

Insurance and Finance SAS User Group By-Laws

Article 1: IFSUG and Steering Committee Formation:

Section 1.01 The guidelines for establishing a special interest SAS users group is the basis for the formation of the Insurance and Finance SAS User Group (IFSUG) and will be referenced as appropriate.

http://support.sas.com/usergroups/docs/forming_local_usersgroup.pdf

Section 1.02 IFSUG has adopted a clear "Objective" statement to avoid scope creep as follows:

- (a) This is a volunteer group whose primary purpose is to provide a forum for the exchange of information and promotion of new ideas concerning SAS and related products and to assist participants in developing SAS skills.

Section 1.03 There will be no election of officers. The current organizational arrangement of a Chair and Co-Chair will be supported by a steering committee made up of at least 3 Peer IFSUG participants.

- (a) The Chair will represent the organizational role requirements of President.
- (b) The Co-Chair will represent the organizational role requirements of Vice President, Secretary, and Treasurer

Section 1.04 The Chair and Co-Chair will serve an indefinite term and will be appointed by majority vote of the Steering Committee members at a regularly scheduled Steering Committee meeting.

Section 1.05 Decisions made on behalf of IFSUG by the Steering Committee and/or the Chair and/or Co-Chair will be documented in the Steering Committee Meeting Notes and will serve as official functioning guidelines for the group.

Section 1.06 Decisions made by the Chair and/or Co-Chair on behalf of IFSUG will be communicated via email to the IFSUG Steering Committee within a reasonable time frame, but no later than five business days prior to the next regularly scheduled Steering Committee meeting.

Section 1.07 Competitive recruiting will not be sponsored at IFSUG meetings. However, students and/or unemployed individuals would be allowed, and encouraged, to advance their careers through personal networking.

Insurance and Finance SAS User Group By-Laws

Article II. IFSUG Funding Options:

Section 2.01 IFSUG Annual Events will be funded through a registration fee model based solely on the cost of organizing the event.

Section 2.02 Corporate sponsorship and/or Member Dues will not be utilized as a funding vehicle at this time. However, these funding options may be instituted at any time at the discretion of the Steering Committee and/or the Chair and/or Co-Chair.

Section 2.03 Outside consulting services may be asked to assist with the following items at IFSUG Annual Events:

- (a) Newsletter
- (b) Registration (including fee handling)
- (c) SAS Training
- (d) Materials Preparation

Article III. IFSUG communications and User contact:

Section 3.01 An IFSUG Website is not necessary at this time due to the associated cost and maintenance. However, this method of communication may be instituted at any time at the discretion of the Steering Committee and/or the Chair and/or Co-Chair.

Section 3.02 All direct communications will be handled through email. The Chair will oversee the maintenance of the IFSUG Master Email List by a volunteer communication co-coordinator.

Section 3.03 The establishment of a "List Service" may be embraced at some point in time to assist with, and facilitate, IFSUG participant programming needs and questions.

Insurance and Finance SAS User Group By-Laws

Article IV. IFSUG Meeting Instances:

Section 4.01 Steering Committee Meetings

(a) The steering committee will meet on the third Wednesday of the month via teleconference

i. Bi-weekly during group formation

ii. Monthly thereafter

(b) A quorum of at least three (3) individuals is required for decision making purposes

Section 4.02 Annual IFSUG Meeting Event

(a) To be held once per year

(b) Location to be determined by the Steering Committee or Planning Sub-Committee