

# CHARTER FOR THE BENTLEY NORTH CAROLINA LOCAL USERS GROUP

Approved 09/03/09  
Ammended 03/15

## ARTICLE I

### Name of Organization

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



The official URL of the NCLUG shall be - [www.nclug.org](http://www.nclug.org)

## 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, but are not limited to:

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.

7. Support and help improve our community.

## 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 of North Carolina Local Users Group (NCLUG).
5. Membership in the NCLUG is free, but all members must fill out a member information form and have it on file with the NCLUG.

## ARTICLE IV

### Officers

A chairperson, vice chairperson, secretary, treasurer, will serve as executive officers and along with a Board of Directors 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.

### Board of Directors

The NCLUG Board of Directors (BOD) shall consist the NCLUG Officers and up to Ten (10) additional members from the general membership appointed by the NCLUG Chairman and approved by the current BOD for a term of one (1) year which is renewable by the board.

## 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.
3. The BOD shall meet at a minimum quarterly to govern the activities of the NCLUG.

## ARTICLE VI

### Committees

The chairperson may establish standing or special purpose committees.

## ARTICLE VII

### Information

The Secretary shall maintain and make available to members, communications and information that the Local User Group issues and processes, 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

1. Amendments to this Charter must be approved by two-thirds of the active voting members of the Local Community. Bylaws may be adopted, altered and amended by the North Carolina Local Users Group (NCLUG) BOD with an affirmative vote of two-thirds of the board members.
2. Announcement of any intended amendment to the Charter or Bylaws or of proposed adoption of Bylaws shall be posted to the NCLUG website and e-mailed to each member at least thirty (30) days prior to the meeting at which the amendment(s) or proposed adoption of Bylaws will be voted upon.

## ARTICLE X:

### Dissolution Clause

NCLUG may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the active voting members of the local community. Upon dissolution or other termination of NCLUG, all remaining assets of NCLUG, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to such tax-exempt organizations (with purposes similar to those of NCLUG) as shall be chosen by the then existing Board of Directors of NCLUG

## **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 active voting members. The moneys will be used for correspondence, mailing, operating expenses and any other expenditures deemed appropriate by the BOD.

1.3.2. Admission fees may be charged for events, seminars, and meetings. The moneys will be used for correspondence, mailing, operating expenses and any other expenditures deemed appropriate by the BOD.

#### **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 unless approved by the BOD.

##### **2.2. NOMINATIONS**

2.2.1. The BOD will select nominees for each elected office. 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 of the Executive Officers and BOD, 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. North Carolina Local Users Group (NCLUG) Charter.

3.1.6. Act as or designate a liaison between the group and other organizations.

3.1.7. Be responsible for and preside at all 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.

3.1.9 Perform other duties as directed by the BOD.

### 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.

3.2.6 Perform other duties as directed by the BOD.

### 3.3. SECRETARY

3.3.1. The Secretary shall:

3.3.2. Keep the minutes of the Local User Group filed.

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. Act as a final authority in all matters dealing with parliamentary procedure

3.3.8 Perform other duties as directed by the BOD.

#### 3.4. TREASURER

3.4.1. Collect, expend, and keep account of all the moneys received and spent by the group.

3.4.2. Deposit moneys in the name of the Local User Group.

3.4.3. Prepare and present a financial report at Local User Group meetings and file a copy with the BE User Group support team

3.4.5. 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:

#### 3.5 NCLUG LIASION

3.5.1 Coordinate communications and activities between the NCLUG and external organizations.

3.5.2 Perform other duties as directed by the BOD.

#### 3.6. GENERAL MEMBERS

3.6.1. General Members shall:

3.6.2. Represent the interest of the designated area.

3.6.3. Provide communications relating to the designated area to, and coordinate the designated area with, the Executive Officers and the group.

3.6.4. Perform special duties requested by the Executive Officers.

#### 3.7. BOARD OF DIRECTORS, MEMBERS

3.7.1. Shall be selected from the General Membership

3.7.2. Serve an initial term of two (2) years and can be reappointed by the full BOD

3.7.3. Must be voted on by current executive officers and board members.

3.7.4. Shall consist of the Executive Officers and a minimum of one additional member up to a maximum size of 15 members.

#### 4. NCLUG CHAPTERS

4.1.1 The NCLUG with the approval of the BOD can establish new or additional chapters within the Carolinas

- 4.1.2 Chapters can develop their own bylaws which must be approved by the NCLUG BOD.
- 4.1.3 At least one (1) member of a each Chapter shall be appointed to the NCLUG BOD upon approval of the Chapters by the NCLUG BOD.

Amended

Date: March 9, 2015

Chairman Signature :

A handwritten signature in black ink, appearing to read "Randall J. Rubin", written over a horizontal line.