



# BYLAWS

## HOUSTON REGIONAL USERS GROUP

FOR ORACLE JD EDWARDS WORLD, ENTERPRISEONE, AND PEOPLESOFT USERS

### ARTICLE I

#### Name

The name of this Organization shall be the Houston Regional Users Group for Oracle JD Edwards and PeopleSoft Users (HUG).

### ARTICLE II

#### Purpose

The purpose of this Organization shall be to advance the effective utilization of J.D. Edwards, PeopleSoft, Oracle and compatible products; to request problem solutions and product improvement from the Oracle Corporation; and to promote free interchange of information and ideas through regularly scheduled meetings and publications sponsored by the Organization.

### ARTICLE III

#### Membership

Section 1. Membership to the Organization may be granted at the discretion of the Executive Board. There are three classes of membership: Customer Member, Diamond/Platinum/Gold/Silver/Bronze Sponsor Member, Life Member.

Section 2. Customer Members shall be restricted to designated employees and representatives of business entities which hold one or more valid licenses for usage of J.D. Edwards or PeopleSoft software products, do not market products or services related to aforementioned software, and whose interest in membership is consistent with the Organization's purpose. Members shall be eligible to vote, hold office, and serve on committees as chairpersons or committee members.

Section 3. Sponsor Members shall be restricted to business and software consulting firms, suppliers, vendors and other persons who market products or services related to J.D. Edwards or PeopleSoft software products and other products/services of interest to our Customer Members where business and interest in membership is consistent with the Organization's purpose. Sponsors shall be entitled to all the privileges held by Customer Members except those of holding certain offices as defined in Article VI.

Section 4. Life Members shall be restricted to all past officers of the HUG Executive Board of Directors that have served a minimum of one full two year term.



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Section 5. The Executive Board reserves the right to restrict number of attendees from any Sponsor Member exceeding allotted member attendees in their respective Sponsor Membership level.

Section 6: Membership is required for all attendees of regular Quarterly Meetings and special events of the Houston Regional Users Group for Oracle JD Edwards and PeopleSoft Users, H.U.G.

Section 7. Membership is FREE for Customer Members and Life Members.

Section 8. Annual Membership for Sponsor Members shall be available in five sponsorship levels- Diamond, Platinum, Gold, Silver, and Bronze Member.

- **Diamond** Sponsor Member: For details refer to current version of HUG Membership Fee Schedule Form# HUGMemFee000.
- **Platinum** Sponsor Member: For details refer to current version of HUG Membership Fee Schedule Form# HUGMemFee0001.
- **Gold** Sponsor Member: For details refer to current version of HUG Membership Fee Schedule Form# HUGMemFee0001.
- **Silver** Sponsor Member: For details refer to current version of HUG Membership Fee Schedule Form# HUGMemFee0001.
- **Bronze** Sponsor Member: For details refer to current version of HUG Membership Fee Schedule Form# HUGMemFee0001.

## ARTICLE IV

### Code of Ethics

Section 1. Vendor software displays or vendor demonstrations at Organization meetings must be approved, in advance, by the Executive Board.

Section 2. Offers of employment are not to be made or solicited onsite at any time at any Organization meetings or functions.

Section 3. The Executive Board can, by a two-thirds vote, revoke the membership of an individual or entity for violation of the Code of Ethics.

Section 4. The organization will not provide any information such as any company or contact information obtained from the Organization meetings or functions, such as company name, contact name, mailing address, e-mail address, company phone number, company fax number, direct phone number, or a direct fax number, to any Sponsor Member.



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### ARTICLE V

#### Meetings

Section 1. The fiscal year of the Organization shall be January 1 to December 31 of each given year.

Section 2. The regular meetings of the Organization shall be held at the discretion of the membership, with a minimum of one meeting or event each quarter.

Section 3. Special meetings may be called by the President, by the Executive Board or by a written request of ten members of the Organization. The purpose of the meeting shall be stated in a written notice at least three days before the meeting.

Section 4. A quorum of any meeting shall be the lower of 25 members or 25% of the voting membership.

### ARTICLE VI

#### Officers

Section 1. The officers of the Organization shall be President, Vice President of Membership, Vice President of JD Edwards Programming, Vice President of PeopleSoft Programming, Vice President Public Relations and Logistics, Sponsor Member Liaison, Director of Member Marketing, and Treasurer. These officers shall perform the duties described by these Bylaws and by the parliamentary authority adopted by the Organization.

Section 2. Every other year, at the last regular meeting scheduled to be held in the fiscal year, officers will be elected for the following two year period.

Section 3. The officers shall be elected by ballot to serve for two years or until their successors are elected, and their term of office shall coincide with the Organization's fiscal year.

Section 4. No member shall hold more than one office at a time, with exception to a position vacancy.



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Section 5. The President shall fill any vacancy of office by appointment for the unexpired term of office. The appointment must be submitted to the membership for approval at the next regular meeting. If the membership does not approve the appointee, the process shall be repeated.

Section 6. The President shall be the Chief Executive Officer and shall have the general supervisory responsibility over the Organization. The President shall, if present, conduct all business meetings of the Organization and the Executive Board. The president shall be an ex-officio member of all committees except the Nominating Committee and shall be authorized as a signatory on checks drawn on the Organization's general account, and shall perform such other duties as may be assigned by the Executive Board.

Section 7. The Vice President of Membership shall maintain records of names and address of members, shall be responsible for maintaining membership and meeting registration database. The Vice President of Membership shall, if the President is absent, act in the place of the President, shall perform such other duties as may be assigned by the Executive Board.

Section 8. The Vice President of JD Edwards Programming shall plan, prepare and co-present an agenda of JD Edwards related programming for each regular meeting, shall obtain and coordinate program speakers, shall make meeting arrangements for regular meetings and shall perform such other duties as may be assigned by the Executive Board.

Section 9. The Vice President of PeopleSoft Programming shall plan, prepare and co-present an agenda of PeopleSoft related programming for each regular meeting, shall obtain and coordinate program speakers, shall make meeting arrangements for regular meetings and shall perform such other duties as may be assigned by the Executive Board.

Section 10. The Treasurer shall maintain proper records of all cash receipts and disbursements, shall deposit all moneys received in the Organization's general checking account and shall be authorized as a signatory on checks drawn from the general account, shall maintain legal documents of the Organization, and shall publish quarterly financial reports, and shall perform such other duties as may be assigned by the Executive Board.

Section 11. The Vice President of Public Relations and Logistics shall be responsible for management of all external communications of the organization to insure continuity of our organizations mission and objectives including but not limited to membership brochures, flyers, websites, social media, minutes of each general meeting and Executive Board meeting, contract and event management for all meetings, shall be responsible for reviewing and approving all mailings to members and shall be authorized as a signatory on checks drawn from the general account and shall perform such other duties as may be assigned by the Executive Board. Maintain a copy of the current bylaws of the Organization and make copies available to any member who requests such



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Section 12. The Sponsor Member Liaison shall coordinate communications with Business Partner Vendors, assist the Vice Presidents of JD Edwards and PeopleSoft Programming in eliciting educational curriculum from Business Partner Vendors, promote HUG membership and HUG event sponsorship, and shall perform such other duties as may be assigned by the Executive Board.

Section 13. The Director of Member Marketing shall coordinate recruitment, promotion and retention of Customer Members. Maintain prospect database. Perform such other duties as may be assigned by the Executive Board.

Section 14. Employees of Oracle shall not hold any office.

Section 15. No single Company shall have more than two officers at one time.

Section 16. The Quest Liaison (ex-officio officer) shall represent the issues and concerns of the group to the Quest International User Group and shall be responsible for communicating Quest issues and concerns back to the group.

## ARTICLE VII

### The Executive Board

Section 1. The Officers of the Organization shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Organization between its regular meetings, make recommendations to the Organization, and shall perform other duties specified in these bylaws. The Executive Board shall be subject to the bylaws of the Organization, and none of its acts shall conflict with the action taken by the Organization.

Section 3. Special meetings of the Executive Board may be called by the President or by request of any four members of the Executive Board.

Section 4. A quorum of the Executive Board is shall be 60% of the Board.

Section 5. A quorum of the Executive Board is required for voting on amendments to the bylaws proposed to the membership.



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Section 6. The Executive Board shall prepare and approve a budget for the fiscal year prior to the first meeting of the Fiscal year. The Executive Board may, from time to time, submit supplements to the budget for the current fiscal year.

### ARTICLE VIII

#### Committees

Section 1. All Project Committees, standing or special, shall be created by the Executive Board and staffed by Members. Project Manager/Committee Chair appointment and responsibilities to be designated by the Executive Board with preference to Customer Members.

### ARTICLE IX

#### Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

### ARTICLE X

#### Amendment of Bylaws

The bylaws may be amended at any regular meeting of the Organization by a two-thirds vote, provided that the amendment(s) have/has been submitted to Membership ninety (90) days prior to meeting.

Revised:

Related Documents:



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HUG Membership Fee Schedule Form# HUGMemFee0001