

Policies

Rocky Mountain Oracle Users Group

Established Policies

(Last Updated 07-June 2016)

MEETINGS

1. There is no one-on-one active recruiting allowed at RMOUG functions. General announcements can be made during the general business segment and flyers can be posted and be available at a general information table. **Violation of this policy** can result in the offending party being expelled from the meeting and their membership being revoked. Only one warning will be given to an individual or organization. This warning will be given in writing, signed by the president and secretary.
2. There are usually 3 General Meetings a year, held in May, August, and November, but dates are at the discretion of the Board. There is a discount to RMOUG members for the annual Training Days.
3. There is a \$15 fee for non-members attending General Meetings. There is no longer one free meeting. Guests will have different colored badges.
4. RSVP is required for meetings. If there is limited space, walk-ins may have to be turned away. Member walk-ins have preference over non-members.
5. RMOUG will pick up the costs of handouts for the General Meeting. The rules for submission are:
 - o Black & white handouts only; if the color, RMOUG will reimburse as if handouts were printed black & white.
 - o Reimbursement rates: \$.07 per page for single-sided, \$.13 for double-sided. If rates to be reimbursed are greater, RMOUG will reimburse up to the stated rates.
 - o Double-sided printing is preferred; if costs are greater, as a result, RMOUG will reimburse in whole or in part.
 - o Every slide must be clearly readable and understandable; otherwise, RMOUG reserved the right to not reimburse in whole or in part.
 - o When you submit your presentation via e-mail for printing, you must state in the e-mail that you have previewed each slide of the presentation and each page of the handout; the order will not be submitted to Kinko's without this statement.
 - o The Program Chair must agree that the handouts were of acceptable quality. Otherwise, RMOUG reserves the right not to reimburse in whole or in part.
6. The preference of RMOUG is to NOT have vendor presentations at the general meetings.
 - o If a vendor presents there can be no sales pitch. The presentation must be about actual case studies and usage of the tool in question. The preference is to have a real user of the vendor tool do the presentation.
 - o Violation of this policy could result in the revocation of the vendor's RMOUG membership (if they have one) and exclusion from the use of our mailing list.
 - o The motion to pay \$10 per hour for someone to help work RMOUG General Meetings was made on Oct. 29, 1998.

MAILINGS

1. Use of RMOUG's mailing list:
Costs: (\$1.00 per label) + Secretary's time + Postage

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 - The secretary must apply the labels and drop the mailing off at the Post Office.
 - There will be no mailings of a recruitment type nature.
 - A member of the Executive Board must review all mailings for appropriateness prior to RMOUG agreeing to do the mailing.
 - The Postage paid by the company will be replaced in the postage meter without additional Board approval.
 - Mailing through a bonded mail house will be considered by the board upon request.

NEWSLETTERS

1. As of March, 2002 (Vol. 34) the Newsletter Advertisement rates (per issue) are:**Black & White**– Half Page – \$300

Full Color (Full Page only)

Back Cover – \$1250

Inside Covers – \$1000

Other Pages/Center – \$750

- There is a 4-issue 20% contract discount. No other discounts apply on new contracts.
- Selection of ad locations is on a first-come, first-served basis.
- RMOUG will run free advertisements for other local User Groups' events as space allows.

INFORMATION SYSTEMS

1.
 1. **WEB and IS policies**
 - There is no advertising allowed on the RMOUG web site other than user group conferences and events as listed in the events calendar. URL links are set up on request.
 - The Director of IS will be responsible for evaluating and adjusting the IS structure and positions during his/her term of office. This will include a recommendation report at the end of his/her term as Director of IS that addresses the current System Policies, IS system and positions structure and any proposed changes to these areas. All incoming IS Directors will be responsible for providing a summary to the Board of Directors that

addresses each line item of the outgoing Director's recommendation report within the first 6 months of taking office.

- The Director of IS will be responsible for maintaining the daily operations of RMOUG's Information Systems.
- The Director of IS will provide a systems summary report of last month's production system/s at each Board Meeting. This may also include any ongoing project statuses.
- The Director of IS shall have the authority to install and evaluate any software within our development systems prior to entering into any agreement with a software vendor for use of software.
- The Director of IS can at his/her own discretion sign software licenses that are donated to RMOUG without any obligation to the Organization. Any agreements must be reported to the Board of Directors at the next Board Meeting. The IS Director responsible for acquiring said software will be responsible for providing a report to the Board of Directors justifying production implementation for any donated software if requested by another Board Member During his/her term of office.
- The Director of IS must acquire approval from the Board of Directors for purchases of any software/hardware to be used in any capacity with our Organizations IS Systems. This is to include software obtained for exchange of any obligation of services rendered by any one member or members or our organization as a whole.
- The Director of IS will be responsible for maintaining a system hardware/software inventory and providing a current listing of said inventory to another Board Member at their request within an appropriate time frame.
- The Director of IS will be responsible for maintaining an organization chart of our hardware, software and staffing environment and providing each of these to another Board Member at their request within an appropriate time frame.
- The Director of IS must acquire approval from the Board of Directors before implementing major changes to the production systems. Other minor changes, done as system maintenance, should be included in the IS monthly report to the Board. This includes the production database and the production website along with any software supporting both of these.

ELECTIONS

1.

1. Board of Directors Election policies:

- The president is responsible for managing the election process.
- A call for nominations is sent to the membership from the president by late February.
- The call for nominations should also be published in the president's column in the 1st newsletter of the calendar year (Spring Issue).

- The deadline for nominations should be around March 30th. This allows time to produce an official ballot for distribution if needed.
 - If there are 12 or fewer nominations for the board, then no official ballot is prepared. Instead, there will be an election by acclamation at the last general membership meeting of the fiscal year (usually in May).
 - If there are more than 12 nominations then a ballot must be prepared and distributed to the entire membership for an official vote. The ballots should be returned by early May to allow time for tabulation before the last meeting of the year.
 - The newly elected board will be introduced to the membership at the last meeting of the fiscal year and via the president's column in the newsletter.
 - The newly elected board takes office on June 1.
2. **Officer Election Policies:**
- The newly elected board will elect officers and appoint committee chairs at the first meeting of the new fiscal year.
 - The previous president will preside at that meeting to direct the officer election. The previous president will turn the meeting over to the newly elected president immediately following the completion of the election.
 - If the previous president is not available for the meeting, the previous vice-president may preside on his/her behalf.
 - The webmaster will put the bios, titles, and contact information of the new board on the web as soon as possible after the election of officers.
3. **Officer Term Limit Policies:**
- Terms of office for roles on the board of directors are intended to last up to three (3) consecutive one-year terms.
 - If other eligible director(s) volunteer for a role held by a director for three or more consecutive terms, then the incumbent director will be expected (but not required) to yield; the final decision will be made by a majority vote of the board.
 - If a director volunteers unopposed for the same role beyond the third consecutive term, then there will be no restriction on term.

CONDUCT

1.
 1. As a charitable non-profit 501(c)3 organization, all members of the RMOUG board of directors and the executive director must review and sign the following...
 - "Confidentiality" policy document available for download [here](#).
 - "Conflict Of Interest" (COI) policy document available for download [here](#).
 - Possible conflicts come and go over time, so directors should be sure to update their COI form when necessary.
 - Any questions, and updated forms, should be submitted to the [Executive Director](#).
 2. All members, directors, volunteers, and contractors of RMOUG should be aware that, in the event of suspected misconduct by RMOUG directors or the executive

director, a “whistleblower” policy is available to ensure that any and all possible misconduct will be addressed promptly, openly, and fully.

- Please download the “Whistle-Blower” policy [here](#).

FUNDS

1.

1. As a charitable non-profit 501(c)3 organization, RMOUG has two types of funds under its control: 1) operational funds and 2) investment funds. The operational funds are used to run the organization day-to-day, and the investment funds are additional, not needed immediately for day-to-day operations. They are to be invested conservatively to generate additional income to be used for enabling the charitable goals of the organization, or if necessary to supplement the operational funds. The stated objective of how RMOUG handles its funds should always be in accordance to the policies [in this document online here](#).
2. The intent of this document is to empower current and future boards to make optimal investment decisions while minimizing the possibility of making risky decisions. This document must clearly define how much “risk” RMOUG is willing to tolerate for its funds, in return for any “reward” to be expected.

DOCUMENTS

1. RMOUG documentation management and retention policies were adopted by the board of directors in meeting on 23-April 2014
 - Please download the policy [here](#)
2. Articles of Incorporation filed with the State of Colorado
 - Initial filing from 30-May 1995 [here](#)
 - Amendment filing from 19-Feb 2008 [here](#)
3. Certification of 501(c)(3) charitable non-profit tax status
 - On the IRS “exempt organizations” website [here](#)
4. Most recent corporate *Certificate of Fact of Good Standing* from the State of Colorado
 - Please download the document [here](#)