



The Edinburgh Linux User Group (Outreach) Constitution

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1. Interpretation and Definitions

- a. Although the male gender is used in this document it applies equally to males and females
- b. **EdLUG** is the Edinburgh Linux User Group
- c. EdLUG(Outreach) is a subgroup of EdLUG
- d. EdLUG has a mailing list and will henceforth be described as "the list"
- e. **Subscribers** to the EdLUG mailing list will henceforth be described as "Subscribers"
- f. The Archive of all e-mails sent to the list can be found at <http://www.edlug.org.uk/archive/> and will henceforth be described as "the Archive"
- g. It is not possible to gain a consensus from the group. It is possible to get a "**consensus of the interested**" and in this document this is what is referred to as consensus
- h. **No Objections**: is a method of getting a consensus from the EdLUG Mailing list. If there are no objections to an idea then it is passed
- i. **Fishing**: is a method used where the "No Objections" method does not reach a consensus
- j. **Trawling**: is the combined methods of "No Objections" and "Fishing"

2. Name of the Group

- a. The group will be called The Edinburgh Linux User Group (Outreach)
- b. The name will usually be abbreviated to EdLUG (Outreach)
- c. For the rest of this document EdLUG (Outreach) will be referred to as "Outreach"

3. Purpose

- a. To facilitate projects in the Edinburgh area which will promote the use of the GNU/Linux operating system, Free Software, and Open Source Software
- b. To act as a gateway or interface between EdLUG and companies or organisations that are external to EdLUG

4. Liability

At all times when members of EdLUG(Outreach) are dealing with non-members of EdLUG(Outreach) or members of the public they should make it clear that EdLUG, EdLUG(Outreach), volunteers associated with EdLUG or EdLUG Projects, are not liable for :

- a. Installation or ongoing installation support or technical support
- b. Loss or corrupted Data of any kind
- c. Any hardware Destruction or Malfunction
- d. Any other hardship that arises from the project

It must also be made clear that any software given out is used or installed with the full permission of the person that receives it.

5. Membership

- a. Membership of Outreach is open to anyone who:
 - Is older than eighteen years of age AND
 - Is a subscriber to the EdLUG mailing list; AND
 - Has an EdLUG E-Mail address (e.g. FooBar@edlug.org.uk); AND
 - Has an EdLUG PGP / GPG key.
- b. Prospective Members should present themselves and give their details to the EdLUG Secretary
- c. Membership of the group will be immediately revoked if the member has been found to be participating in criminal actions concerning EdLUG, EdLUG(Outreach) or are acting in a way that is detrimental to the purpose of the group
- d. Outreach members must be eighteen years of age to be allowed in the licensed premises for meetings

6. Officers

There will be three elected officers: A Press Officer, a Bookkeeper and a Signatory. The duties of the Officers will be as follows:

The Press Officer will:

- a. Act as the communication interface between external organisations and EdLUG
- b. Maintain a list of those external organisations and publish them on request from the list
- c. Maintain a list of the members of Outreach
- d. Publicise General Meetings of Outreach, and write and make available to members the official record of such meetings by e-mailing them to the list

The Bookkeeper will:

- a. Report if any Member is likely to spend money that has not already been provided and authorised
- b. Maintain the annual accounts of the Outreach
- c. Post to the EdLUG Mailing list any money incoming or outgoing that is not petty cash
- d. Report to the EdLUG Mailing list any money moved into pettycash
- e. E-mail any requests for information concerning the account to the EdLUG Mailing list
- f. Present the annual accounts for agreement by the members at the annual General Meeting of the Outreach
- g. Make payments for any expenditure by the Outreach
- h. Arrange Limited Liability Insurance cover for the Outreach and its members if needed

The Signatory will:

- a. Be there to act as a safeguard for the bank account in unforeseen circumstances
- b. Be available to sign for funds if the need arises

7. Bank Accounts

- a. A bank account will be set up by the three officers for use by Outreach
- b. Cheques will require to be signed by any two of the three signatories
- c. Movement of money out of the bank account must be approved by trawling
- d. If any of the signatories, leave, resign, are replaced, deselected, or are absent the other signatories may revoke their access to the Bank Account. This must be reported to the list and a replacement found

8. Resources

Outreach will make use of EdLUG resources such as the web site and mailing list. It will not have separate resources specific to it.

9. Meetings

EdLUG and Outreach are in a constant state of meeting on the mailing list. It is beneficial to hold face to face meetings because openly discussing certain types of issues are quickly resolved in this manner. The group will hold regular Ordinary Meetings throughout each year and one Annual General Meeting. Special General Meetings may be called at any time by trawling the list. These meetings are for social reasons only. Any decisions concerning Outreach can only be done via the Trawling method on the list

- a. Ordinary Meetings will be held at the same time, and in the same location, as the EdLUG (Social) group. Details are published on the EdLUG website
- b. For the Annual Meeting, the agenda, location and time of such meetings will be posted on the EdLUG mailing list by the press officer
 - Accounts of the group for the year past will be presented for face to face discussion these will be posted to the EdLUG mailing list
 - The Press Officer will present a summary of the group activities for the previous year for face to face discussion this will be posted to the EdLUG mailing list
 - Proposals will be posted to the EdLUG mailing list for election of the Outreach Officers
 - Other business, which may be placed on the agenda by members, will be conducted
- c. The location of the meeting will be within the Edinburgh City Boundary
- d. The Annual General Meeting will be held on approximately date of the anniversary of acceptance of this Constitution
- e. Crisis meeting can be called for at any time if validated by trawling

10. Elections

- a. Any current member of Outreach is eligible to stand for election
- b. A proposal and second from the list is required for nomination to stand
- c. Election for each officer is conducted by trawling the EdLUG mailing list

11. Extraordinary Circumstances

- a. Modifications of this Constitution can be achieved by Trawling the list
- b. An officer of Outreach may be removed by a "vote of no confidence" brought about by Trawling the list
- c. EdLUG may disband Outreach at any time. Confirmation must be made by Trawling the list. If Outreach is disbanded any projects will be wound up and any remaining funds will be transferred to the Named EdLUG Treasurer and Named EdLUG Secretary at the next possible EdLUG(Social) Meeting