

CHARTER FOR THE BENTLEY NORTH CAROLINA LOCAL USERS GROUP

ARTICLE I

Name of Organization

The organization will be called the North Carolina Local User Group (NCLUG).

ARTICLE II

Mission Statement

A Local User Group of individuals interested in sharing ideas, enhancing user skills, continuing dialog among members and vendors, and influencing the direction of MicroStation and related products and services.

Purpose

This user group is chartered as a Local User Group of the global BE User Group community for the purpose of fulfilling the Mission Statement.

Scope of Activities

The group's activities may include:

1. Promote and maintain open communication among the global BE User Group.
2. Sponsor and provide technical presentations and workshops on topics related to the BE User Group.
3. Provide a coordinated effort for the purpose of communicating requirements, interests and problems within the Local User Group and the global BE User Group.
4. Promote and support working relationships in an effort to provide assistance to member organizations.
5. Operate as a source for the exchange of information relative to the BE User Group.
6. Encourage related vendor interests to establish and enhance the development of products that enhance the BE User Group.

ARTICLE III

Membership

1. Membership shall be automatic for any member of the BE User Group.
2. Each member shall be entitled to a single vote.
3. Members may hold only one office at a time.
4. Guests are welcome to attend meetings.

ARTICLE IV

Officers

A chairperson, vice chairperson, and secretary/treasurer, who will serve as executive officers, will govern the group. The executive officers will be elected by majority vote of the voting representatives of the group, and will hold office for a term of two calendar years. Elections will be held at the first general meeting in the year in which each term expires.

ARTICLE V

Meetings

1. The Local User Group shall hold a minimum of two meetings a year, held at their discretion.
2. A quorum shall consist of at least six members.

ARTICLE VI

Committees

The chairperson may establish standing or special purpose committees. Standing committees include:

1. Goals Committee
2. Community Interest Groups
3. Costs & Fees
4. Feedback

ARTICLE VII

Information

The Secretary/Treasurer shall maintain and make available to members, communications and information that the Local User Group issues and possesses, and which relates to minutes and other documentation.

ARTICLE VIII

Parliamentary Authority

"Robert's Rules of Order" will govern all meetings in which business is conducted.

ARTICLE IX

Method of Amending

Amendments to this Charter must be approved by two-thirds of the voting members of the Local Community. Bylaws may be adopted, altered and amended by an

affirmative vote of two-thirds of the members. Announcement of any intended amendment to the Charter or Bylaws or of proposed adoption of Bylaws shall be in writing and mailed to each member at least sixty days prior to the meeting at which the amendment(s) or proposed adoption of Bylaws will be voted upon.

Bylaws

1. **MEMBERSHIP** - Membership shall be automatic for any member of the BE User Group.

1.1. APPLICATION FOR MEMBERSHIP

1.1.1. A new application for membership or any changes to a current application must be filed with the secretary. Acceptance and processing of the application is the responsibility of the Executive Officers. All members' applications are also to be forwarded to BE User Group support team so that they may be included in the national BE User Group.

1.2. TERMINATION OF MEMBERSHIP

1.2.1. Members have the right to resign their membership at any time.

1.3. FEES

1.3.1. All members may be charged a membership fee or other assessment approved by two-thirds majority of the voting members. The moneys will be used for correspondence, mailing and operating expenses.

1.3.2. Admission fees may be charged for events, seminars, and meetings. The moneys will be used for correspondence, mailing and operating expenses.

1.4. VOTING RIGHTS

1.4.1. Each member shall be entitled to cast one vote. Proxy votes are not allowed.

2. **ELECTIONS** - The Executive Officers shall be elected by majority vote by members at a meeting of the Local User Group. They will assume office the following day.

2.1. TERM OF OFFICERS

2.1.1. Officers will serve a term of two years. No Executive Officer shall serve for more than two consecutive terms in one office.

2.2. NOMINATIONS

2.2.1. The chairperson will establish a nominating committee to select nominees for each elected offices. Additional nominations will be accepted from members attending Local User Group election meetings.

3. **OFFICER DUTIES**

3.1. CHAIRPERSON

3.1.1. The chairperson is the chief executive office of the group. The chairperson shall:

3.1.2. Call Local User Group meetings and Executive meetings of the Executive Officers, to discuss commitments or future plans for the ensuing term, within thirty days after taking office.

3.1.3. Have general supervision over all Local User Group affairs.

3.1.4. Establish special committees as deemed necessary.

3.1.5. Fill vacated offices for the unexpired term by appointment, as required.

- 3.1.6. Act as liaison between the group and other organizations.
- 3.1.7. Be responsible for and preside at meetings of the group.
- 3.1.8. In the event an office is vacated before the designated term has expired, prepare and submit to the executive officers a full report of activities and commitments being pursued.

3.2. VICE-CHAIRPERSON

- 3.2.1. The vice chairperson shall:
- 3.2.2. At the request of the chairperson, or in the chairperson's absence, perform all the duties of the chairperson.
- 3.2.3. Perform those duties the chairperson deems necessary.
- 3.2.4. Succeed to the office of chairperson, if the chairperson is unable to continue to fulfill the duties or resigns.
- 3.2.5. If an office is vacated before the designated term has expired, prepare and submit to the Executive Officers a full report of activities and commitments being pursued.

3.3. SECRETARY/TREASURER

- 3.3.1. The Secretary/Treasurer shall:
- 3.3.2. Keep the minutes of the Local User Group in a proper book.
- 3.3.3. Cause all required notices to be duly given.
- 3.3.4. Receive and process all membership applications and forward them to the BE User Group support team.
- 3.3.5. Cause all reports, statements and other documents required by law to be properly kept and filed with the BE User Group support team.
- 3.3.6. Maintain a current list of members.
- 3.3.7. Collect, expend, and keep account of all the moneys received and spent by the group.
- 3.3.8. Deposit moneys in the name of the Local User Group.
- 3.3.9. Prepare and present a financial report at Local User Group meetings and file a copy with the BE User Group support team
- 3.3.10. Prepare and submit a financial statement at the termination of the current term of office, to be submitted to the Executive Officers within thirty days after the termination date.
- 3.3.11. Act as a final authority in all matters dealing with parliamentary procedure.

3.4. GENERAL MEMBERS

- 3.4.1. General Members shall:
- 3.4.2. Represent the interest of the designated area.
- 3.4.3. Provide communications relating to the designated area to, and coordinate the designated area with, the Executive Officers and the group.
- 3.4.4. Perform special duties requested by the Executive Officers.

North Carolina Local Users Group (NCLUG)
Charter

3.5. **APPROVAL** - This User Group charter is effective upon approval of the BE User Group program board.



9/3/09

BE User Group support team representative
(signature denotes approval)

Date