



The Bylaws of the South Central Arc User Group (SCAUG)

Revised & Adopted: July 23, 2013 / June 28, 2019



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Article I. Mission Statement

The purpose of the SCAUG is to act as an independent professional forum that promotes the sharing and exchange of ideas, information and techniques concerning the utilization of Environmental Systems Research Institute (Esri) software throughout the public, private and educational sectors among GIS professionals and other interested individuals specifically in the States of Oklahoma, Texas, Louisiana, and, Mississippi.

In an effort to carry out this mission SCAUG shall:

- Facilitate the professional interaction between GIS users in the region.
- Foster training and professional enrichment opportunities for the GIS users in the region.
- Independently facilitate and cooperate directly with the San Antonio Esri Regional Headquarters of Esri to share resources for the greater good of the GIS profession in the corresponding regions.
- Promote and foster the growth of the geospatial information and technologies profession.

While SCAUG works closely with Esri SCAUG is not directly affiliated with Esri. Esri did not create SCAUG and does not in any way fund SCAUG. SCAUG has always been entirely supported by GIS professionals in the region that volunteer to run, organize, and host events. Any and all users of the Esri software in the region are welcomed and encouraged to participate in the groups activities and while the SCAUG focuses specifically on Esri software, it welcomes all who are interested in GIS technology.

Article II. Official Business Location

The official business location of SCAUG will be the address in the SCAUG region as agreed upon by the current Executive Board. This address logically will be the address of the active Treasurer unless otherwise assigned.

SCAUG may change the principal office from one location to another within the SCAUG region by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

Treasurer	Address	Initial Date
James Allen	P.O. Box 96 Ardmore, OK 73401	April 8, 2011
Garri Grossi		
Van Walker		

Article III. Membership

Section 3.01 Qualifications

The principal criterion of eligibility for membership shall be a mature and deep interest in the field of geographic information systems. Any person with such an interest and in agreement with the objectives of SCAUG may be proposed for membership by submitting a membership application form.

Section 3.02 Classification

- (a) **Standard** - Open to all individuals who are interested in geospatial information and technology and who are willing to pay annual individual membership dues to the SCAUG.
- (b) **Student** - Open to all part-time and full-time students who meet all of the following criteria:
 - Enrolled at an accredited institution
 - Not working full time in geospatial or other related field
 - Interested in geospatial information and technology
 - Willing to pay annual individual membership dues to SCAUG

Section 3.03 Dues and Fees

- (a) Dues and benefits for all categories of membership shall be determined by the Board annually and defined in the Procedures and Policy Manual.
- (b) Nonpayment of dues shall be considered as equivalent to a resignation from the SCAUG.
- (c) All other fees and shall be determined by the Board.
- (d) No discount will be credited to members who have paid for a Standard or Student membership independent of a Complimentary SCAUG membership associated with a conference registration.

Section 3.04 Timeframe

- (a) Standard SCAUG membership is for one full year from the date of paying membership dues as defined in the Policies and Procedures Manual.
- (b) Student SCAUG membership is for one full year from the date of paying membership dues as defined in the Policies and Procedures Manual.
- (c) Complimentary SCAUG membership is offered for those attending the Regional or a State Chapter conference. The membership is valid for the year following the conference the complimentary membership is granted under until the next annual conference (*Approximately 1 year*).

Section 3.05 Rights and Privileges

- (a) Standard SCAUG membership has all the rights and privileges of membership including the right to vote, serve on committees, and hold Board Member positions unless otherwise restricted.
- (b) Student SCAUG membership has all the rights and privileges of membership including the right to vote and serve on committees unless otherwise restricted.

Section 3.06 Membership Suspension / Removal

Any member may have his/her SCAUG membership rights and privileges suspended and/or revoked by a simple majority vote of the Board in the following situations.

- (a) A member makes use of his/her affiliation with SCAUG in a manner considered improper as per the Ethics portion of the existing Bylaws.
- (b) A member conducts themselves in a manner unbecoming the profession at a SCAUG affiliated function.

Article IV. Board Members

Section 4.01 Identification of Board Positions

- (a) The **Board** shall be comprised of the following thirteen (13) Board Members and shall be responsible for managing the affairs of SCAUG. The Board shall also promote SCAUG's mission and purpose. The Board shall have the authority, by simple majority vote, to take such actions as are necessary in order to conduct SCAUG's affairs in accordance with these bylaws.

President, Vice President, Past President, Treasurer, Secretary, Conference Coordinator, Conference Coordinator-Elect, Oklahoma Representative, North Texas Representative, South Texas Representative, Louisiana Representative, Mississippi Representative, and Esri Representative

- (b) The **Executive Board** shall be comprised of the following five (5) Board Members and such Board Members stand as an ex-officio board to all subcommittees unless otherwise exempted in writing.

President, Vice President, Past President, Treasurer, Secretary

Section 4.02 Minimum Qualifications

- (a) The minimum qualification to become a SCAUG Board Member is to have been a member of SCAUG in good standing for a minimum of one year. Additional qualifications are based on individual Board positions requirements.

A Board Member's membership to SCAUG shall remain active throughout the duration of his/her elected or appointed term.

Section 4.03 Individual Board Member Qualifications, Duties, and Successions

- (a) The **President** must have previously served on the Board at least one (1) full term and have been a member of SCAUG for a minimum of two (2) years. The President shall be elected by the SCAUG membership under the process defined in the existing Bylaws. The President shall take office immediately after the conclusion of the annual business meeting. The President shall represent the entire membership and the best interests of the SCAUG and is the official spokesperson and authorized signatory for SCAUG in the matter of contracts, conveyances, and other instruments in writing that may be required or authorized by the Board for the proper and necessary transaction of the business. Furthermore, the President serves as the presiding officer of all SCAUG functions, the Chairman of the Executive Committee, the Chairman of the Board of Directors, and supports, defends, maintains, and ensures the implementation of the policies and programs adopted by the Board and SCAUG membership. Furthermore the President is to appoint chairs of all committees with ratification of the Board. The President may, at his/her discretion, with Executive Board approval assign another active Board Member authority to officially act on the behalf of SCAUG on individual items as necessary. In the event the President is absent or unable to act, the Vice President shall perform the duties and exercise the powers of the President.
- (b) The **Vice President** shall be elected by the SCAUG membership under the process defined in the existing Bylaws. The Vice President shall take office immediately after the conclusion of the annual business meeting. The Vice President shall oversee the Scholarship Program and work directly with the individual State Representatives to promote the Scholarship Program across the entire region. The Vice President works with the Board to determine yearly goals and works toward achieving those goals. The Vice President serves on all SCAUG committees and provides leadership as necessary. The Vice President also acts as the primary successor in the absence of the President or during his/her inability ability to perform the prescribed duties.

- (c) The **Past President** shall serve the Board the year immediately after fulfilling his/her elected Presidential term. In the event the newly elected President is the incumbent, the incumbent Past President shall remain the Past President until a different President is elected. The Past President shall take office immediately after the conclusion of the annual business meeting. The Past President is responsible for administering the annual election for new Board Members under the process defined in the existing Bylaws. In the event the acting Past President is unable to fulfill his/her duties the Board will appoint a qualified individual to fulfill the existing term to be reappointed each year, this appointed position will carry the title of Executive Board Member at Large and carry out the essential functions of the Past President position under the process defined in the existing Bylaws.
- (d) The **Secretary** shall be elected by the SCAUG membership under the process defined in the existing Bylaws. The Secretary shall take office immediately after the conclusion of the annual business meeting. The Secretary shall be the official recording officer of SCAUG and the custodian of its official records. The Secretary shall take and keep accurate records regarding all official business conducted by SCAUG. In the event the Secretary is unable to attend any official business meeting it is his/her responsibility to notify the Executive Board as early as possible and make arrangements for someone to keep official records during his/her absence.
- (e) The **Treasurer** shall be appointed to a two (2) year term by the Board during the first Board Meeting following the annual business meeting. The past Treasurer, newly appointed Treasurer and elected President shall make provisions as soon as possible after the appointment to conduct the necessary legal transfer of financial authority to the newly appointed Treasurer. The new Treasurer will be financially responsible for the financial operations of SCAUG for the remainder of his/her appointment. Responsibilities of the Treasurer shall be to collect all moneys due to SCAUG and pay all bills and fees in a timely manner. The Treasurer shall also be responsible for keeping track of all bank accounts, accounts receivable, accounts payable and other accounting information. This is to include maintaining credit cards and merchant agreements when necessary and completing and filing an annual Income Tax Return for the years the Treasurer is appointed. A formal report of all accounts regarding SCAUG shall be submitted for approval at each meeting. The Treasurer shall provide any additional services concerning the organization finances as requested by the Executive Board. The Past Treasurer will monitor the newly appointed Treasurer for a period of one (1) year to ensure a qualified transition. In the event the Treasurer is unable to fulfill his/her duties the Board will appoint a qualified individual and take the appropriate legal steps to transfer financial operations to a newly appointed Treasurer to fulfill the remainder of the 2 year appointment and carry out the essential functions of the position.
- (f) The **Conference Coordinator** shall have been elected by the SCAUG membership as Conference Coordinator-Elect in the previous year's election or served on the Board under the process defined in the existing Bylaws. The Conference Coordinator shall take office immediately after the conclusion of the annual business meeting. The responsibilities of the Conference Coordinator shall include all the duties required to arrange the annual Regional SCAUG Conference that occur during the term. The annual Regional SCAUG Conference is the primary responsibility of the Conference Coordinator. All research, preparations and arrangements for this conference are the responsibility of the Conference Coordinator. It is the Conference Coordinators responsibility also to present the entire Board with the options regarding conference decisions throughout the conference planning process. With the approval of the Executive Board, the Conference Coordinator may appoint a conference assistant (no voting privileges) and various committees to serve in various ways pertaining to the conference. The Conference Coordinator will be expected to train and utilize the Conference Coordinator-Elect to assist with conference preparations. While the Conference Coordinator is in charge of arranging the conference, the Conference Coordinator does not have the authority to expend or collect funds for the organization without prior approval of the Executive Board. Immediately following the conference, the Conference Coordinator, Conference Coordinator-Elect and Conference Assistant (*if applicable*) of that year shall meet with the Executive Board to review the conference.

During that time the Executive Board will review the attendance, comments and suggestions, membership and financial burden of the conference. Upon acceptance of information requested by the Executive Board, the Executive Board will release the Conference Coordinator and Conference Assistant from his/her conference duties.

- (g) The **Conference Coordinator-Elect** shall be elected by the SCAUG membership under the process defined in the existing Bylaws. The Conference Coordinator-Elect shall take office immediately after the conclusion of the annual business meeting. This position was created in an effort to plan for the conferences a full year in advance and to allow the Conference Coordinator-Elect the opportunity to learn the process of coordinating a large conference. In the first year, the Conference Coordinator-Elect shall include all the duties required to arrange the annual Regional SCAUG Conference that will occur during the following term. In the second year of the term, the Conference Coordinator-Elect will become the current Conference Coordinator. During the first quarter of the first year of this term, the Conference Coordinator-Elect will, under the auspices of the Executive Board, research and present options to the Board for the location of the second year conference and will begin contract negotiations after an appropriate site has been approved by the Board. During the first year of his/her term the Conference Coordinator-Elect will assist and learn the role of the current Conference Coordinator.
- (h) The **State Representatives** shall be elected by the SCAUG membership under the process defined in the existing Bylaws. The State Representatives shall take office immediately after the conclusion of the annual business meeting. The responsibilities of the State Representative (**Oklahoma, North Texas, South Texas, Louisiana, and Mississippi**) shall be to individually and collectively represent the membership of SCAUG within his/her respective state and be the primary point of contact SCAUG has within his/her specific region. It is the responsibility of the State Representatives to maintain his/her respective state webpages' content on the SCAUG website. They are to ensure SCAUG is well represented at the major GIS events in his/her corresponding region along with providing SCAUG resources to the local GIS users in his/her region. Furthermore it is his/her responsibility to work directly with the Vice President to carry out the Scholarship Program. The State Representatives are to serve as the direct liaison between the state chapters, subchapter and the Board ensuring the chapters have the necessary resources granted under the Regional, state and subchapter portion as defined in the existing Bylaws. They are to facilitate the interaction between the GIS users, state chapter, subchapters, Esri Representative and the Board to provide the hands on contact between all the aforementioned parties. They are to be apprised and knowledgeable of the resources and needs in his/her region including but not limited to colleges and universities with geospatial programs, GIS conferences, GIS data clearinghouses, GIS forums and listserves, state GI councils and local GIS users groups, along with other possible resources in his/her respective region. It is his/her essential duty to secure new members and preserve the integrity of the online members in his/her region. They are to prepare monthly reports of the GIS/SCAUG activity in his/her corresponding region and present them to the Board at the regularly scheduled meetings.
- (i) The **Esri Representative** shall be an appointed position agreed upon by the Board and the San Antonio Regional Esri office. It shall be an Esri employee who is a liaison between the Board and Esri. The Esri Representative shall be the primary contact between SCAUG and Esri unless other provisions have been previously arranged. The Esri Representative is to individually and collectively work with specific Board members depending on the task at hand to bring an Esri component to SCAUG for the GIS users in the region as defined in the existing Esri/SCAUG support agreement. The Esri Representative's role is strictly a consultant and liaison role with no voting privileges. The Representative may be re-appointed as deemed necessary by one or both parties independent of elected terms. Reappointment of the position will be made every two (2) years between the Board and the San Antonio Regional Esri office although no specific term limit will exist with this position.

Section 4.04 Succession

In the event a Board Member is no longer able to fulfill the term for which they were elected and there is not a clearly defined, for example Vice President, suitable successor, the runner-up candidate from the most recent election shall be offered the open position. In the event the runner-up declines, the Board shall appoint a new Board Member to the position. The new Board Member shall take office immediately.

Section 4.05 Board Member Terms

- a) The following Board Members serve a one (1) year term and may not serve more than four (4) consecutive one (1) year terms in the same Board position unless a Board Member Term Limit Waiver is granted. (President, Vice President, Secretary, State Representative)
- b) The following Board appointed position shall not exceed two (2) consecutive two (2) year terms in the same Board position unless a Board Member Term Limit Waiver is granted. (Treasurer)
- c) The following Board Members serve a one (1) year term and then automatically transition into the second position the following year not to exceed (2) consecutive (2) year term unless a Board Member Term Limit Waiver is granted. (Conference coordinator elect and conference coordinator)

Section 4.06 Board Member Term Waiver

- a) A Board Member Term Waiver can be granted extending an existing Board Members term by allowing them to run as a candidate or be Board appointed again as the positions they are petitioning allow. The Term Limit Waiver dictates if a simple majority of the current sitting Board elects to grant. If the current sitting board denies the Board Member Term Waiver the person will not be allowed to run for that position in the upcoming election. Should the Waiver be granted the person will be allowed to run for the position in the upcoming election as set forth in the existing Bylaws. If elected by the membership the Board member will then be allowed to serve his/her terms as defined by the Board Member Terms Section in the existing Bylaws. Election for the Waivers will be held as a regular officer election to be voted on by the current sitting board 120 days prior to the annual conference and will be administered by (2) Executive Board members including the Past President.
- b) The Board Member petitioning the Board for a Term Limit Waiver shall not be allowed a vote.
- c) Fulfilling a portion of a term not directly elected or appointed to does not count against a term limit.

Section 4.07 Past Board Member Requisition

- a) In the event that a past Board member's expertise is required they can be requested to assist as needed with a simple majority approval of the Board.

Section 4.08 Attendance and Removal

- a) In the event any Board Member is unable to attend a scheduled SCAUG Board meeting they are to notify the President or Vice President as soon as possible of his/her expected absence and make appropriate provisions for another Board Member to carry out his/her duties for the meeting.
- b) In the event any Board Member misses in excess of three (3) Board meetings without making reasonable provisions prior to his/her absence this shall serve as grounds for Board appointed replacement of the position as per existing procedure outlined in the Bylaws.
- c) Any Board Member may be removed from his/her Board position before the expiration of his/her term by a three-fourths (3/4) vote of the full Board if evidence is presented that the best interests of SCAUG are not being served.

Article V. Organizational Hierarchy and Functions

Section 5.01 Regional, State, and Sub-Chapters

- (a) Regional SCAUG as defined by the Charter is the parent association that maintains SCAUG's administrative structure as well as provides the cohesive resources shared throughout the region
- (b) State SCAUG Chapters provide a one to one relationship to the State Representatives that oversees the interaction with Regional SCAUG.
- (c) Local SCAUG sub-chapters and special interest groups within the Regional SCAUG region interact with Regional SCAUG through his/her corresponding State Representative.

Section 5.02 Formation of New Chapters and Groups

- (a) Any group having purposes consistent with those of SCAUG whom, having shown a genuine interest in being recognized wishes to be established as a state chapter, sub-chapter, or special interest group that is affiliated with SCAUG may petition SCAUG to become such.
- (b) Any group meeting the requirements as set forth in the New Chapters and Groups portion of the SCAUG Policies and Procedures manual will be considered for instatement as an official SCAUG chapter or group.

Article VI. Meetings

Section 6.01 Process

- (a) Robert's Rules of Order will be the authority for all questions or proceedings at any meeting of SCAUG and the affiliated chapters, sub-chapters, and special interest groups unless otherwise set forth .
- (b) All Board Members as recognized by the existing Bylaws cast a single weight vote with the exception of the Esri Representative which serves as an advisory / liaison position only , without voting privileges.
- (c) A simple majority quorum of voting Board Members is required to conduct any business meeting.

Section 6.02 Meetings

- (a) Annual business meetings shall be a face to face meeting of the entire Board at a time and place to be determined by the Board. This meeting will typically be held during the general session of the Regional SCAUG conference. If no conference occurs, the annual meetings of SCAUG shall be held at such time and place as the Board may designate. Board Members are to be notified no later than **30 days** prior to the meeting.
- (b) Monthly business meetings may be face to face, conference call, or a hybrid of the entire Board at a time and place to be determined by the Board. Monthly board meeting schedules and requirements will be outlined in the policy and procedures manual
- (c) Special business meetings may be face to face, conference call, or a hybrid of the entire Board at a time and place to be determined by the Board. The special business meetings of SCAUG shall be held at such time and place as the Board may designate. Special business meetings may be held as needed to conduct necessary business as long as a full quorum can be gathered.

- (d) Executive board meetings may be face to face, conference call, or a hybrid of the Executive Board at a time and place to be determined by the Executive Board. Executive board business meetings may be held as needed to conduct necessary business as long as a quorum of Executive Board Members can be gathered.

Article VII. Committees

The Board shall have the option to form Standing and Ad Hoc Committees to serve the purposes of SCAUG as prescribed by these Bylaws and as determined by the Board.

Section 7.01 Standing Committee Duties

- (a) Perform continuing tasks of SCAUG
- (b) Report at least annually to the Board and more frequently if required by the Board.
- (c) Standing Committees may be added, modified, or disbanded at the direction of the Board without a change in the Bylaws unless otherwise provided in the Bylaws.
- (d) Standing Committees shall adhere to Board of Director approved policies and procedures.
- (e) For all formal committee (standing, ad hoc, and otherwise) meetings there shall be a designated note taker for the meeting who shall document the proceedings and ensure the recorded minutes are presented to the committee chair for submission to the SCAUG Board.

Section 7.02 Preset Standings Committees

- (a) The **Finance Committee** formulates and recommends an annual budget to the Board. It reviews and presents an annual audit of SCAUG. There shall be five (5) members: the Treasurer (Chairman), President, Vice President, Secretary and Past President.
- (b) The **Membership Committee** reviews and recommends membership criteria and policy. It shall also serve as a review committee for membership privileges. There shall be seven (7) members: President (Chairman), Vice President, State Representatives from Oklahoma, North Texas, South Texas, Mississippi and Louisiana.
- (c) The **Annual Conference Committee** plans and coordinates the annual conference. There will be four (4) members: Conference Coordinator (Chairman), President, Vice President and Conference Coordinator Elect
- (d) The **Education Committee** ensures that the continuing education needs of the membership are met, by interfacing with the conference committees or with other appropriate committees. There shall be seven (7) members: President (Chairman), Vice President, State Representatives from Oklahoma, North Texas, South Texas, Mississippi and Louisiana.
- (e) The **Public Relations Committee** coordinates all of SCAUG's publications. It recommends policies concerning all publications, reviews and recommends new documents to be published, and oversees existing publications including journals and newsletters. There shall be three (3) members: Secretary (Chairman), Vice President, and Past President
- (f) The **Nominations Committee** prepares a list of qualified candidates for SCAUG's elections. There shall be two (2) members: Past-President (Chairman), and Treasurer.
- (g) **Committee on Structure.** The Vice President serves as Chairman, and members are the President, Past-President, and Treasurer. The committee recommends to the Board:
 - the annual goals and objectives for each standing and ad hoc committee

- the chairman and member of each standing and ad hoc committee, and
- the formation or dissolution of ad hoc committees.

Section 7.03 Ad Hoc Committee Duties

- (a) Creation and dissolution of ad hoc committees must be approved by the Board.
- (b) Ad hoc committees perform specific tasks.
- (c) Ad hoc committees shall report on a timely basis to the Board.
- (d) Ad hoc committees shall cease to exist when a final report is submitted and approved by the Board, or at such other time as designated by the Board.

Article VIII. Nominations and Elections

Section 8.01 Presiding Board Members over Elections

- (a) The Past President is the presiding Board Member over the election process with assistance and guidance from the Treasurer and shall administer elections as outlined in the existing Bylaws with assistance from the Board as needed.
- (b) The current appointed Treasurer is to assist the Past President in the election process and shall administer elections as outlined in the existing Bylaws with assistance from the Board as needed.

Section 8.02 Candidate Eligibility

All Standard members in good standing who has been a member of SCAUG for a minimum of one (1) year prior to the call for nominations are eligible to run for any Board positions unless further restrictions are required for the specific positions.

Section 8.03 Nomination and Election Process

- (a) The Past President shall solicit nominations for Board positions a minimum of ninety (90) days prior to the corresponding annual SCAUG Conference.
- (b) The Past President and Treasurer shall verify the nominations eligibility and contact the nominee of the status of his/her nomination upon the closing of the nominations.
- (c) Upon meeting the requirements and the nominee accepting the candidacy the Past President shall notify the membership of its nominees not less than sixty (60) days before the date on which Board terms become effective.
- (d) Nominees shall have a minimum of ten (10) business days to accept his/her nomination as an official candidate and submit his/her acceptance to the Past President
- (e) If there are no nominations received and accepted for a Board position prior to the nomination submittal cutoff date, the Board will nominate a candidate.
- (f) The Past President shall administer the election which shall remain open to the membership for a minimum of fourteen (14) days.
- (g) The newly elected Board Members shall be notified as soon as the results of the election are official so preparations can be made for them to attend the annual business meeting.
- (h) The remaining nominees not elected will be notified as soon as the results of the election are official as a professional courtesy.

- (i) The winners will be formally announced at the upcoming regional SCAUG annual business meeting.
- (j) New member terms will start at the conclusion of the stated same SCAUG annual business meeting.

Article IX. Referendum

Except as otherwise required by law, upon petition of twenty (20) percent of the voting members in good standing, a request for a vote of the members of SCAUG upon any matter may be addressed to the Board. If the matter is not inconsistent with these Bylaws, the Board shall present it up to the membership for a vote. The ballot or voting forum shall contain a statement of the arguments for and against the new provisions (if any). The issue will be decided by the simple majority of those voting.

Article X. Insurance

Section 10.01 SCAUG Insurance

- (a) SCAUG shall annually purchase Director and Officer (D and O) insurance to adequately cover the existing Board members.
- (b) SCAUG shall annually purchase General Liability (GL) insurance to adequately cover the existing Board members
- (c) Notwithstanding the foregoing provisions no insurance premiums shall be paid by SCAUG on behalf of any Board Member who is a “disqualified person” to the extent that such payment would constitute an act of self-dealing under section 4941 of the Internal Revenue Code.

Section 10.02 Insurance Certificates

Insurance certificates shall be exchanged and recorded between SCAUG and the hosting facilities of the annual SCAUG conference prior to the conference occurring.

Article XI. Bylaws Amendments

- (a) The Bylaws of SCAUG may be amended, altered, or repealed by a simple majority vote of the Board of Directors.
- (b) Amendments of SCAUG’s Bylaws may be proposed by the Board or by petition signed by twenty (20) percent or more of the active members of SCAUG. Votes on proposed amendments will be counted under the supervision of the Election Committee
- (c) If passed by simple majority vote, the amendment shall be incorporated into the by-laws and go into effect immediately.
- (d) Any amendments to the SCAUG’s Bylaws or Charter that affect the voting rights of its members, as well as the quorum requirements applicable to voting members, must be approved by those voting members affected by the proposed change. In such cases, an affirmative response by a simple majority of the applicable quorum shall constitute approval.

Article XII. Fiscal Policies

Section 12.01 Compensation

- (a) While SCAUG does not expect an undue hardship to be imposed on Board Members due to SCAUG activities no SCAUG Board Member shall be financially or otherwise compensated for his/her time or effort as related to any SCAUG activity.
- (b) At the discretion of the Board SCAUG reserves the right to cover the normal operational expenses of travel, lodging, and food as set forth in the Policy and Procedures Manual SCAUG Travel Policy for events and meetings associated with SCAUG.

Article XIII. Publications

- (a) The SCAUG's website (www.scaug.org) is the official communication to the membership.
- (b) Any notice on the website (www.scaug.org) shall be considered full notice to all members of SCAUG for any purpose.

Article XIV. Financials

Section 14.01 Reimbursement

SCAUG will reimburse any Board Member for authorized expenses as defined in Policies and Procedures Manual.

Section 14.02 Audit

An independent audit of SCAUG shall be performed every two years by a Certified Public Accountant. Copies of this audit shall be distributed to the Board.

Section 14.03 Returning of funds

In the event a state chapter earns money through conference, training, or other fund raising sources a portion of the profit earned can be returned to that state chapter after all bills, expenses, and fees have been paid. The portion returned may not exceed 50% of the net profit from the event. The policy for returning the money must be agreed upon by the Board and defined in the Policy and Procedures Manual.

Article XV. Ethics

- Recognizing the responsibilities of our profession to the South Central Arc User Group (SCAUG) and the industries it serves, and believing that we should encourage and foster high ethical standards in our profession, we do hereby adopt this CODE OF ETHICS for our constant guidance and inspiration predicated upon the basic principles of truth, justice, and fair play. Each member of SCAUG agrees to subscribe to this code when joining the association.
- To show faith in the worthiness of our profession through industriousness, honesty, and courtesy, in order to merit a reputation for high quality of service and fair dealing.
- To add to the knowledge of our profession by constant study and to share the lessons of our experience with our fellow members.
- To build an ever increasing confidence and goodwill with the public and our employers through poise, self-restraint, and constructive cooperation.
- To accept our full share of responsibility in constructive public service to community, state, and nation.

- To conduct ourselves in the most ethical and competent manner thus meriting confidence in our knowledge and integrity.
- To strive to attain and to express a sincerity of character that shall enrich our human contacts.

Article XVI. Conflict of Interest

Board Members must be able to fulfill the duties of their elected or appointed positions throughout the duration of their term in a manner that does not pose a direct or indirect conflict of interest to SCAUG. Board Members must be able to represent SCAUG without permitting external affiliations or relations to influence or affect their judgment or quality of their organizational duties based on personal / professional gain / loss or the expectation of such.

Article XVII. Disability / Discrimination

Section 17.01 Personal Discrimination

- (a) SCAUG does not discriminate based on age, race, sex, national origin, religion, disability, pregnancy, medical condition, or any other criteria listed under ADA or EEOC.
- (b) SCAUG shall operate as an objective educational organization without political, social, financial or national bias.
- (c) SCAUG shall conduct its activities on a fair and equitable basis without bias to avoid any institutionalized discrimination
- (d) SCAUG shall encourage and promote the participation of women and minorities in all SCAUG activities.
- (e) While SCAUG will make every reasonable attempt to make special provisions for members it shall not be expected to do so in a manner that would put an excessive undue hardship on SCAUG.