**Capital Area SQL Server User Group**

# Articles of Association

## ARTICLE I: Name and Purpose

### Section A: Name

The name of this organization shall be the Capital Area SQL Server User Group (henceforth known as “CASSUG”).

### Section B: Affiliations

While CASSUG is an independent organization, it works alongside other organizations with similar goals. CASSUG partners with Microsoft to receive free subscriptions to some of their products. Similarly, CASSUG works with SQL Saturday (sqlsaturday.com) to coordinate and advertise larger events. All services provided by or for CASSUG are done free-of-charge in the spirit of a non-profit organization.

See Article II, Section A for details on membership in CASSG.

### Section C: Purpose

CASSUG is organized for the purpose of providing technical training, networking, and career building opportunities to the local and regional communities of New York’s Capital District.

All programs offered by CASSUG are provided for free or at-cost only.

This organization exists exclusively for educational purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future applicable federal tax code.

## ARTICLE II: Membership

### Section A: Eligibility

Membership shall be open to all members of the local and regional community. There are no requirements to fulfill to become a member. Subscribing to the CASSUG Meetup event page is sufficient to engage in its activities.

### Section B: Dues

CASSUG does not charge membership dues. Its services are subsidized by sponsorships and donations from other organizations.

### Section C: Fundraising

To fund training events, CASSUG will raise funds from any interested organizations, including (but not limited to):

* Colleges & universities
* Corporations
* Non-profit organizations
* Individuals

These donations may include:

* Monetary donations
* Services
* In-kind donations, such as food or supplies for events.

## ARTICLE III: Officers

### Section A: Officers

The officers shall be:

* President
* Vice-President
* Secretary/Treasurer
* Event Coordinator
* Member at Large

The duties of these officers are described in Article IV. Additional leadership roles may be appointed by any officer, with approval of the president, to delegate duties, increase membership involvement, or accomplish additional tasks. A single member may hold multiple offices, if needed.

### Section B: Eligibility

All members of CASSUG are eligible to run for an elected officer position. There are no membership restrictions on who may hold an office.

### Section C: Election

All officers shall be elected during the final meeting of the fiscal year. See Article V for information on meeting location, timing, and structure.

Election of officers will be determined by a majority vote of the members present at an election meeting. If an office receives no candidate with a majority vote, the president will assume the office’s duties temporarily until another election is held at the next available meeting.

### Section D: Term

Officers shall serve for one year with their term beginning on January 1 and ending after December 31 of the same year.

### Section E: Vacancy

If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term.

Vacancies in any other office shall be filled via a special election at the next CASSUG meeting. If any urgent duties need to be completed in a timely manner, the President may appoint a temporary officer to handle these duties until the next CASSUG meeting.

## ARTICLE IV: Duties of Officers

### Section A: President

* Preside over all meetings
* Vote in the event of a tie
* Appoint additional officers or committee chairpersons as the need for additional leadership arises
* Represent CASSUG to other organizations and individuals, including (but not limited to):
  + Microsoft
  + Sponsors
  + Speakers/Guests
  + Educational organizations, such as other user groups, colleges, and schools
* Will retain signing power on the CASSUG bank account
* Perform other duties as ordinarily pertains to the office of president.

### Section B: Vice-President

* Preside over meetings in the absence of the president
* Manage advertising, user group sponsors, and marketing activities
* Assist in any organizational duties with the president, as needed

### Section C: Secretary-Treasurer

* Record the minutes at all meetings
* Receive, manage, and disburse funds as required by organizational activities
* Create and maintain a budget for each fiscal year
* Maintain an itemized account of all receipts and expenses
* Report account balances and account activity when requested by any CASSUG member

### Section D: Event Coordinator

* Manage any special events that CASSUG organizes or participates in, including:
  + SQL Saturday Albany
  + CASSUG holiday dinner
  + Annual CASSUG BBQ/outing
  + Other training events
* Maintain a list of other organization’s events and announce them at meetings, including:
  + PASS Data Community Summit
  + SQL Saturday events
  + Online training events
  + Other user groups
  + Online Meetups, social media, blogs, and other groups

### Section E: Member at Large

* Manages food and drinks at all meetings
* Assumes duties that do not fall into other officer’s roles, as overseen by the president

## ARTICLE V: Meetings

### Section A: Time and Location

Meetings will be held on the second Monday of each month at the Rensselaer County Chamber of Commerce, located at 90 4th Street, Suite 200, Troy, NY 12180. The time and/or location may change if the needs of the group, the facilities, or hosting location change over time.

### Section B: Special Meetings

Additional meetings may be called by the president when the need arises. While these meetings may be used for event planning, socialization, or educational purposes, they shall not be used for elections.

### Section C: Quorum

A quorum shall consist of the members present at a regular meeting, so long as that number exceeds 10.

### Section D: Parliamentary Procedure

Apart from elections, there shall be no parliamentary procedure required by CASSUG at meetings or official events. The organization thrives on casual interactions and open networking and would not benefit from extensive logistical micromanagement at meetings.

## ARTICLE VI: Committees

### Section A: Creation

Committees may be created by the President to oversee event planning or other duties that would benefit from a larger group’s oversight.

### Section B: Dissolution

When a committee has completed all tasks assigned to it, the president shall dissolve that committee.

## ARTICLE VII: Amendments

### Section A: Selection

These bylaws may be amended by a 3/4 vote of CASSUG membership present at a meeting.

### Section B: Notice

Amendments shall be announced at least one week prior to their vote to allow time for membership review.

## ARTICLE VIII: Adoption and Updates

This document was formally adopted by CASSUG on 1/5/2017. The last update was on 4/26/2024, making adjustments to partner organizations, verbiage, and other non-significant details.

## ARTICLE VIII: Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future applicable federal tax code, or shall be distributed to the federal government, a state, or local government, for a public purpose.