

# SOUTHEASTERN INNOVATIVE USERS GROUP BYLAWS

## ARTICLE I: NAME

The name of this organization shall be the Southeastern Innovative Users Group (SIUG).

## ARTICLE II: PURPOSES

The purposes of the SIUG shall be to:

1. Encourage, through sharing of ideas, the optimum use of the Innovative Interfaces, Inc. system among the users of the system in the southeastern United States;
2. Foster and improve relationships and communication among SIUG members, the **Innovative Users Group** (IUG) and Innovative Interfaces, Inc.;
3. Gather and distribute information on the use of Innovative Interfaces, Inc. products.

## ARTICLE III: MEMBERSHIP

A. Membership shall be open to any institution or individual using any module of the automated library system of Innovative Interfaces, Inc.

## ARTICLE IV: MEMBERSHIP FEES AND FISCAL YEAR

- A. Each institutional member shall pay a membership fee of \$60 annually.
- B. Personal memberships and non-voting memberships shall be \$15 annually.
- C. The fiscal year of SIUG shall be the calendar year, January 1 - December 31.

## ARTICLE V: OFFICERS

The officers of this organization shall be a Chair, Chair-Elect, Secretary/Treasurer, Webmaster and the immediate Past Chair.

### A. Duties of the Chair

1. Convene and preside at the meetings of the SIUG.
2. Appoint all committees, with the recommendation of the Steering Committee.
3. Be the official liaison with Innovative Interfaces, Inc. and the IUG.
4. Perform other duties as are necessary to the office of Chair.

### B. Duties of the Chair-Elect

1. Perform the duties of the Chair in case of the Chair's inability, absence from meetings, or if the Chair becomes ineligible to hold office.
2. Complete assignments as delegated by the Chair.
3. Plan the programs for upcoming meetings of the members.

C. Duties of the Secretary/Treasurer

1. Record and distribute minutes of the meetings.
2. Collect dues, registration fees and other monies as required.
3. Report on the financial status of the organization on a regular basis.
4. Deliver to his/her successor all books, monies, and other property at the expiration of his/her term of office.
5. Maintain a listing of all members; include information on the employees at each institution who are involved with the work of the SIUG.
6. Keep records of the minutes, communications to the membership, membership listings, etc. on computer, to be transmitted with hard copies, to his/her successor at the expiration of his/her term of office.

D. Duties of the Webmaster

1. Maintain and update the SIUG Website with events, news, links, announcements, and other appropriate information
2. Ensure the accuracy and timeliness of information on the website
3. Moderate the SIUG listserv

E. Duties of the Past Chair

1. Provide consultation upon request and provide an historical perspective of the organization.

ARTICLE VI: SIUG STEERING COMMITTEE

A. Composition of the Steering Committee

SIUG Steering Committee shall consist of the five officers of the organization and four employees of the member institutions elected by the membership.

B. Duties of the Steering Committee

1. The Steering Committee shall recommend to the Chair committees deemed necessary to carry out the business of the organization.
2. Appoint a nominating committee of four employees of member institutions in good standing, who will nominate candidates for available offices.
3. Advise Chair-Elect on programs for the meetings.

ARTICLE VII: NOMINATIONS AND ELECTIONS

Nominations will be submitted to the membership at least thirty days before the annual meeting. Elections will be held at the annual meeting.

Elected officers and members of the Steering Committee shall serve a two-year term (beginning the January after elections).

## ARTICLE VIII: VOTING

Each member institution shall appoint one person to be its designated representative. This representative shall vote on all business conducted at the meetings. Individual members may vote only if their institution is not a SIUG member. If there are two or more individual members from an institution that is not a SIUG member, the individuals shall appoint one person from among themselves to vote on all business conducted at the meetings.

## ARTICLE IX: MEETINGS

### A. Number of meetings.

1. There shall be at least one meeting per year.
2. A representative of Innovative Interfaces, Inc. shall be invited to attend the annual meeting.

### B. Notice of meetings.

1. Notice of any meeting shall be distributed to each member (institution or individual) by the Chair no less than thirty days (30) in advance of that meeting. A statement of the time, place, and tentative agenda including any proposed changes to the Bylaws will be included in the notice.
2. Meetings shall be open to any individual or institution interested in the stated purposes of the SIUG.

## ARTICLE X: AMENDMENTS

- A. These Bylaws may be amended at the annual meeting by a two-thirds ( $2/3$ ) vote of the voting members present, provided that an announcement of the intent to amend has been included in the notice for said meeting.
- B. Amendments to the Bylaws may be proposed by any full member (individual or institution). Proposed amendments must be sent to the Secretary/Treasurer in time to be included in communications to the membership before the next meeting.

Adopted August 1997.  
Revised October 2001  
Revised November 2007