

MAGIP User Group Meetings Policies & Procedures



A users' group (also users group or user group) is a type of group focused on the use of a particular technology, usually (but not always) computer-related.

The MAGIP Board of Directors voted at the September 17, 2009 to sponsor User Group Meetings throughout the state. Funding will be limited to support two meetings per defined region annually, please refer to region map. Below are the requirements for requesting and conducting a meeting.

Requirements for requesting a MAGIP Sponsored User Group Meeting

1. The person request assistance must be a MAGIP Member in good standing.
2. An official MAGIP request must be filled out.
3. An official MAGIP agenda must be used and attached with each request.
4. The request must be made at least 6 weeks prior to the event.

Requirements for hosting a MAGIP Sponsored User Group Meeting

1. Reimbursements will be made after the event. All receipts must be submitted to the MAGIP Treasurer and approved by the MAGIP Chair. The event host will be reimbursed at a level not to exceed the approved request. This money is meant to be used for meeting materials, room rentals, and/or snacks. This money should not be spent on alcoholic beverages.
2. The User Group Meeting shall be announced via the MAGIP Listserv at least 2 weeks prior to the event.
3. Meeting Materials to be posted on the MAGIP website must be submitted to the MAGIP Board. Material in need of publishing requires at least two weeks lead time.
4. During the meeting these requirements must be met:
 - a. Attendance & meeting minutes shall be taken and submitted to the MAGIP Board of Directors.
 - b. Standard MAGIP Agenda items shall be covered:
 - i. List of Upcoming MAGIP Events
 - ii. Overview of MAGIP Web site
 - iii. The MAGIP Listserv
 - iv. MAGIP Membership
 - v. Opportunity for Service

Requirements for the MAGIP Board of Directors

1. The MAGIP Board shall make decisions on User Group request within 3 weeks of receipt.
2. The MAGIP Board will help stimulate/encourage participation in User Group Meetings.
3. The MAGIP Board will schedule & conduct User Group Meetings, if the membership has not requested them.
4. At least one MAGIP Board Member shall attempt to attend the meeting.
5. MAGIP Board Members, if attending will help facilitate the standard MAGIP Agenda Items (see above)
6. Upon request MAGIP Board will be responsible for ensuring the meeting materials are published to the MAGIP website within a week after receipt.
7. MAGIP Board will be responsible for publishing meeting results at least 2 weeks after the meeting has taken place or within two weeks after receipt from meeting host.