

# **BYLAWS OF THE CONNECTICUT GIS USER TO USER NETWORK**

## **ARTICLE I - Organization**

The name of the organization shall be the Connecticut GIS User to User Network hereto after referred to as “the Network.” The Network shall have no specified vendor or software affiliation.

## **ARTICLE II - Purpose**

The Network shall have as its purpose:

- a) to provide opportunities, through a variety of venues including workshops, meetings and the Internet, for members to share ideas, to learn about GIS activities, to explore collaborative opportunities and to discover geospatial information resources;
- b) to promote the free exchange of geospatial knowledge and information among members and to promote geospatial knowledge with the general public;
- c) to encourage the growth of the field of geospatial technology in the State of Connecticut;
- d) to serve as a geospatial technology resource;
- e) and to communicate the needs and issues affecting Connecticut GIS users to the state agencies and elected officials responsible for developing GIS policy and acquiring geospatial data.

## **ARTICLE III - Membership**

Membership in the Network shall be free and open to all whom share in its purpose. Members shall have no voting rights except for the approval of Steering Committee members and on such matters that the Steering Committee may bring before the general membership.

## **ARTICLE IV - Meetings**

**Annual Meeting** - the Network shall hold an Annual Meeting each year. The Annual Meeting shall be the first Quarterly Meeting of the calendar year as determined by the Steering Committee. The Secretary shall notify members via the Network’s electronic list serve, or by such other means deemed appropriate by the Steering Committee, of the

time and place of the Annual Meeting. The approval of Steering Committee members will take place at the Annual Meeting by acclamation of Network members in attendance.

**General Membership Quarterly Meetings** – four Quarterly Meetings shall be held over the course of each year (*e.g.* February, May, August and November) at a place and time determined by the Steering Committee. The Secretary shall notify members via the Network’s electronic list serve, or by such other means as deemed appropriate by the Steering Committee, of the time and place of each Quarterly Meeting.

**Steering Committee Business Meetings** - shall be held on a regular bi-monthly basis following the Annual Meeting. One-third of the Steering Committee members shall constitute a quorum and shall be necessary to conduct the business of the Network. Business shall be conducted by a majority vote of the Steering Committee members present. An agenda of meeting business shall be generally available at least three business days prior to any meeting. All Steering Committee Business Meetings shall be open to any member.

**Special Meetings** - may be called by the President or by any three Steering Committee members on an as-needed basis.

## **ARTICLE V - Steering Committee**

The business of the Network shall be managed by a Steering Committee consisting of nine members. Steering Committee members may serve for a maximum of two consecutive three-year terms. In any given year, one-third of the Steering Committee members shall be approved by acclamation at the Annual Meeting except when vacancies may require more than one-third be approved. Individual Steering Committee members shall be selected to represent the following groups: state government, regional planning organizations, municipal government, public utilities, non-profit non-governmental organizations, academia, private businesses, and two members-at-large.

*[This paragraph is for the purposes of initial organization only. The initial Steering Committee shall include the current Steering Committee members plus four new members approved at the 2004 Annual Meeting. Steering Committee members shall at their first business meeting draw lots to determine one, two and three year terms of office such that at all future Annual Meetings one-third of Steering Committee members will be approved for (re) appointment.]*

The Steering Committee shall select, from within its members, a President to manage the affairs and business of the Committee, a Vice President and a Secretary. Officers are limited to one two-year term. The Steering Committee shall only act in the name of the Network when it shall be regularly convened by the President after due notice to all the Committee members of such meeting. One-third of the members of the Steering Committee shall constitute a quorum. Each Committee member shall have one vote and voting may not be done by proxy. The Steering Committee may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies on the Steering Committee by reason other than the expiration of term shall be filled by having nominations made by the Executive Committee (see Article VII) and having said nominations presented for approval to the Steering Committee at the next regular meeting following the notice of vacancy or at any special meeting of the Steering Committee.

Removal of a Steering Committee member, by majority vote of the Steering Committee, may occur when sufficient cause exists for such removal. Consistent absences from Steering Committee meetings shall be sufficient cause for removal.

#### **ARTICLE VI - Officers**

The officers of the organization shall be as follows: President, Vice President and Secretary. Officers will be elected annually by a majority of the Steering Committee members at the first Business Meeting following the Network Annual Meeting.

The President shall preside at all membership meetings. S/he shall present at each annual meeting of the Network an annual report of the work of the organization. S/he shall appoint all committees, temporary or permanent, with the advice and consent of the Steering Committee members. S/he shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

In the event of the absence or inability of the President to exercise his/her duties, the Vice President shall become acting president of the organization with all the rights, privileges and powers of the president.

The Secretary shall keep the minutes and records of the Network. S/he shall be the official custodian of the records of the Network. S/he shall present to the membership at any meetings any communication addressed to him/her as Secretary of the Network. S/he shall submit to the Steering Committee any communications that shall be addressed to it as Secretary of the Network. S/he shall attend to all correspondence of the Network and shall exercise all duties incident to the office of Secretary.

No officer shall for reason of his or her office be entitled to receive any salary or compensation.

#### **ARTICLE VII - Committees**

The permanent committees of the Network shall be the following:

**The Executive Committee** shall consist of the Officers of the Steering Committee. The Executive Committee shall have the authority to transact business for the Network pending approval of the Steering Committee at a regular meeting.

**The Nominating Committee** shall consist of no fewer than five members in good

standing, drawn from the general membership. Steering Committee members whose terms are to expire may serve on the Nominating Committee but may fill no more than two of the five positions.

- a) The Nominating Committee shall nominate candidates for the Steering Committee to be approved at the Annual Meeting.
- b) Any Network member or committee may recommend an individual or individuals to the Nominating Committee for appointment to the Steering Committee.
- b) Nominations from the floor for Steering Committee members will not be accepted at the Annual Meeting.

Standing committees shall include the following:

**Communications Committee:** The Communications Committee shall be responsible for investigating and implementing methods to communicate information to Network members and for maintaining the Network's Internet website. The committee also may design and implement a contacts database to facilitate sharing of contact information among Network members.

**Education and Training Committee:** The Education and Training Committee shall investigate and distribute educational information that may be of general interest to the membership. The committee may also sponsor hands-on training, may identify and announce public and private geospatial training opportunities and may investigate training needs among the Network membership.

**Legislative Liaison Committee:** The Legislative Liaison Committee shall monitor bills before the Connecticut General Assembly and report to the membership on matters of interest to the Network. The committee will endeavor to educate legislators about geospatial technology, programs and uses in Connecticut and to inform legislators about issues of concern to the Network.

**GIS Day Committee:** The GIS Day Committee shall plan and organize GIS Day events to educate others about GIS technology. The committee may involve Network members, individually or collectively, in annual GIS Day activities. Such activities may include a special symposium/conference, presentations at schools, open house showcases, or any other appropriate activity that promotes geospatial technology and education in Connecticut.

The Steering Committee may eliminate committees and may establish new committees as necessary to carry out the business of the Network.

Committees shall advance the work of the Network. Committees are always subject to the final authority of the Steering Committee. Such committees shall not have the power to change the Articles and Bylaws of the Network.

All committee members will be appointed by the President, with the advice and consent of the Steering Committee.

The President shall also appoint a Network liaison from the Network membership to represent the Network on the State of Connecticut (Ad Hoc) GIS Council and/or on other working groups on an as-needed basis.

#### **ARTICLE VIII - Dues**

The Network shall not charge dues for membership.

#### **ARTICLE IX - Amendments**

Amendments to these Bylaws may be proposed by any committee or by any member of the Network. The Bylaws may be amended by a two-thirds affirmative vote of the Steering Committee present and voting at any regular business meeting or at a special meeting called for that purpose. Any proposed amendment will have been included with the notice of the meeting and e-mailed to the Steering Committee by the Secretary at least one week prior to the meeting.

Notice of proposed changes to the Bylaws also must be announced to the general membership at least one week prior to a vote. Notice will be by e-mail using the Network's electronic list serve (CTGIS-L).