

**Constitution of the
CDEGS USERS' GROUP**

Approved 6/26/03
Revised 6/11/08
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Revised 6/22/17
Revised 6/18/19
Revised 6/15/21



PREAMBLE

We, the members of this conference, in order to provide a medium for technical exchange between CDEGS users and SES employees that utilize the CDEGS software for supporting engineering activities, do hereby create the CDEGS Users' Group and adopt this constitution as the basis for our governance.

ARTICLE 1. NAME

The name of this organization shall be the CDEGS Users' Group.

ARTICLE 2. MEMBERS

The membership of this organization shall be open to CDEGS users who are employed or contracted by a company who maintains at least one current license.

ARTICLE 3. OFFICERS

The officers of this organization shall consist of a Chair, Vice Chair, Secretary-Treasurer, and Vice Secretary-Treasurer. The previously elected Vice Chair will succeed the Chair and the previously elected Vice Secretary-Treasurer will succeed the Secretary-Treasurer. All officers will serve for a term of one year and shall not succeed themselves.

The duties of the Chair shall be to facilitate the arrangements for the next users meeting, preside at all users meetings, and may sign all written contracts or other

financial obligations of the Users' Group. The Chair may assign certain contracts or other financial obligations to organizations or individuals as described in Article 4. The Chair may sign contracts only on the behalf of the Users' Group and not on the behalf of SES incorporated unless explicitly authorized in writing from SES incorporated. The Chair will also perform such other duties as the office may require.

The duties of the Vice Chair shall be to assist the Chair and to act in the absence of the Chair. The Vice Chair will ideally serve as Chair the following year.

The duties of the Secretary-Treasurer shall be to maintain meeting attendance roster, keep minutes of all meetings and maintain the Constitution, distribution of member notices, and collection and disbursement of the organizations funds.

The duties of the Vice Secretary-Treasurer shall be to assist the Secretary-Treasurer and to act in the absence of the Secretary-Treasurer. The Vice Secretary-Treasurer will ideally serve as Secretary-Treasurer the following year.

In appreciation of the extra time required to perform the duties of the officer positions, the conference registration fees for the entire Executive Committee shall be waived for their term of service. The Users' Group shall absorb these conference fees and will include them in budgeting the registration fees.

In the event that the officer cannot fulfill their duties for the entire term, the executive committee may appoint a replacement or leave the position vacant at its discretion. A call for nominations of additional candidates will be held at the next meeting, and the final candidate will be selected by vote per Article 5.

ARTICLE 4. HOSTING

A hosting company will sponsor Users' Group Meeting conference in the city selected by the users. The host will be responsible for providing the Users' Group officers with a selection of hotel and meeting locations. After the officers have agreed to a particular location, the host company will be responsible for signing all contracts and paying any deposits required to reserve facilities and services. The host company agrees to accept financial liabilities, strictly limited to the conference costs that may be incurred if the Users' Group and SES are unable to partially or fully execute contracts. SES agrees to cover any conference expenses up to \$5,000 US on the condition the CDEGS Users' Group cannot cover costs. These contracts typically contain clauses that will result in penalties associated with reserving excessive meeting room space, hotel rooms, and meals.

If the host company is unable to accept contract liabilities associated with obtaining facilities and services, the Users' Group officers may select a new host or have SES incorporated sign and execute all contracts. The Users' Group officers will at no time be

expected to accept liability for any contract. However, any Users' Group officer that personally signs a contract, without written authorization of an underwriting organization, will be accepting personal liability for the execution of that contract if the Users' Group does not have the funds to cover all liabilities.

The Hosting Company shall provide the following services as necessary:

- A) A single point of contact for User's group officers and SES employees. This contact should be the person responsible for researching facilities and services necessary to conduct a User's Group conference.
- B) Complete major Users' Group meeting arrangement activities 6 months prior to meeting date.
- C) Maps, tour guidebooks, etc.; preferably for each user.

In return for these services, the Users' Group will make every effort to include the hosting company in all meeting advertisements. In addition, the hosting company will be given the opportunity to give a presentation about their company's services to the Users' Group. This presentation is not to exceed a period of 1-1/2 hours.

In appreciation of the extra time required to perform the hosting duties, the conference registration fees for one representative of the hosting company shall be waived for the hosting year. The Users' Group shall absorb these conference fees and will include them in budgeting the registration fees.

Failure of the hosting company to fulfill said obligations may result in officers selecting a new host and conference location.

To propose a new location, a budget shall be presented at the prior year's conference by the hosting company representative. It is recommended to use the budget template located on the SES website. Fees shall be decided as per Article 7 based on the budget proposal.

ARTICLE 5. ELECTION PROCEDURE

The election will be held annually during a user's group meeting.

The election of Vice Chair and Vice- Secretary-Treasurer and other vacated positions will be conducted by raising hands. The officer candidates will be excused from the room during voting. In the event of a tie, the Chair will vote to break the tie.

Those members successfully winning the election shall begin assuming their responsibilities within 45 days after the conclusion of the current conference.

ARTICLE 6. MEETINGS

The users group shall meet at least once a year. The date shall be decided during a business meeting at the previous conference.

A standing meeting organization committee shall be established and consist of the officers, one SES member, and the host company representative. The committee shall establish the agenda of the meeting, and shall solicit and select the presentations for the meeting.

ARTICLE 7. FEES

Fees of the organization shall be set by the Executive Committee on an annual basis, based on the anticipated costs presented by the host. However, an estimate of the fee for each location should be presented when the location options are voted on.

The following are the registration policies for the conference:

- An attendee is only registered for the conference after the registration fee is received by the Secretary-Treasurer.
- The Conference registration payment will be by check or credit card. The credit card fee will be passed on to the registrant.
- A \$50USD late fee shall be assessed if payment is not received 30 days prior to the conference.
- An additional \$50USD late fee (\$100USD total) shall be assessed if payment is not received 7 days prior to the conference.
- Payment at the door will only be accepted in cash USD. The \$100USD late fee also applies at the door.

The attendee shall be responsible for any fees and currency exchange rates associated with electronic transfers of funds to the user group account at the time of payment.

The Users' Group shall absorb the conference fee of one student volunteer that is included in the budget.

ARTICLE 8. ACCOUNTING PROCEDURES

The Secretary-Treasurer shall maintain all original receipts for a period of one year following the previous conference. In the event, any original receipt is not available; the Secretary-Treasurer will write a letter of explanation signed by the Secretary-Treasurer and Chair.

Ideally, the Secretary-Treasurer will make electronic copies of all receipts, which will be maintained for a period of at least 5 years.

ARTICLE 9. AMENDMENTS TO THE CONSTITUTION

The constitution of this organization may be amended upon recommendation of any of its members. This Constitution may be amended by a two-thirds (2/3) vote of conference attendees. The Chair, as approved by the membership, shall implement the necessary changes to the Constitution.

RECORDS OF REVISIONS:

ADDENDUM (JUNE 11, 2008) – 18th CDEGS USERS' GROUP CONFERENCE, SAN FRANCISCO

ARTICLE 7. FEES

The conference registration fees will be \$350.00, effective the 19th CDEGS Users' Group Conference.

A Conference attendee is only registered for the Conference after the registration fee is received by the Secretary - Treasurer. If the registration payment is not received on time, the Conference attendee is not registered for the conference.

The Conference registration payment will be by check.

ADDENDUM (JUNE 18, 2009) – 19th CDEGS USERS' GROUP CONFERENCE, ROCK CREEK, MONTANA

HEADER : ADDED Logo.

FOOTER: ADDED Title and Revision.

ARTICLE 4. HOSTING

ADDED Italics:

The host company agrees to accept financial liabilities, *strictly limited to the conference costs* that may be incurred if the Users' Group *and SES* are unable to partially or fully execute contracts. *SES agrees to cover any conference expenses up to \$5,000 US on the condition the CDEGS Users' Group cannot cover costs.*

ADDENDUM (JUNE 22, 2010) – 20th CDEGS USERS' GROUP CONFERENCE, MONTREAL, QUEBEC

Revised March 8, 2012 based on ratified 2011 changes.

HEADER : ADDED First page differs from body pages. Reduced body header. Metafile logo and centered on first page.

FOOTER: ADDED Title and Revision.

Formatting: ADDED Converted from hand formatting to styles.

ARTICLE 4. HOSTING

ADDED following paragraph:

To propose a new location, a budget shall be provided at the prior years user group conference. It is recommended to use the provided template located on the website. Fees shall be decided as per Article 7 based on the budget proposal and voted upon at the prior year's user group conference.

Removed following paragraph:

~~B) Funding or in-kind facilities and services that covers 15 to 20% of conference expenses. These expenses include conference room rental, equipment rental, and meals (continental breakfast, lunch, and snacks).~~

Renumbered 4C to 4B. Renumbered 4D to 4C

ARTICLE 7. Fees

ADDED *italicized* text, REMOVED ~~Strikethrough~~-text:

The conference registration fees will decided based on article 4 \$330.0-350.00, effective the 19th following CDEGS Users' Group Conference.

The following are the registration policies for the conference:

- *An attendee is only registered for the conference after the registration fee is received by the Secretary - Treasurer.*
- *The Conference registration payment will be by check.*
- *A \$50USD late fee shall be assessed if payment is not received 30 days prior to the conference.*
- *An additional \$50USD late fee (\$100USD total) shall be assessed if payment is not received 7 days prior to the conference.*
- *Payment at the door will only be accepted in cash USD. The \$100USD late fee also applies at the door.*

The attendee shall be responsibility at the time of payment for any fees and currency exchange rates associated with electronic transfers of funds to the user group account.

The Users' Group shall absorb the conference fee of one student volunteer that is

included in the budget.

ADDENDUM (JUNE 23, 2016) – 26th CDEGS USERS' GROUP CONFERENCE, BOULDER, COLORADO

ADDED *italicized text*

ARTICLE 3. OFFICERS

The duties of the Chairman shall be to facilitate the arrangements for the next users meeting, preside at all users meetings, *and* may sign all written contracts or other financial obligations of the Users' Group. The Chairman may assign certain contracts or other financial obligations to organizations or individuals as described in Article 4.

In appreciation of the extra time required to perform the duties of the primary officer positions, the conference registration fees for the Chairman and the Secretary-Treasurer shall be waived for their term of service. The Users' Group shall absorb these conference fees and will include them in budgeting the registration fees.

ARTICLE 4. HOSTING

In appreciation of the extra time required to perform the hosting duties, the conference registration fees for one representative of the hosting company shall be waived for the hosting year. The Users' Group shall absorb these conference fees and will include them in budgeting the registration fees.

ADDENDUM (JUNE 22, 2017) – 27th CDEGS USERS' GROUP CONFERENCE, CANNON BEACH, OREGON

ADDED *italicized text*, REMOVED ~~Strikethrough~~-text:

Fees of the organization shall be set by *the Executive Committee on an annual basis, based on the anticipated costs presented by the host. However, an estimate of the fee for each location should be presented when the location options are voted on.* ~~vote of Users at a Users' Group Conference. This fee is set by a majority vote of those attending.~~

ADDENDUM (JUNE 18, 2019) – 28th CDEGS USERS’ GROUP CONFERENCE, GOLDEN, COLORADO

ARTICLE 3. OFFICERS

ADDED *italicized text*, REMOVED ~~Strikethrough~~-text:

In appreciation of the extra time required to perform the duties of the primary officer positions, the conference registration fees *for the entire Executive Committee Chairman and the Secretary-Treasurer* shall be waived for their term of service.

ARTICLE 7. FEES

ADDED *italicized text*

or credit card. The credit card fee will be passed on to the registrant.

ADDENDUM (JUNE 15, 2021) – 19th CDEGS USERS’ GROUP CONFERENCE, VIRTUAL

- Changed verbiage to utilize gender-neutral language throughout the document
- Changed Assistant Secretary-Treasurer to Vice Secretary-Treasurer to match Chair/Vice Chair
- Replaced old logo with updated logo
- Article 3:

~~and will include them in budgeting the registration fees.~~

In the event that the officer cannot fulfill their duties for the entire term, the executive committee may appoint a replacement or leave the position vacant at its discretion. A call for nominations of additional candidates will be held at the next meeting, and the final candidate will be selected by vote per Article 5.

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- Article 5:

ARTICLE 5. ELECTION PROCEDURE

The election will be held annually during a user's group meeting.

The election of Vice ~~Chair~~Chairman and ~~Vice-Assistant~~ Secretary-Treasurer and other vacated positions will be conducted by raising hands. The officer candidates will be

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excused from the room during voting. In the event of a tie, the ~~Chair~~Chairman will vote to break the tie.

Those members successfully winning the election shall begin assuming their responsibilities within 45 days after the conclusion of the current conference.

~~In the event that any officer is unable to serve, the ~~Chair~~Chairman will select a replacement from Users who have attended previous meetings and who qualify as users under Article 2.~~

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