

Bylaws of the Database Special Interest Group
Effective April 14, 2016

Section I – Name

This document forms the bylaws of the Database Special Interest Group (Database SIG). The Database SIG is a volunteer group affiliated with the Oracle Applications Users Group (OAUG) under the terms and conditions of the OAUG.

Section II – Organization

The Database SIG is made up of its members, board of directors and officers.

Membership Requirements

Membership in the Database SIG is free. Membership in the SIG is granted to anyone who signs up via the OAUG Membership application. At the discretion of the Database SIG board of directors, this method may be changed without requiring an amendment to these bylaws as long as the updated method is noted in an attached addendum to the bylaws and membership remains free.

Leadership

The Database SIG shall be governed by a Board of Directors consisting of the elected officers of the Database SIG (the Executive Committee) and up to 3 other voting members. Officers and voting members of the board must be members of the OAUG. In the event that the OAUG removes affiliation requirement that members of the board of directors are members of the OAUG, this requirement will automatically be removed without requiring an amendment to the Bylaws. In that event, an addendum will be attached to the bylaws to bring them into compliance with the OAUG affiliation requirements.

All officers of the Database SIG shall be elected to two-year terms currently starting on June 1 following their election. This election will take place during the meeting held at the annual OAUG conference, which currently is scheduled each spring. Candidates for office must have been members of the Database SIG during the two calendar years prior to being nominated. In addition, they must have attended at least two general membership meetings during that time. Nominations will be opened at least one month prior to the election. Nominations will be taken from the floor at meetings and via email. For a qualified nominee to become a candidate, they must accept the nomination. To be elected, a candidate must receive a majority of the votes cast by those attending the meeting and of proxies received by noon on the day before the meeting. Adjustments in the term start date to accommodate changes in the seasonal scheduling of the OAUG conference may be made by the Database SIG board, but in no case may the duration of an incumbent term be extended by more than two months beyond the second conference following their election or shortened by any amount. The Board of Directors may revise the election process to another method approved by the OAUG. This change must be approved by the general membership at the next meeting.

The Chairman of the Database SIG shall be the head of the executive committee and of the board of directors of the Database SIG. The duties of the Chairman also include functioning as the Coordinator with the OAUG. Elections for the office of Chairman shall be held in even numbered years.

The Vice-chairman of the Database SIG shall be responsible to fill in for the office of Chairman in the event that the Chairman is not available. The Vice-Chairman will be the secondary contact with the OAUG. Elections for the office of Vice-Chairman shall be held in odd numbered years.

The Secretary of the Database SIG shall be responsible for taking minutes at all meetings of the executive committee, board of directors and general membership. Elections for the office of secretary shall be held in odd numbered years.

Currently the Database SIG has no treasury. All income and expense reimbursement is handled for us by the OAUG. If the Database SIG elects to maintain its own funds, then after the initial appointment of a Treasurer by the board elections for the Treasurer will be held in even numbered years.

The executive committee will appoint up to 3 additional voting board members of the Database SIG. This appointment will be for a period of one year running from starting on August 1. After each election, the incoming executive committee will have until July 15 to appoint a new board.. At least 25% of the voting members of the board must consist of licensed users of at least one of the Oracle Applications, e.g. E-Business Suite, J.D. Edwards, Peoplesoft, Fusion Applications or future Oracle acquisitions and application suites.

The executive committee may also appoint up to two Oracle employees to join the board in the position of Oracle Liaison. Since the Database SIG is an independent user group, the Oracle Liaison positions will be advisory only. They will not have a vote on the board, and the voting members of the board may hold special meetings to which the Oracle Liaison(s) are not invited. Including the Oracle Liaison(s), the executive committee may appoint up to 6 non-voting advisors to the board to fill roles such as liaison to another user group. The term of an advisor is up to the board, but cannot extend past August 1 without being reappointed.

The most recent past chairman who is not currently a member of the executive committee must be offered the position of Past Chairman on the board, if the Past Chairman. If the Past Chairman is a member of OAUG, this will be one of the voting board member positions. Otherwise it will be a non-voting advisor position.

In order to voting member of the board, board members including the officers must be active and attend both general membership and board meetings. The Chairman must attend a minimum of at least 75% of the meetings every year while in office. The Vice-Chairman and Secretary must attend at least 50% of the meetings every year while in office. All voting board members including the officers must attend a meeting every 4 months. At the close of the meeting in which a member of the leadership no longer meets the minimum participation requirements, they are automatically removed from their position.

In the event that a voting member of the board at large cannot complete their term, the executive committee will appoint a pro tempore replacement to complete the term. In the event that the Chairman is unable to complete his or her term, the Vice-Chairman will become the Chairman pro-tempore for the balance of the Chairman's term. A vacancy in the office of Vice-Chairman or Secretary will be filled by majority vote of the board of directors taking place on a conference call to be held within two weeks of the board being notified of the vacancy. A quorum of at least 50% of the board members must be present on this conference call. In this event, the requirement of 25% of the members of the board being licensed application users may be waived until the next election of officers.

The executive committee and the board of directors shall have the authority to conduct the day to day business of the Database SIG except where this is in conflict with these Bylaws or a motion passed at a general meeting of the members.

Section III - Finances

The board of directors will be responsible for finances of the Database SIG. If the Database SIG chooses to maintain its own funds, a board member must be appointed Treasurer and ensure that the SIG meets all applicable state and federal laws.

The executive committee shall have the authority to approve expenditures of up to \$100. Expenditures over \$100 require a majority vote of the board members present on a conference call. For this vote to be valid, at least five board members must be present on the call including at least two members of the executive committee.

Section IV - Meetings

The Database SIG will hold at least one meeting per year for purposes of holding elections and conducting general business. The members physically present in addition to those who have granted a written proxy to a member who is physically present shall constitute a quorum for the purposes of conducting business.

Section V – Subsidiary Groups

In the event that the general membership or board of directors deems it necessary, the Database SIG may sponsor subsidiary groups. An example of a subsidiary group would a regional group established to serve Database SIG members within a certain geographic area.

Subsidiary groups (Subgroup) will be required to maintain a set of Bylaws, which have been approved by the executive committee of the Database SIG. A subgroup will be required to have a coordinator to work with the board of directors of the Database SIG. Subgroups are required to hold at least one meeting per year. In the event that the Database SIG is holding a meeting, the subgroup must meet with the Database SIG. They may not request their own meeting space.

The Database SIG will notify the OAUG GEO-SIG Coordinator whenever a new subgroup is formed. This will allow the OAUG to recognize the Database SIG as the main point of contact. At the discretion of the board of directors, the Database SIG may request additional funding for the subgroup using standard OAUG procedures and guidelines.

Subgroups will be required to renew their affiliation with the Database SIG on an annual basis. If the Database SIG has any subgroups, a board member of the Database SIG must be appointed at the Subgroup Coordinator.

Section VI – Additional User Group Affiliations

The board may chose to affiliate the Database SIG with other user groups as long as this affiliation does not conflict with the affiliation requirements of the OAUG. Any such affiliations must be listed in an attached addendum to these Bylaws and approved by the general membership at the next meeting, which includes an election of officers.

Section VII - Amendments to the Bylaws

These bylaws may be amended by the vote of 2/3's of the members present either physically or by proxy at a general meeting of the Database SIG. Proxies may be submitted in writing or via e-mail. E-mail proxies may be submitted to an officer of the Database SIG. The proxies must be received at least 24 hours prior to the meeting. They must come from the from the e-mal address that is listed for the member in the membership application maintained by the OAUG, or that e-mail address must be in the body of the e-mail for verification. In addition, a majority of the board may decide to initially appoint a Treasurer and adjust officer and board term start dates and election dates as may be required if the scheduling of the major OAUG event is changed to a different season. The bylaws must always include the following sections: Name, Membership, Finances, Meetings and Amendments to the Bylaws.