

Alaskan Apple Users Group Policies 2006

AAUG Board Operational Guidelines AAUG Policy

INTENT - The Alaskan Apple Users Group is an all-volunteer, nonprofit, educational organization. AAUG members serving on the Board of Directors have a responsibility to fund, promote, and facilitate activities for the benefit of the membership.

SUPPORT AND FACILITATION - The AAUG Board of Directors shall actively support and facilitate:

- The promoting and conducting of regular monthly meetings, with arranged guest presenters.
- The continuation and periodic updating of the AAUG web site.
- Macintosh computer lab workshops
- Special Interest Groups centered around Macintosh-related topics.
- The publicizing of AAUG activities through newspaper and radio.
- On-site, staffed, informational tables and booths at local conventions, shopping malls, and other public venues.
- Joint cooperation with other computer user groups to plan and conduct activities and events that are of mutual benefit.

TASK COMMITTEES - The AAUG Board shall form task committees whenever necessary to facilitate Club activities and achieve goals. As examples, these task committees can help to:

- Arrange the scheduling of guest speakers for monthly meetings (at least three months in advance)
- Assist workshops and Special Interest Groups.

Task committees may consist of: Only AAUG Board members OR Board members and volunteers from the membership OR Only volunteers from the membership

Board Member Annual Dues Waiver Policy

INTENT - The Alaskan Apple Users Group is a nonprofit, all volunteer, educational organization. Those serving on the AAUG Board of Directors are not paid salaries or receive fees for their service. However, because serving as a Board Member can entail many hours of volunteer work providing services to the membership, a small compensation will be

provided.

ACTION - Board members will be compensated with one free year of individual membership in AAUG for each consecutive year after they serve their first year as a Board Member. The free membership will begin on the month of their next normal renewal, but only after they serve their entire first year. Board members who serve less than one consecutive year do not qualify for the membership fee waiver compensation.

AAUG members continuing to serve for two or more consecutive years on the Board will continue to receive an annual membership waiver beginning on the month of their normal renewal. Family membership fee waivers will only be awarded when two or more members of a family serve together on the AAUG Board of Directors.

Dues waivers will terminate one year after AAUG members leave the Board.

Recognition of AAUG Member's Service Policy

INTENT - The Board of Directors may recognize an AAUG member for service to the group.

ACTIONS - The Board of Directors may bestow a one year free AAUG membership or a monetary gift of not over \$100.00 to those members giving service to the Alaskan Apple Users Group membership.

Fiscal Policy AAUG Policy

INTENT - The Board shall maintain a budget adequate for the operation of Alaskan Apple Users Group activities. Therefore the AAUG Board:

ACTIONS - Shall adhere to an annual operating budget spanning from March 1 of the current year, to the last day of February in the following year.

Shall pass and approve an annual budget that becomes effective March 1 of the current year, to guide and forecast expenditures and income over the next twelve months. After the annual Board of Directors elections in February, the new AAUG Board shall at their March meeting, develop, pass, and approve an annual budget with designated spending categories.

Shall maintain or buildup the existing level of memberships, Student \$25, *Individual \$40, Family \$60, Business \$100.*

Shall seek new sources of revenue such as: Software & Hardware auctioned at monthly meetings.

Shall not make expenditures that exceed annual budget categories, unless the categories receive approved increases by a majority vote of the Board.

Shall never spend the AAUG cash account below the available balance.

Library Loan Policy AAUG Policy

INTENT - AAUG strives to maintain a comprehensive lending library of instructional CD-ROMs for self-paced learning. They are available at no cost for (up to) a one-month loan to AAUG members only. In order to ensure the equitable circulation of the CDs:

ACTIONS - A database shall be maintained of all CD titles and loans. The database information will identify who has been loaned instructional CDs, and provide data regarding the amount and frequency that CD titles are checked-out. This data will guide decisions with acquiring further CD titles.

An AAUG member shall be loaned a maximum of two CDs at one time.

Loaned CDs must be returned to the Lending Library no later than the next scheduled AAUG monthly meeting.

CDs checked-out between monthly meetings shall nevertheless be returned at the next AAUG monthly meeting.

A fine a \$5 per CD per month will be assessed as a late fee.

Returned CDs cannot be immediately checked-out again by the same person for another month. However, if the returned CDs have not been checked-out by the end of an AAUG meeting, they may be loaned again to the same person for another month.

Workshops Policy AAUG Policy

INTENT - Alaskan Apple Users Group workshops are an important educational component offered to members. Workshops are intended to provide hands-on computer learning. They are to be conducted in a

computer laboratory, negotiated and secured for use by AAUG.

Workshops are intended to offer:

- Opportunities for AAUG members to develop proficiencies with designated software and hardware.
- A learning environment that allows workshop leaders to share their expertise.
- Group learning that is not entirely instructor-driven. Workshop leaders should encourage sharing of expertise by participants, as well as elicit assistance from regular attendees to help address the learning needs of newcomers.
- Computer laboratory learning at no charge to current (paid-up) AAUG members. Nonmembers may participate in AAUG workshops for a fee of \$10.00 per session. Workshop leaders are encouraged to urge nonmembers to enroll as AAUG members.

AAUG workshops may have a finite, or indefinite life span. Some workshops may offer subjects that can be effectively addressed in 1-2 sessions. Other subjects may prove to be ongoing.

AAUG workshops are not intended to be: Curriculum-guided instruction with set instructional objectives and printed workbooks. Such learning is better acquired by attending fee-based classes, or through self-paced learning using instructional CDs from the AAUG lending library. AAUG workshops are less formal in nature than fee-based classes yet can offer a rich learning environment. Workshop leaders initially set learning objectives, but attendees should be encouraged to guide the direction of instruction by expressing their needs and interests.

Competition to fee-based workshops. The learning that occurs in AAUG workshops may inadvertently overlap the curricula of fee-based classes. However, due to the more informal nature of workshops, they will often lack the efficiency of fee-based classes. Workshops may cover similar subject matter as fee-based classes, but learning will likely be accomplished over several sessions (months), rather than in several hours as provided by a curriculum-guide instruction.

Special Interest Groups AAUG Policy

INTENT & ASPIRATIONS

Special Interest Groups are an important educational component offered to members. SIGs are in-person forums for facilitating learning through the sharing of information by participants. They are not conducted in a computer lab. The SIG leader(s) may choose to encourage that participants bring their own computers (especially laptops) to these learning and sharing forums. SIGs are intended to be:

- Opportunities to acquire knowledge through presentations and discussions conducted at the SIGs.
 - An informal learning environment that allows SIG participants to share their expertise. SIGs are conducted at no charge to current (paid-up) AAUG members. Nonmembers may participate in SIGs operating under the banner of AAUG for a fee of \$10.00 per person, per session. SIGs are encouraged to urge nonmembers to enroll as members of AAUG.
 - A gathering of AAUG members who share a common interest. SIG leader(s) should encourage the mutual and reciprocal sharing of expertise by participants. Sharing and discovering are integral parts of what SIGs are all about.
 - A way for nonmembers of AAUG to discover the wonder, excitement, and educational sharing community that is our Users Group, and to increase general membership in AAUG as a result.
- AAUG Special Interest Groups may have a finite or indefinite life-span. Some SIGs may offer subject that can be effectively addressed in one or two sessions. Other subjects may be enough for some SIGs to continue indefinitely.

AAUG SIGs are **NOT** intended to be:

- Curriculum-guided instruction with set instructional objectives and printed workbooks or guides. Such learning is better acquired by attending fee-based classes or through self-paced learning using instructional CDs or DVDs from the AAUG Lending Library. AAUG SIGs are intended to be informal learning forums centered around presentations, discussions, and information sharing by participants. SIG leader(s) should encourage participants to express their needs and interests for both the direction of the SIG and its content.
- Competition to computer lab AAUG workshops or fee-based workshops. The learning occurring in AAUG SIGs does not have to take place in a computer lab. SIGs are intended as a place for folks to show off skills and discuss topics, whereas AAUG workshops are designed to help participants learn new skills. Nevertheless, learning acquired in a SIG may inadvertently overlap the curricula of workshop and classes conducted in a Macintosh computer lab or training sessions that may be offered for fees by other groups or companies.

REQUIREMENTS & OBLIGATIONS

1. AAUG Equipment. Should the leader(s) of the SIG require use of AAUG equipment such as a projector, the PowerBook, software, or other unspecified or not-yet-acquired equipment, they will be given it free of charge for SIG purposes, provided AAUG does not already have a need for the equipment on the date(s) asked for (such as a general membership meeting). Should there be cases of multiple SIGs requiring

use of the equipment, it will be loaned out on a first come, first serve basis. The first requirement for use of the equipment for any SIG is that they must fill out and sign the AAUG Equipment Loan Agreement, and adhere to its provisions of use. The second follows below.

2. AAUG Promotion. Special Interest Groups exist for multiple purposes, and one of those purposes is to increase general membership in AAUG. Because SIGs may be attended repeatedly by folks who are not members of AAUG already, one of the obligations of a SIG is to urge and demonstrate to those folks how valuable it is to become an AAUG member. If one were to attend even three sessions of any SIG, that person could save money becoming a member of AAUG. Therefore, the promotion of AAUG must be given a period of time (5-10 minutes) at each session of a SIG. While no firm requirements as to how many new members must join are set by this policy, AAUG will monitor and would very much like to see some new memberships as a result of any SIG. Especially with SIGs that require use of AAUG equipment, AAUG would like to see new members in exchange for said equipment's use.

3. Reports. Leader(s) of Special Interest Groups must submit a report of their proceedings to the AAUG, either in the form of a verbal or visual report to the general membership at the next membership meeting following SIG session (preferred) or a written report to the Board of Directors.

4. Cross-Platform SIGs. Some SIGs will be created around topics that have interest to users of both Macintosh computers and those that run Microsoft Windows. This is a good thing. All the more opportunity to show off AAUG and Mac users in general as open and kind folks. SIGs have two special responsibilities in the case of serious cross-platform attendance:

4.1. Make Windows users feel comfortable at SIG sessions.

4.2. Show Windows users how Mac OS X is a fantastic alternative to Windows, and by extension, how welcoming and friendly AAUG will be should they decide to try out the Macintosh.

Disruptive Behavior and Disciplinary AAUG Policy

INTENT - The Alaskan Apple Users Group strives to provide at its monthly general meetings a full agenda of informational topics, activities, auctions, and giveaway prizes.

Occasionally, some AAUG members in the audience mistakenly consider these tightly scheduled meetings as forums for spontaneously and openly voicing their concerns and objections regarding Club matters, and Board

of Directors activities. While members have the right to question activities and dealings, the monthly meetings are not intended for that purpose. Therefore the AAUG President, or another Board member in charge of the meeting, should:

Acknowledge the concern or complaint voiced by audience member(s). This is not meant to admit they are right, but rather to give them the courtesy of being recognized.

Explain to them that monthly meeting are not forums for addressing member concerns or complaints. State to them they can use the *AAUG web site blog pages* or they can schedule themselves to be on the agenda of the next AAUG Board meeting.

If the AAUG member(s) voicing the complaint continues to disrupt the meeting with repeated questions, or outbursts, the incident will be added to the agenda for the next Board meeting. The Board will determine if: The incident warrants a letter of warning. If so, a registered (return receipt) letter will be sent to the offending member(s) within seven days after the Board meeting.

The incident warrants termination of membership. If so, a registered (return receipt) letter will be sent to the offending member(s) within seven days after the Board meeting.

Hardware and Software Sales Policy

INTENT - The Alaskan Apple Users Group provides at monthly meetings opportunities for members to display hardware, software, and computer publications, available for sale. Permitting this activity helps the sellers, as well as provides revenue for AAUG. Prospective sellers must contact the AAUG President, or a designee, for permission to sell, prior to a regular monthly meeting.

ACTIONS - Sellers at monthly meetings will be:

Members of AAUG in good standing

Selling items owned by them, or owned by other AAUG members in good standing

Limited to a maximum of three sellers per month

Limited to one table per seller

Paying 10% of their sales to AAUG

Selected on a first-come-first-served basis

Product review policy

INTENT - AAUG acquires Macintosh software, games, books, hardware, etc. free of charge from vendors throughout the world. for the purpose of evaluation. These products are to be made available to the entire membership to evaluate. When a member completes the evaluation the product is his to keep.

ACTION - All review item requests must be made through the Review Coordinator approved by the AAUG Board of Directors to act in that capacity. Only the Review Coordinator may procure software/hardware/book/other items for review under the auspices of AAUG.

All items for review, software, hardware, accessories, books, or games shall be posted on the AAUG web site as they arrive.

<http://www.akappleug.org/reviews>.

Members will be encouraged to check the web site regularly and contact the Reviews Coordinator to secure any of the listed products to review. Items remaining shall be taken to the Monthly Membership Meeting and made available for review to the members attending .

Members wishing to review a specific item not posted to the web site may make a special request to obtain the product. The Reviews Coordinator will contact the distributor and request a review copy of the product.

If the distributor sends the product the person making the request will be contacted and given first choice of doing the review.

All reviews are due (sent to the Reviews Coordinator) within 25 days of the date the reviewer receives the product. If this commitment is not honored the member will not be allowed to review items again for 6 months.

A reviewer may be asked to do a demonstration/presentation of any item they review. Members reviewing items valued over \$100 may be required to do a presentation if time permits. Scheduling presentations is at the discretion of the Program Coordinator.

AAUG Owned Equipment and Software Policy

INTENT - An up-to-date inventory and location list of all equipment and software owned by the Alaskan Apple Users Group will be maintained by a member of the Board of Directors. Equipment will be kept in good working condition.

ACTIONS - A list of all equipment and software owned by AAUG and the location of the hardware and software CD/DVD shall be maintained by the AAUG President.

Equipment/software shall only be used for AAUG functions. At no time will they be used for personal or non-AAUG functions.

Any damage to the equipment or any software problems will be promptly reported to a member of the Board of Directors.

Members using AAUG equipment will:

- Not put any password access on the system.
- Not remove any AAUG installed software or data files.
- Remove any software installed for presentations when the presentation is completed.
- Remove any software installed for workshops or SIGS at the end of the season or when the class is disbanded.
- Return equipment within 7 days after use, or sooner if needed for another AAUG event.

Door Prize and Auction Policy

INTENT - At their discretion the AAUG Board of Directors may provide door prizes and hold auctions of donated Macintosh products as added incentives for

members to attend AAUG meetings.

ACTIONS - Only AAUG members in good standing, with membership dues paid up-to-date, are eligible to participate in the door prize drawings and auctions that may be held at AAUG events.

(May 16, 2006)