

NASA GLENN CONFIGURATION MANAGEMENT USERS GROUP BYLAWS

ARTICLE I NAME

The name of this Center group shall be the NASA Glenn Configuration Management Users Group (CMUG).

ARTICLE II MISSION

The mission of this group is to support Glenn Research Center's mission by employing the principles of document and configuration management (CM) and to provide a forum for CM and document/data management (DM) awareness.

ARTICLE III LOGO



ARTICLE IV POLICIES

- Section 1. This Center group shall operate as a team in an open forum with all CM/DM members.
- Section 2. The mission, objective, and procedures of the CMUG shall comply with the mission, objective, policies and procedures of NASA Glenn.

ARTICLE V MEMBERSHIP

- Section 1. Membership shall be held by those who support the mission and objective of CMUG.

Member categories shall be:

- a) Core
Member who regularly attends meetings or participates electronically.
Member who participates in the decision making process with full voting rights and responsibilities.

- b) Non-Core
Member who occasionally attends meetings and is not part of the decision making process. Member without voting rights and responsibilities.

ARTICLE VI CMUG REQUIREMENTS

- Section 1. This group, to remain in good standing:
 - a) Shall maintain a membership of at least 10 core members.
 - b) Shall insure that the bylaws are current and not in conflict with NASA Glenn or agency policies.
- Section 2. Should membership fall below 10 core members, this group shall consider disbandment.

ARTICLE VII OFFICERS

- Section 1. The officers shall be a lead, a facilitator, and a rotating recording secretary.
- Section 2. A term of office shall be two years.
- Section 3. Officers shall assume their duties immediately following the annual meeting, and the lead shall serve for two years or until the successor is duly elected.

ARTICLE VIII NOMINATIONS AND ELECTIONS

- Section 1. The lead shall be elected every two years at the annual meeting and is required to be a civil servant.
- Section 2. Only individuals who are core members shall be eligible to serve in office.
- Section 3. At a business meeting preceding the annual meeting, a nominating committee of at least three members shall be selected. The nominating committee shall present to the annual meeting a slate of one or more nominees for the office. Nominations may also be made from the floor.
- Section 4. In the event of death, resignation, or incapacity of the lead, a new election will be held.
- Section 5. No member shall hold the same office for more than two consecutive terms.

ARTICLE IX DUTIES OF OFFICERS

- Section 1. The lead shall be the principal officer of the group and shall:
- a) Preside at all meetings of the group.
 - b) Select a recording secretary at the onset of each meeting.
 - c) Appoint a facilitator, as needed, and delegate respective duties and responsibilities to same.
 - d) Appoint standing and/or special committee leads [and committees] and delegate respective duties and responsibilities to same.
 - e) Serve as ex-officio member of all committees except the nominating committee.
 - f) Bring to the attention of the group all pertinent information from the Center and Agency counterparts.
 - g) Immediately report all changes affecting the above items.
- Section 2. The facilitator shall:
- a) Assist/advise the lead in preparing/planning for CMUG meetings.
 - b) Notify CMUG members of meetings, place and time.
 - c) Distribute all meeting minutes to the group for preview and comment before they become a permanent record.
 - d) Preserve all meeting minutes, handouts and notes in a permanent file or storage.
- Section 3. The rotating recording secretary shall:
- a) Record minutes of the current meeting.
 - b) Forward minutes, handouts, and notes to the facilitator for distribution and preservation.

ARTICLE X MEETINGS

- Section 1. Regular meetings shall be held on the first and third Wednesday of the month unless otherwise ordered by the group or lead.
- Section 2. The first meeting of the calendar year shall be designated the annual meeting at which time reports summarizing the previous year's activities shall be given.
- Section 3. Special meetings may be called by the lead, core member or any splinter group lead provided all members are notified in writing, of time, place and purpose of such meeting.
- Section 4. Five core members shall constitute a quorum.
- Section 5. On group matters that permit core member voting (including absentee ballot voting), as deemed by the lead; no member shall have more than one vote, and no voting by proxy shall be allowed.

ARTICLE XI PARLIAMENTARY PROCEDURE

The rules of parliamentary procedure comprised in the current edition of *Robert's Rules of Order Newly Revised* shall serve as a guideline for all proceedings of the group and officers, subject to such special rules as have been or may be adopted.

ARTICLE XII AMENDMENTS

- Section 1. Amendments to these bylaws may be proposed by a bylaw committee or a core member.
- Section 2. All proposed amendments shall be sent in writing to every member at least ten calendar days before they are to be voted upon.
- Section 3. These bylaws may be amended by a majority vote of core members in good standing.
- Section 4. The final adoption by the group of amendments to or revisions of these bylaws shall be contingent upon the approval of the lead.
- Section 5. When an amendment is adopted to conform to Center or Agency requirements, any conflict shall be resolved in accordance with Center and Agency policy and procedures.