

The Charter of the East Texas GIS/GPS Users Group

This organization shall be known as the East Texas GIS/GPS User Group (ETUG).

Section I: Objectives/Purpose

1. The purpose of the group is to bring together users at any level in public, private and educational sectors who are interested in geotechnology. This group will facilitate open dialogue, public awareness, data sharing, professional growth and representation to assist its membership in their everyday jobs.

Section II: Membership

1. Membership is open to any person. Active membership status shall be maintained by attending at least one regularly scheduled meeting per calendar year.
2. All active members have the right to vote and hold office.

Section III: Governing Body

Part 1: Executive Committee

1. The Executive Committee shall consist of three (3) elected members that have been nominated to be candidates for election. This committee shall consist of the following officers: President, President-elect and Secretary/Treasurer.
2. Elections for all offices shall be held annually during the last regularly scheduled meeting of the calendar year. In the event an elected member of the Executive Committee resigns before the end of the elected term, the Executive Committee members shall appoint a new member to serve on the Executive Committee. This newly appointed member will serve the remainder of the term.
3. Upon the completion of the term of the President, the President-elect shall assume the office of President. Exceptions to this shall apply if the President-elect no longer desires the position, no longer participates in GIS activities or no longer resides in the ETUG area. If the President-elect is unable to serve as President, then both positions shall be elected.
4. Elected officers may be removed from office by a vote of at least 85% of the regular members present at a *pecially called* or *quarterly* meeting (see Section IV).
5. Modification of rules and regulations shall be proposed by the Executive Committee at a regularly scheduled meeting and approved by a simple majority vote of the members of the Users Group in attendance. Modifications of this charter shall be attached to this document as amendments.

Part 2: Responsibilities of the Executive Committee

The Executive Committee's general responsibilities shall be to coordinate and manage the functions and activities of the User Group.

1. The responsibilities of the President shall be to coordinate and manage the functions and activities of the Executive Committee.

The responsibility of the President shall also be to plan, organize and carryout all actions necessary for quarterly or special meetings enlisting the support of any Executive Committee Member necessary. The President shall chair all ETUG meetings.

2. The responsibilities of the Vice President shall be to assist the President and to assume the duties of the President if the President is unable to perform those duties.

The responsibilities of the Vice President shall also be to keep a roll of all members including contact information and meeting attendance, and to actively seeking out new potential members and solicit membership.

3. The responsibilities of the Secretary/Treasurer shall be to collect all moneys due to ETUG and pay all ETUG bills and fees. The Secretary/Treasurer shall also be responsible for keeping tract of all bank accounts, accounts receivable, accounts payable and other accounting information. A formal report of this information shall be submitted for approval at each ETUG meeting.

The responsibilities of the Secretary/Treasurer shall also be to keep a record of all meetings and bylaws. The Secretary/Treasurer shall submit the minutes of the previous meetings for approval at each regularly scheduled meeting.

The responsibilities of the Secretary/Treasurer shall also be to prepare, organize and disseminate official ETUG communications, including meeting announcements, special programs, e-mail distributions, Internet and World Wide Web communications.

Part 3 – Subcommittees

1. The Executive Committee shall appoint any subcommittee necessary to assist in the objectives of the User Group and shall dissolve it when its work is done.
2. The Executive Committee shall appoint subcommittee chairpersons and members.

Section IV: Meetings

1. There shall be quarterly meetings during the year with locations to be arranged. All members shall be notified.
2. Special meetings may be called by a majority of the Executive Committee.