

T_EX USERS GROUP TUG OPERATING PROCEDURES

Adopted July 14, 1983

Article I

Name

- 1.0 The name of the organization is T_EX Users Group, to be abbreviated TUG.

Article II

Purpose

- 2.0 TUG is established to serve members having a common interest in T_EX, a system for typesetting technical text, and in METAFONT, a system for font design, to:
- 2.1 Provide a forum for the interchange of information about T_EX and METAFONT—their status, use, and future.
- 2.2 Promote the exchange of information concerning the use of computers and computer peripheral equipment with T_EX and with METAFONT.
- 2.3 Establish standards and provide channels to facilitate the exchange of macro packages, etc., between TUG members.

Article III

Membership

- 3.0 Membership shall be open to anyone interested in T_EX or METAFONT. A member in good standing is a person for whom dues for the current year have been paid. Hereinafter the term member shall be construed to mean a member in good standing.

Article IV

Organization

- 4.0 The overall structure of TUG shall consist of:
- 4.1 Officers
TUG shall have four (4) elected officers. These are President, Vice President, Secretary, and Treasurer.
- 4.2 Executive Committee
- 4.2.1 Composition
The Executive Committee shall consist of the President, the Vice President, the Secretary, and the Treasurer of TUG.
- 4.2.2 Responsibilities
To adopt interim procedures and policies when necessary on behalf of TUG, subject to the ultimate approval of the membership.
- 4.3 Finance Committee
- 4.3.1 Composition
The Finance Committee shall consist of the Executive Committee and two other members chosen by the Steering Committee.

4.3.2 Responsibilities

The Finance Committee is empowered to take whatever actions are necessary between meetings, with the prime directive to keep TUG out of debt.

4.3.3 Business Manager

The Finance Committee is empowered to obtain the services of a Business Manager for TUG.

4.4 Steering Committee

4.4.1 Composition

The Steering Committee shall consist of the Executive Committee, Site Coordinators, Wizards, and other active TUG members nominated by the Steering Committee. The Steering Committee shall have the power and responsibility to appoint and to remove its own members. Steering Committee members whose term is not otherwise limited shall serve for two years; members may be reappointed for successive terms.

4.4.2 Responsibilities

The Steering Committee is the governing body of TUG. It has the responsibility to conduct the business of the organization.

4.4.3 The President shall have the power to call a meeting of the Steering Committee.

4.4.4 Twenty-five percent (25%) of the members of the Steering Committee shall constitute a quorum.

4.5 Majority Rule

A motion passes when more committee members vote for it than against it.

Article V

Duties of Officers

- 5.0 The individual responsibilities of the officers shall be:
- 5.1 President
- 5.1.1 To serve as the Chief Executive and Operational Officer of TUG.
- 5.1.2 To perform normal administrative functions.
- 5.1.3 To chair meetings of the General Membership, the Steering Committee, and the Executive Committee.
- 5.2 Vice President
- 5.2.1 To serve in the absence of the President.
- 5.2.2 To undertake other administrative duties as designated by the President.
- 5.3 Secretary
- 5.3.1 To maintain records pertaining to TUG business.
- 5.3.2 To conduct TUG correspondence.
- 5.4 Treasurer
- 5.4.1 To serve as the Chief Financial Officer of TUG.
- 5.5 Site Coordinator
- 5.5.1 To provide coordination for information about T_EX and METAFONT with respect to a specific computer architecture.
- 5.5.2 To provide technical direction for the future growth of T_EX and METAFONT.

Article VI*Meetings*

- 6.0 Time of Meetings
- 6.1 General Membership

A business meeting of the general membership shall be conducted in conjunction with each TUG Conference. Such a conference will normally be held at least once per year.
- 6.2 Committee Meetings

Standing Committees and ad hoc Committees are appointed by the President and will meet as needed.

Article VII*Voting by General Membership*

- 7.0 Who may vote

Any individual member in good standing may cast one vote.
- 7.1 Majority rule

A yes vote by more than fifty percent (50%) of the members present is necessary to carry any action.
- 7.2 Procedure

A voice vote will normally be considered sufficient for business actions. A show of hands may be requested when the outcome is in doubt.

Article VIII*Election of Officers*

- 8.0 Eligibility for Nomination

Any active member in good standing may be nominated for TUG office. Said member must accept the nomination before being placed on the ballot.
- 8.1 Nomination Procedure
 - 8.1.1 At the meeting prior to that at which the terms of any officers normally expire a Nominating Committee shall be appointed by the President for the purpose of suggesting candidates to fill those offices. This committee shall nominate at least one member to fill each office up for election.
 - 8.1.2 In addition any member may have his name placed in nomination by submitting a petition to the Nominating Committee at least 30 days prior to the election signed by two (2) other members in good standing.
- 8.2 Election Procedure
 - 8.2.1 All elections will be conducted by secret ballot. The candidate receiving the most votes shall be elected.
 - 8.2.2 The requirement for a secret ballot may be waived by the President for an election for any office in which there is only one candidate.

Article IX*Vacancies*

- 9.0 Vacancies shall be filled in the following manner:
 - 9.1 Officers

When an office becomes vacant for any reason, the President shall appoint a member to serve

out the remainder of that term. When the office of President becomes vacant, the Vice President shall become President for the remainder of the President's term and shall then as President appoint a member to serve as Vice President.

- 9.2 Site Coordinators

New and replacement Site Coordinators may be nominated by any member of the Steering Committee and shall be confirmed by a majority vote of the Steering Committee.

Article X*Amendments*

- 10.0 Amendments to these Operating Procedures shall be adopted by the following procedure:
 - 10.1 Submission of Amendments
 - 10.1.1 Amendments to the TUG Operating Procedures shall submitted by petition to the Executive Committee. Each petition must bear the signatures of twenty (20) TUG members or of five (5) TUG members and the approval of the Steering Committee.
 - 10.1.2 A petition concerning an amendment to these Operating Procedures may be initiated by any member of TUG in good standing.
 - 10.2 Amendment Ratification
 - 10.2.1 Any amendment to these Operating Procedures must be published with a ballot in the next newsletter distributed after submission of the petition, or in a mailing to the membership.
 - 10.2.2 Amendments to these Operating Procedures must be approved by an affirmative vote of two-thirds of the votes cast by TUG members.
 - 10.2.3 Only ballots postmarked within 45 days of the date of mailing of the amendment will be included in the tally.

Article XI*Ratification and Implementation*

- 11.0 Ratification

These articles shall be ratified by an affirmative vote of 2/3 of the members present at the next general business meeting of TUG.
- 11.1 Implementation
 - 11.1.1 Officers

An election shall be held immediately upon the adoption of these articles to select the four TUG officers. The President and Treasurer shall be elected to two-year terms; the Vice President and Secretary shall be elected to one-year terms. All subsequent terms shall be for two years.
 - 11.1.2 Site Coordinators and other Steering Committee Members

Upon the adoption of these articles the existing Steering Committee shall select a successor committee.