responsible for conference minutes and maintaining conference manual and constitution;
- 5.4.2. Takes the minutes at the Executive Meeting and the Annual General Meeting and distributes these as soon as possible after the meeting;
- 5.4.3. Maintain the Special Interest Groups (SIG) meeting minutes;
- 5.4.4. Collect Membership Fees annually;
- 5.4.5. Work with Conference Chairperson to finance the annual conference;
- 5.4.6. Maintain the primary User Group bank account;
- 5.4.7. Act as a signing officer for the Group;
  - 5.4.7.1.1. Is a voting member of the Executive;
  - 5.4.7.1.2. Prepares the Financial Statements.

5.5. Special Interest Group (SIG) Chairpersons

- 5.5.1. Chair the SIG meetings at each conference;
- 5.5.2. Collect information from SIG members regarding enhancement requests;
- 5.5.3. Prepare the enhancement request document for the SIG;

- 5.5.4. Send the enhancement requests to the President as soon as possible after the annual conference;
- 5.5.5. Function as active contributing members of the Executive;
- 5.5.6. Assist the President in developing the conference agenda.
- 5.6. Special Interest Group (SIG) Co-Chairpersons
  - 5.6.1. Assist the SIG Chairperson in developing the conference agenda;
  - 5.6.2. Assume the duties of the SIG Chairperson in their absence.
- 5.7. Conference Host Chairperson
  - 5.7.1. Organize, call and chair meetings of the local (host site) members and/or Executive membership to determine conference accommodations and details;
  - 5.7.2. Set the annual conference agenda in consultation with SIG Chairpersons and the President;
  - 5.7.3. Ensure mail-outs to membership occur informing of the conference plans/agenda, and conference fees;
  - 5.7.4. Liaise with SRB and sponsors of the conference;
  - 5.7.5. Attend the Annual General Meeting of the Executive and Group.
- 5.8. Conference Venue Coordinator
  - 5.8.1. Assist Conference Host Chairperson;
  - 5.8.2. Secure conference venues.

## 6. ELECTION OF OFFICERS

- 6.1. Nominations for the executive positions of President and Vice President will be accepted at or before the Annual General Meeting from any member of the group. Nominations given before the meeting must be submitted in writing and signed by representatives of two member organizations. The Secretary-Treasurer and Conference Host Chairperson are to be appointed to members of the next hosting site and are to be chosen at the Annual General Meeting.
- 6.2. The SIG Chairperson and SIG Co-Chairperson will be elected at the SIG Meetings.
- 6.3. Resigning
  - 6.3.1. Members of the Executive and SIG Co-Chairpersons who find they are unable to complete their term of office may submit a letter of resignation to the President of the Group. This resignation shall become effective upon its acceptance by the Executive.
- 6.4. Replacement of Executive members who have resigned:
  - 6.4.1. The Executive officers may appoint a replacement for the remainder of the term for any members or members of the Executive or SIG Co-Chairpersons who resign before their term of office is complete.
- 6.5. The term of office of each Executive member will be two years exception of Past President and Conference Host Chairperson, which will be one year in length. These terms are not to expire until completion of the voting procedures, including tallying and distribution of same to membership and Total Solutions Computing.

## 7. BYLAWS

- 7.1. A majority of the Executive shall constitute a quorum at any meeting of the Executive provided the President or Secretary-Treasurer is present;
- 7.2. Notice of Annual and other General Meetings shall be given in writing to the membership at least thirty days prior to the meeting.

- 7.3. Those present shall constitute a quorum at any general meeting of the membership, providing such meeting has been duly called in accordance with this constitution and its bylaws and a majority of the Executive present;
- 7.4. The President shall preside at all meetings of the membership and of the Executive and shall oversee the activity of the Group;
- 7.5. The Secretary-Treasurer shall maintain the financial records of the Group and shall be responsible for all monies of the Group. The Secretary-Treasurer shall submit a financial report at each Executive meeting and the Annual General Meeting;
- 7.6. The Secretary-Treasurer shall record the minutes at all meetings, attend to correspondence relating to notice of meetings and other correspondence as directed by the President;
- 7.7. The functions of the Executive shall be to recommend policies and programs for consideration by the members and to execute the responsibility of the administration of the affairs of the Group;
- 7.8. Members of the Executive may submit invoices to the Secretary-Treasurer for expenses incurred in carrying out their duties. These expenses would include such things as long distance telephone calls, office supplies, and mailing costs. Expenses for travel, meals and accommodations will not be reimbursed without the explicit approval of the Executive;
- 7.9. Each member organization is allowed 1 (one) vote on any motions made at the annual general meetings, including the election officers and changes to the constitution and bylaws;
- 7.10. The President shall arrange to have a conference and special interest group meetings organized annually.

## 8. DISSOLUTION OF THE GROUP

- 8.1. On dissolution of the Group, its property and assets, after payment of all liabilities, will be donated for such charitable, benevolent or educational purposes as may be decided by the Group in a general meeting.

## 9. AMENDMENTS

- 9.1. The Constitution and bylaws may be amended by a simple majority vote any annual meeting. Only one (1) vote will be allowed per member organization. No voting by proxy shall be permitted. Any amendments to the Constitution or bylaws must be submitted in writing to the President three (3) months prior to the Annual General Meeting.