

MONTANA GIS USERS' GROUP

March 23, 1994

Montana GIS Users' Group Member

Dear Member:

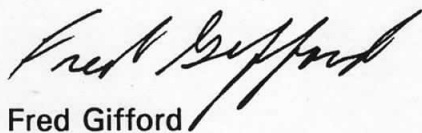
Welcome to the Sixth Annual Montana GIS Conference. The local organizing committee has worked hard to put together a program that I think you will find both interesting and informative. Please take the time during the next three days to thank these folks for all their hard work. The local organizing committee is composed of Don Krogstad, Flathead National Forest, Jim Reid, Flathead National Forest, Dale Johnson, Positive Systems, and Sue Haverfield, Flathead County Clerk and Recorder. Special thanks also to Montana GIS Board Members Stu Kirkpatrick, Butte/Silver Bow County, Don Cromer, Terra West, and Ken Wall, University of Montana / Geodata Services, who have also helped with the conference.

In your conference packet, you will find a copy of the proposed bylaws for the Users' Group. Please take some time to review them as we will be asking for comments on them and a recommendation on their adoption at the business meeting on Friday morning.

Also in your conference packet is a ballot for two new members to the Montana GIS Users' Group Board of Directors. One member will replace Michael Blongewicz, who is retiring from the Board because of a job re-assignment, and one is to expand the Board to six members. Please leave your ballots at the registration desk or give them to a conference organizer or board member.

If you have any comments or ideas about how the User' Group operates or where we should be heading, please contact a Board member or present them at Friday's business meeting. This is your organization and we want to hear your ideas. Thanks and have a great time at the conference.

Sincerely,



Fred Gifford

BALLOT

The Montana GIS Users Group is filling two positions on its Board of Directors. Those elected will serve a two year term. Please select **TWO** names from the list below and return it to the registration desk.

- Darl Enger - U.S. Forest Service**
 - Sue Haverfield - Flathead County**
 - Kristin Gerhart - U.S. Soil Conservation Service**
 - Kris Larson - Montana Natural Resource
Information System**
 - Don Krogstad - U.S. Forest Service**
 - Mark Tepley - Vestra Resources**
 - Lorreta Reichert - Montana Department of State
Lands**
 - Cathy Maynard - U.S. Forest Service**
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MONTANA GEOGRAPHIC INFORMATION SYSTEMS USERS' GROUP BYLAWS

Bylaws are the rules that define the duties, responsibilities, and privileges of the officers and members of an organization. They guide the organization in carrying out the purposes for which it was formed. Presented below are model group bylaws which were developed by the Montana Geographic Information Systems Users' Group Board of Directors, and are pending approval by the Montana Geographic Information Systems Users' Group Members.

ARTICLE I. NAME

The name of this organization is the Montana Geographic Information Systems Users' Group (hereinafter referred to as "the Group")

ARTICLE II. OBJECTIVES

Section 1. **Education.** Recognizing a need to stimulate, encourage, and otherwise provide for the advancement of an interdisciplinary approach to planning, designing, and operating geographic information systems, the objectives of the Group are (a) to provide an objective educational forum without political, social, or financial bias, (b) to foster the exchange of ideas and studies focused on the planning, operation, and consequences of such information systems, and (c) to promote professional interaction, stimulate research, encourage publication, and generally aid the advancement of its members and other organizations having related objectives.

Section 2. **Equal Opportunity.** Being mindful of the undesirable effects of institutionalized discrimination, the Group shall conduct its activities on a fair and equitable basis without bias. Further, the Group shall encourage and promote equal opportunity participation in all Group activities.

Section 3. **Political Activity.** The Group may provide testimony or participate in limited lobbying to influence legislation, but shall not expend a substantial part of its budget in these matters; nor shall it participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. It is the responsibility of individual Group members, officers and duly appointed representatives participating in any legislative process to be aware of legal and professional limits, and to seek necessary authorization and duly report such activity to the Group.

ARTICLE III. **MEMBERSHIP**

Section 1. **Eligibility.** Any responsible individual or organization with a serious interest in the field of geographic information systems, in agreement with the mission of the Group, and approving of the objectives of the Group shall be eligible for membership in the Group.

Section 2. **Categories.** The categories of Group membership are:

- a) Regular or Individual
- b) Student
- c) Corporate

Section 3. **Duration.** All members shall hold membership for a period of one year unless otherwise specified in these bylaws. The Group's membership year shall be from the annual conference date of one year through the annual conference date of the following year.

Section 4. **Rights and Privileges** All members shall have full voting and office-holding rights. Members shall be informed of the activities and progress of the Group through annual or more frequent reports, newsletters, and/or Group meetings.

ARTICLE IV. **GROUP MEETINGS**

Section 1. **Meetings.** The Group shall hold regular meetings at a time and place as determined by the Group's Board of Directors (hereinafter referred to as "the Board"). At least one meeting shall be designated as "The Annual Meeting" of the Group. Special Meetings of the Group may be called at any time by the President, at the request of a majority of the Board or upon the written petition of ten percent (10%) or more of the members in good standing.

Section 2. **Quorum.** At any meeting of the Group, a quorum shall consist of ten (10) or ten percent (10%), whichever is greater, of the members in good standing.

Section 3. **Voting.** At all meetings of the Group membership, all members not otherwise restricted by a special membership category and in good standing, shall have one (1) vote. Unless otherwise specifically provided by these Bylaws, a majority vote of the members present and voting shall govern.

Section 4. **Rules of Order.** The current edition of "Robert's Rules of Order" governs this Group in all parliamentary situations that are not provided for in the Group Bylaws.

ARTICLE V. OFFICERS AND DIRECTORS

Section 1. **Elections.** All officers and directors shall be nominated to office by the Nominating Committee prior to the Annual Meeting. Additional nominations may be made from the floor when the slate is presented to the membership for approval. The nominees for all officer positions shall be active members of the Group in good standing. No member shall hold more than (1) elective office during a term.

Section 2. **Tenure of Officers and Directors.** Officers and Directors shall assume office at the close of the Annual Meeting. The President Elect shall be elected to serve one year as President Elect, one year as President and one year as Past President. Other officers and directors shall serve one two-year term and shall not serve more than two (2) successive terms in any position. The period of time an officer or director may serve, in completing the unexpired term of another officer or director, shall not be included when applying the foregoing limitation of terms. Officers and directors shall serve without compensation.

Section 3. **Vacancy.** In the event of a vacancy in the office of the President, other than expiration of tenure, the President Elect shall automatically succeed to the Presidency. Vacancies in any other elective office may be filled for the balance of the term, by the Board at any regular or special Board meeting.

Section 4. **Removal.** Any officer or director may be removed from office by the Board if, after due and proper hearing, he or she is found guilty by the Board of neglect of duty, improper conduct, violation of these Bylaws, or other causes as defined by the Board. Removal of any officer or director shall require a two-thirds (2/3) vote of all Board members.

Section 5. **Duties of Officers.** The officers of the Group shall minimally consist of the four following positions:

- a. The President shall be the chief elected officer and the official spokesperson for the Group. He or she shall preside at all meetings of the Board and Group membership. He or she must be an active Group member in good standing.
- b. The President Elect assumes the duties of the President in the absence of the President. He or she performs other duties as the President and Board recommend. He or she must be an active Group member in good standing.

- c. The Secretary shall prepare accurate minutes of all proceedings and meetings of the Group and Board. He or she must be an active Group member in good standing.
- d. The Treasurer shall be responsible for managing the Group finances and shall handle the Group funds in accordance with procedures established by the Board. The Treasurer shall be responsible for the verification and filing of the Annual Group Report, which includes the Group's financial statement, and shall be responsible for all other reports and filings as required by other agencies. He or she must be an active Group member in good standing.

Section 6. Board of Directors ("Board").

The Group Board of Directors shall be the principal governing body of the Group with full supervision and control over all Group business affairs. The Board shall be composed of the Group's officers and additional directors as defined by these Bylaws. The Board shall meet at least once a year at a time and place determined by the Board. Special Meetings of the Board may be called by the President or upon written petition signed by three (3) directors. The meeting shall be held at a time and place designated in the notice of the meeting. Actual notice shall be given to each Board member at least seven (7) days prior to the meeting and shall state the purpose of the meeting. Business transacted shall require a majority vote of the directors present, unless a different vote is required by these Bylaws. The Board may transact business at a meeting, by a telephone conference call, by a telephone ballot, or by facsimile ballot. A majority of the members of the Board shall constitute a quorum.

Section 7. Administrative Assistant

An administrative assistant position will be created to assist board members with all general administrative tasks. The administrative assistant will attend all board meetings but will not be able to vote. The board will appoint this position. The administrative assistant will not receive any compensation.

ARTICLE VI. STANDING AND SPECIAL COMMITTEES

Standing Committees of the Group shall include a Nominating Committee appointed by the President and approved by the Board. Additional special and standing committees dealing with special topics including, but not limited to, finance, membership, publications and conferences may be established as needed. The President, with approval of the Board, shall establish the duties

and membership of such committees as appropriate to support the Group's needs.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended, revised, or repealed by a two-thirds (2/3) majority vote of the Board, with subsequent approval by the Montana Geographic Information Systems Users' Group.