

Official Bylaws
Of the
Colorado CustomWare
User Group, Inc.



EFFECTIVE October 10, 2011

BY-LAWS of the COLORADO CUSTOMWARE USER GROUP, Inc.

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ARTICLE I ORGANIZATION & MISSION STATEMENT

ORGANIZATION

The name of the group shall be the “Colorado CustomWare User Group, Inc.” referred to as CCI User Group.

MISSION STATEMENT

The CCI User Group provides a discussion group and forum for member jurisdictions¹ to become better educated users and to provide feedback for enhancing the software.

ARTICLE II OBJECTIVES AND PURPOSE

- 1) To assist with developing and enhancing the business relationships created within the assessment process.²
- 2) To provide constructive comments, ideas, and suggestions, between users and CCI, towards achieving a reliable, consistent, accurate, and efficient comprehensive computerized system.
- 3) To solicit enhancement requests and facilitate the prioritization of those requests in a User Group Enhancement Request List (see Article VI page 8), to present to CCI.
- 4) To provide a venue for education and training on CCI products based on users processes as well as product functionality.
- 5) To provide an annual conference for education, training and networking.
- 6) To provide for an effective means of communication between users using best available resources including but not limited to administering a website.
- 7) To provide feedback to insure that the software is both flexible and adaptable to meet future technological advances and changes in the assessment industry.

¹ Member jurisdictions are defined as any government entity having a role in the assessment process that actively uses CCI products.

² For the purposes of this document “assessment process” shall be defined as land records, assessment, collection and administrative processes.

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ARTICLE III MEMBERSHIP AND VOTING

- 1) Each CCI Jurisdiction with a current contract in place with CCI is a member of the group. The CCI Users Group shall request from CCI notification of each new client.
- 2) Voting rights are limited to dues-paying member Jurisdictions.
- 3) Each member Jurisdiction (with dues current and paid) will have one vote. Decisions shall be based on a majority of votes cast of those member Jurisdictions attending the meeting.
- 4) Each member Jurisdiction's vote is to be cast by a designee of that Jurisdiction.
- 5) Guests or prospective "CCI Jurisdictions" may attend the conference upon board approval, but may not vote.
- 6) Elections for board officers shall be held from a slate of candidates, either volunteered or selected by the nominating committee, as appointed by the chair.
 - a) To be considered as a candidate you must be employed by a dues paying jurisdiction.
 - b) Notification of the slate of candidates shall be sent to the membership prior to the annual business meeting.
 - c) In the event the nominating committee could not fill the slate of candidates for all positions the board shall open the nominating process for the position(s) that does not have any nominees at the annual business meeting from the floor. Any nominations from the floor must be present.

ARTICLE IV BOARD OFFICERS

- 1) The management and control of the CCI Users group and its affairs shall be vested in the Board Officers.
- 2) The makeup of the Board shall be limited to one person per state per product at any one given time. In addition each jurisdiction may only have one person serve on the board at any one time.
- 3) All Board Officer positions carry board voting privileges.
- 4) Six Board Officers shall be elected by a majority of votes cast of those member jurisdictions attending the meeting in person.
 - a) One officer shall be a representative of the RealWare Product

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- b) One officer shall be a representative of the CollectWare Product
- 5) Terms of Office for elected Board Officers shall be for three years, and shall be unlimited. Terms shall be staggered, which may be adjusted by the board to get 2 board members elected annually for a three year term. Terms shall commence after elections held at the annual User Group meeting.
 - a) Removal of officer with cause: Any board officer who has missed a minimum of 3 meetings, either in person or remotely, may be removed for lack of participation at the chair's discretion.
- 6) The Board Officers shall then elect a Chairman by a majority vote, and the Chairman together with the other Board Officers will then determine the remaining positions.
- 7) CCI shall be allotted one "Ex-Officio" board position (see ARTICLE IV EX-OFFICIO(S)).

8) BOARD POSITION VACANCIES:

- a) In the event that a Board Officer (non-Chairman) leaves their position prior to the end of their term of office, the Chairman (with Board approval) shall appoint an individual from the member Jurisdictions to fill the unexpired vacant Board position.
- b) In the event that the Chairman leaves their position prior to the end of their term of office, the Board shall determine the best course of action that is in the best interest of the Users' Group. The Board will convene and determine the replacement for the Chairman, who will serve the remainder of the Ex-Chairman's term.

9) BOARD OFFICER POSITIONS:

- a) **CHAIRMAN:** The chairman shall preside over and run (according to Robert's Rules of Order) all meetings of the User Group. All of the "Officer" board positions are "Deputies" of the Chairman. The Chairman may delegate/assign the following duties amongst the other Officers and himself/herself:
 - i) **Conference Chair** - Handles all details of yearly User Group Conference & Spring Board Meetings.
 - ii) **Website Chair** - Responsible for managing the design, maintenance, editing and updating of the official User Group's website.

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iii) **Issue List Enhancement Chair** - Works with CCI to get an Enhancement List ready for prioritization at the annual User Group Conference. Coordinates with user/member counties to:

- (1) Publicize enhancement wants.
- (2) Work together on joining in on costs.
- (3) Getting top enhancements for CCI to put in product from user group.

iv) **Education/User Group Content Chair** –

- b) **VICE-CHAIRMAN:** The Vice-Chairman shall assume all of the duties of the Chairman whenever the Chairman cannot perform his/her duties for whatever reason, on a temporary basis, until such time as the Chairman is ready to resume his/her official duties. The Vice-Chairman shall also undertake any/all additional duties as delegated to him/her by the Chairman.
- c) **SECRETARY:** The secretary shall record the official minutes of any/all board meetings (see ARTICLE V, “MEETINGS,” items 1, 3 and 5) into a digital format and make them available to all members via posting to the User Group website and/or email. As per Robert’s Rules of Order, the previous meeting’s minutes shall be presented, reviewed and accepted (via motion and second) at the current board meeting’s meeting. The Secretary shall keep current a roll of all users/members, and shall call the roll when required. The Secretary shall also undertake any/all additional duties as delegated to him/her by the Chairman.
- d) **TREASURER:** The Treasurer shall be responsible for the following duties:
- i) Billing to the jurisdictions for the annual User Group fee (see ARTICLE V, “MEETINGS”, item 6 – “FEES”)
 - ii) Depositing all User Group fees into the User Group account and recording each transaction into a digital format for recording and reporting purposes.
 - iii) Making disbursements from the User Group account and recording each transaction into a digital format for recording and reporting purposes.
 - iv) Reporting all income/expense transactions at each board meeting or at a minimum quarterly.

The Treasurer shall also undertake any/all additional duties as delegated to him/her by the Chairman.

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- e) **AT-LARGE:** The At-Large member shall undertake any/all duties as delegated to him/her by the Chairman.

10) EX-OFFICIO(S)

All Ex-Officio positions are limited to one per organization, and whoever serves in that capacity shall be named by their organization. All Ex-Officio positions do not carry board voting privileges.

- a) **CCI REPRESENTATIVE:** CCI shall be allotted one “Ex-Officio” board position. CCI shall, at their discretion, bring other CCI employees to board meetings, in order to facilitate any pertinent discussions.
- b) **CONFERENCE HOST SITE REPRESENTATIVE:** Host site for upcoming conference shall be allotted one “Ex-Officio” board position.

ARTICLE V MEETINGS

- 1) **REGULAR MEETINGS:** The business meeting shall be held each year during the User Group Conference.
- 2) **USER GROUP CONFERENCE:** The User Group Conference will be held annually at the discretion of the board. Upcoming User Group Conference location(s) will be voted on by the Users at a User Group Conference not more than two (2) years in advance.
 - a) Preferably each year in the fall (depending on resource availability).
 - b) Each conference site must have a local host.
 - c) The conference selection will be made based on presentations made at the annual business meeting by any jurisdiction wishing to host a conference.
 - d) Those wishing to host must notify the board prior to the annual business meeting.
 - e) The board may at their discretion decide to have the conference at Fort Collins, CO headquarters of CCI.
- 3) **SPECIAL MEETINGS:** Special meetings may be called at the discretion of the chairman.

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- 4) **OTHER MEETINGS:** Other meetings of the Board may be held upon the call of the Chairman, or of two or more members of the Board, at any place within or without the State of Colorado, upon reasonable notice, specifying the time, place and purposes thereof. Notice shall be deemed waived by attendance at any meeting in person or by proxy and similar notice may likewise be waived by absent directors, either in written instrument or by telegram.
- 5) **INFORMAL ACTION:** Any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Board entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote of the members of the Board.
- 6) **FEES:** Each county will be charged a yearly fee of \$150 to pay for costs associated with the organization. The fee will pay for the following costs: User Group web page, User Group conference calls, User Group meeting expenses, and other miscellaneous fees as needed. The income/expense report for this fund shall be posted on the User Group web page and will be reviewed annually by the board and at each User Group meeting. The User Group Board may request to lower fees on a yearly basis but cannot raise fees without a majority vote of the member Jurisdictions. The Treasurer and/or the Board Chair may make disbursements at their discretion up to \$500.00. The Board must approve all disbursement of funds over \$500.00. All disbursements must be reported to the Board at the next Board meeting.
- 7) **ATTENDANCE:** All member Jurisdictions are encouraged to attend User Group meetings. CCI is expected to attend all regular User Group meetings.

ARTICLE VI USER GROUP ENHANCEMENT REQUESTS

- 1) **ENHANCEMENT REQUEST:** Enhancement requests shall be submitted to the User Group Board for inclusion on the next regular meeting agenda. The User Group will discuss each submission at that meeting and determine whether the request should be added to the official User Group enhancement list. Requests may be submitted:
 - a) Either in writing directly to a board member or;
 - b) Via the User Group website
- 2) **ENHANCEMENT LIST:** The enhancement list shall be managed by the board and prioritized by the User group.

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ARTICLE VII AMENDMENTS

The By-laws of the Colorado CustomWare User Group may be amended by an affirmative vote of a majority of the member Jurisdictions present at any regular meeting. Amendments may be proposed and voted upon at the business meeting during the annual conference. Apart from the annual conference, the Chairman shall cause to be mailed to each member Jurisdiction (or designee) a copy of the proposed By-law amendment at least 14 days prior to a special meeting, at which a vote on the By-laws will be taken.

ARTICLE VIII MISCELLANEOUS

- 1) **INCORPORATION OF ARTICLES:** The Articles of Incorporation, as they now exist, are hereby made a part of these By-laws and all By-law provisions shall be construed in connection with said Articles of Incorporation, and no Bylaw provision shall be adopted to conflict with or be in contravention of said Articles of Incorporation.
- 2) **EXECUTIVE COMMITTEE:** The members of the Board may by resolution designate two or more members to constitute an Executive Committee, which shall have and may exercise all of the authority of the members of the Board or such lesser authority as may be set forth in said resolution.

Adopted this _____ day of _____.

ATTEST:

Secretary

Chairman