



BYLAWS

I. NAME

The name of this organization shall be the Northern California AutoCAD User Group (NCAUG).

II. PURPOSE

NCAUG shall be a non-profit organization whose main focus shall be to educate, enhance and enlighten its members in the effective application of Autodesk software products. This will be accomplished by holding regularly scheduled meetings at which time various uses of Autodesk software, third-party software, related software and design, drafting and/or productivity issues will be discussed and evaluated. The group will exchange information on products that interface directly with AutoCAD and other Autodesk products, and the organization leaders will keep its membership informed of upcoming events and/or new developments in software and hardware. The group and its members agree to respect and comply with copyright and license arrangements that exist with the producers or products they use and own. They will remain independent of any commercial interests.

III. MEMBERSHIP

Membership shall be vested in individuals who use or are interested in using Autodesk software products for any purpose. Qualification as a member shall require payment of annual dues as specified in Section IV.

IV. DUES

Annual dues will be collected to cover the expense of monthly meetings, newsletter production and distribution, and any other expenses of the organization. Dues will be \$20.00 per person per year or \$80.00 per company (4 or more members) and will be collected by the Treasurer. Dues to new members will be pro-rated at a higher rate of \$2.00 per month.



V. MEETINGS

Regular meetings will be held on the second Wednesday of the month (unless noted otherwise). The meetings will be held at a designated time. The location and times will be distributed via e-mail and posted on the group web site. The normal meeting time and location will be 5:30 - 7:30 p.m. at Delta Engineering Systems, 1438 Hartnell Avenue. In the event of a scheduling problem with the normal meeting place, alternate information will be distributed via e-mail and posted on the web site. The general order of business is as follows:

1. Meeting opened by presiding officer
2. Officer reports/business of the organization
3. Speaker/presentation/demonstration
4. Special Interest Group (SIG) reports/any final business
5. Open forum discussion
6. Meeting closed

VI. OFFICERS

The officers of NCAUG will be elected annually and shall consist of the following positions:

President shall preside over meetings and shall be responsible for the meeting's time, location and guest speakers.

Vice President shall preside over meetings in the absence of the President and assist the President with meeting preparations.

Secretary shall maintain the organization's library of drawings, programs, and customized resources, which will be available to all members. The Secretary shall also maintain the membership database.

Treasurer shall be responsible for collecting the annual dues from, and maintaining an accurate list of, members in good standing. The Treasurer shall provide quarterly reports at the first meeting of the quarter, and an annual report of the organization's expenses in the newsletter.

AUGI Local User Group (LUG) Representative shall attend (if at all possible) and represent the organization at the annual AUGI meeting at Autodesk University, report on the event, coordinate the LUG Wish List process and



contact the AUGI LUG Representative should the organization's contact information change.

Editor shall be responsible for the quarterly newsletter that will include articles from officers, members, AUGI and other Autodesk user groups, as well as a calendar of upcoming industry-related events.

Webmaster shall be responsible for maintaining the organization's Web site. All message and file traffic will be monitored for compliance with Web site guidelines set by officers and will be open to the public with special privileges given to paid members.

Each officer is expected to attend the monthly meetings and shall notify the President if he or she is unable to make a meeting. All officers are expected to contribute to the monthly newsletter by submitting articles.

If an officer fails to meet his or her responsibilities, a special election may be held and a new officer elected. A two-thirds majority vote of members in good standing is required to replace an officer.

VII. ELECTIONS

Election of officers shall be held the first meeting of each year. The term of each officer is one (1) year. There are no term limits on offices. An officer may not hold more than two (2) office positions at the same time.

Nominations for officers can be submitted either during the two months prior to or on the day of the elections. The election of officers shall be by a simple majority vote.