

Chapter Handbook

Version 1.5

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ABOUT THE INTERGRAPH GEOSPATIAL USERS COMMUNITY

Communities are places where work gets done, where ideas are shared, where people gather, and where structures are constructed and maintained. The Intergraph GeoSpatial Users Community (IGUC) is dedicated to serving the needs of users in the mapping and GIS industry. Its mission is to further users' personal knowledge, product use, and interaction with Intergraph and other users worldwide.

IGUC's charter is to:

- Enhance productivity with Intergraph Mapping and GIS Solutions' products, solutions, and services.
- Encourage users to be actively engaged in the user community, locally and internationally.
- Communicate business and technical information in a consistent, effective manner to mapping and GIS users worldwide.
- Facilitate user feedback to Intergraph Mapping and GIS Solutions regarding business and industry needs, future product needs and capabilities, product and process problems, and other issues of mutual concern.
- Provide forums in which users can easily share expertise with their peers.
- Ensure that both users and Intergraph Mapping and GIS Solutions receive the greatest advantages from the interaction, with clear benefits at both the business and technical levels.

IGUC ORGANIZATIONAL STRUCTURE

- **Intergraph Mapping and GIS Solutions Worldwide Management Team**
The IGUC is sponsored and managed by Intergraph Mapping and GIS Solutions, headquartered in Huntsville, AL. Strategic direction, budget, and high-level advocacy are provided by the Intergraph Mapping and GIS Solutions worldwide management team.
- **IGUC GeoSpatial Executive Board**
Vision and direction for the users community are provided by the IGUC GeoSpatial Executive Board. The board comprises up to six members who are users of Intergraph Mapping and GIS Solutions products or solutions, and two members who are representatives of industries serving the GIS and mapping community. The Intergraph Mapping and GIS Solutions executive vice president and the IGUC executive administrator also serve as members of the board.

Membership on the board is by invitation and appointment by the Intergraph Mapping and GIS Solutions executive vice president. In appointing user members to the board, consideration is given to a balanced representation from the various regions of the world. User members serve for two-year terms.

The goals and objectives of the GeoSpatial Executive Board are to:

- Foster relations with related organizations, companies and industries for purposes of advancing the IGUC and growing its annual international conference.
- Develop strategies for increasing user participation and ownership of the community, and for advancing the mission and charter of the community.
- Review, comment and provide recommendations on the User Community Management Team's proposed community initiatives, including member programs, focus groups, and local communities.
- Review, comment and provide recommendations on the User Community Management Team's proposed conference initiatives, including technical program mix and core content, ancillary events, and activities.

- Identify regional opportunities for IGUC programming and activities, including the establishment of local users communities.
- Review and manage dispensation of formal user appeals to IGUC policy rulings.
- **Users Community Management Team**
The users community management team at Intergraph Mapping and GIS Solutions provides support for the day-to-day activities of the community. The IGUC executive administrator coordinates the support functions of the management team.

Support includes:

- Developing new member programs and services
- Processing community memberships
- Planning and managing the IGUC international training and management conference
- Chartering local users communities
- Coordinating Intergraph Mapping and GIS Solutions support for local users communities
- Coordinating and facilitating the IGUC Networks
- Establishing new Networks based on users needs and product directions
- Providing first point-of-contact with members-at-large, local community leaders, and local users
- **IGUC Chapters**
IGUC chapters are local users communities whose charters have been endorsed by a member of the Intergraph Mapping and GIS Solutions worldwide management team and approved by the IGUC executive administrator. Chapters are defined by geographic areas, for example a city or metropolitan area, region, county, state, or country. Chapters are managed by Intergraph Mapping and GIS Solutions local offices or international distributors.
- **IGUC Networks**
The IGUC Networks are forums for users to provide direct comment and feedback about Intergraph Mapping and GIS Solutions' product planning, development, priority and direction. The Networks are ongoing, mostly virtual, gatherings of Intergraph users from around the world who have similar product, project, and/or solutions interests. The Intergraph Mapping and GIS Solutions management team in Huntsville, AL, facilitates the Networks.
- **Members**
Membership in the Intergraph GeoSpatial Users Community is free and is open to all individuals and employees of organizations who own or operate Intergraph Mapping and GIS Solutions products and solutions.

NOTE: In addition to the Intergraph GeoSpatial Users Community and the IGUC Networks, Intergraph Mapping and GIS Solutions continues to offer a range of cost-effective support solutions that address all levels of user needs. Technical support features include single point of contact by telephone or e-mail for all support-related issues; online product knowledge base; updates and fixes available on the Web; software warnings; documentation; technical notes; utilities and tools; remote diagnostics for immediate investigation; and fast and direct problem resolution. Information on Intergraph Mapping and GIS Solutions users support is posted at www.intergraph.com/gis/support. Neither IGUC nor the IGUC Networks are to be thought of as substitutes for these kinds of user support services. Questions regarding maintenance contracts should continue to be pursued through your maintenance contract administrator. Trouble Reports (TR) and Change Requests (CR) also should continue to be logged through your current channel.

IGUC CHAPTERS

Introduction

Within the IGUC structure, local user communities are referred to as chapters. In addition to promoting the activities of the IGUC at the local level, the primary purposes of a chapter are to:

- Increase education, training and productivity between local users in the same discipline or application area
- Ensure fluent communication between local users on business and technical information issues
- In conjunction with the Intergraph Mapping and GIS Solutions local office or distributor, assist in planning local users events, technical forums, educational seminars, new product demonstrations, membership meetings, and other local activities to encourage participation from within the Intergraph GeoSpatial Users Community and the sharing of ideas and applications with local users
- Through its members' participation in the IGUC Networks, work with Intergraph Mapping and GIS Solutions in defining user needs and developing new solutions

A group of users in a defined geographic or organizational area may begin formation of a chapter by identifying a common need for interaction focused on the use of Intergraph Mapping and GIS Solutions' products and solutions. A formal IGUC charter may be issued when the chapter shows a reasonable membership and meets the chartering criteria.

There is no minimum or maximum geographic area that a chapter is required to cover. A chapter may be as small as a parish or as large as a country. Refer to the IGUC Chapter Chartering Petition found in the Appendix of this document for instructions on specifying geographic boundaries.

Chartering Criteria

The chapter must hold at least one organizational meeting where those present agree on their desire to become affiliated with the Intergraph GeoSpatial Users Community, agree on the proposed charter of the organization, and ratify or elect advisory council members in accordance with the provisions of the proposed charter.

The chapter must file a Chartering Petition with the IGUC executive administrator. The petition must be accompanied by the proposed charter, complete contact information of the advisory council members, and signed by a minimum of ten users (members). The petition must be endorsed by the Intergraph Mapping and GIS Solutions regional sales manager or international distributor. A summary report of the organizational meeting is to be attached to the petition.

The proposed charter must include the following items:

1. The official name of the organization
2. A statement of purpose and objectives
3. Criteria for defining members, fees and official meetings
4. A definition of officers and composition of governing body as well as a description of the methods of appointment and/or election
5. Provision for an annual business meeting of the membership
6. An indemnification statement

A model chapter charter is provided in the Appendix of this document. The model charter is intended only to serve as a guide. In writing its charter, the group should institute the amount of organization it feels is necessary.

Maintaining a Charter

Once a charter is issued by IGUC, each chapter is required to submit an annual report. The annual report consists of a form that is distributed by the IGUC executive administrator to each chapter secretary, filled in by the chairperson or secretary, and returned to the IGUC office. The purposes of the annual report are to (a) summarize activity level, (b) monitor effectiveness of IGUC and Intergraph Mapping and GIS Solutions sponsored programs, (c) gather information for future planning, and (d) report changes in chapter officers. Failure to fulfill the annual reporting requirement could result in revocation of the chapter's charter.

In addition to the annual reporting requirement, in order to maintain its charter the chapter also must give timely notice and hold at least one general membership meeting during each calendar year.

Organization and Incorporation

Since an IGUC chapter is not an independent organization, and since its activities and events are managed and sponsored by an Intergraph Mapping and GIS Solutions local office or international distributor, there is no requirement or justification for IGUC chapters to incorporate or otherwise establish a legal identity. Further, since finances relating to chapter activities and events are managed and controlled by the Intergraph Mapping and GIS Solutions local office or international distributor, and no compensation is paid to advisory council members, a chapter does not have to acquire a tax identification number or be concerned about tax filings or other obligations associated with corporate entities.

Naming the Chapter

The official name of the chapter shall be the "Intergraph GeoSpatial Users Community, *followed by the geographic boundary description of the chapter.*" Examples of the proper naming of chapters are:

Intergraph GeoSpatial Users Community, Finland Chapter
Intergraph GeoSpatial Users Community, Northern California Chapter
Intergraph GeoSpatial Users Community, Milwaukee WI Chapter
Intergraph GeoSpatial Users Community, Edmonton Alberta Chapter

At first reference in a hardcopy or softcopy piece, the official name of the chapter should be used. Acceptable formats for subsequent references to the chapter include:

IGUC Finland Chapter
Finland Chapter of the Intergraph GeoSpatial Users Community

Use of IGUC Logo

After a chapter's charter has been approved, the chapter is then authorized to use the IGUC logo in conjunction with the official name of the chapter. At the right is a sample of the IGUC chapter logo. The PMS color to be used is Pantone 340 CVU. The font to be used for the chapter name is Futura Medium Condensed, 28 point.

The IGUC chapter logo may be used on all chapter communications, including letterhead, newsletters, meeting announcements, and Web sites.



Chapter Membership

Membership in the IGUC chapters is to be open to any individual or personnel of an organization that uses Intergraph Mapping and GIS Solutions products and/or solutions and that has a physical presence in the geographic area defined by the chapter. Consideration also should be given to extending membership to users of products and/or solutions of IMGS' strategic partners,

Team GeoMedia Members, and Team GeoMedia Registered Solutions Providers that reside in the geographic area defined by the chapter.

An individual must be a member of the Intergraph GeoSpatial Users Community in order to be a member of an IGUC chapter. When an individual's member join information is entered in the IGUC database, the contact information and join date for that information will be automatically forwarded to the designated chapter contact for the geographic region in which the individual resides. The designated chapter contact is then to send a letter of invitation to join the IGUC chapter. Included in the invitation should be a description of the chapter and its upcoming activities.

Indemnification

IGUC chapters shall indemnify and hold harmless Intergraph Corporation, Intergraph Mapping and GIS Solutions, and their subsidiaries and distributors from any third party claim resulting from activities of the chapter that are not authorized by IGUC in accordance with this Handbook and the chapter's approved charter, as well as in cases of negligence and willful misconduct by chapter members, directors and/or advisors in all activities, authorized or unauthorized.

CHAPTER ADVISORY COUNCIL

Purpose and Composition

Vision and direction for the chapter are provided by a Chapter Advisory Council. The council comprises an Intergraph Mapping and GIS Solutions chapter sponsor, and no less than three but no more than six users who are members of the chapter. User members serve in an advisory capacity. The chapter sponsor shall be an employee of and appointed by the Intergraph Mapping and GIS Solutions local office. In the case where a chapter is endorsed by an Intergraph Mapping and GIS Solutions international distributor, the chapter sponsor shall be an employee of that distributor. Advisors may either be nominated and elected by the chapter members or appointed by the chapter sponsor.

Term of Office

In order to establish a staggered term of office so as to have continuity in leadership, for the initial advisory council a portion of the individuals shall be elected or appointed to a two-year term and a portion shall be elected or appointed to a three-year term. (If the advisory council is composed of three users, it is recommended that two be elected or appointed to a two-year term and one be elected or appointed to a three-year term. If the advisory council is composed of six users, it is recommended that two users each be elected or appointed to a one-, two- and three-year term.) Thereafter, all advisors shall serve a term of two years. No advisor shall serve for more than four consecutive years on the council.

Nomination and Elections

If advisors are elected positions, they shall be chosen from among the members of the chapter. Candidates should declare their intent to seek the position to the Intergraph Mapping and GIS Solutions chapter sponsor, who shall serve as the election supervisor. The election supervisor should prepare a secret ballot for voting. The candidate(s) receiving the greatest number of votes cast is the winner. Only the winners of the elections will be announced. No vote tallies will be released, unless the chapter advisory council cites a valid reason for doing so. Election results and any changes in advisory council members must be reported to the IGUC executive administrator within 30 days of the occurrence.

Voting may be by mail, fax, electronic communication, or at a meeting of the membership providing due notice of the meeting has been issued.

While desirable, it is not a requisite that more than one candidate be identified for each vacancy. However, there shall be provision for write-in candidates on all chapter advisor election ballots.

If advisors are appointed positions, their appointment is to be ratified by a vote of the chapter membership following the same procedures as described above for the election of chapter advisors. However, there shall be no provision for write-in candidates.

Vacancies and Removals

If for some reason – resignation, death, removal or otherwise – an advisor cannot continue serving, the chapter sponsor will nominate a successor to be appointed to the council for the remainder of the unexpired term. The appointment will be confirmed if a majority of the remaining council members approve the nomination.

Any elected or appointed advisor may be removed from their position by a two-thirds majority vote of the council. Formal charges against an advisor must be mailed by certified letter to each council member at least 30 days in advance of such a vote, and the charged advisor must be given the opportunity to present a defense.

Advisor Qualifications

The following are guidelines for the selection and conduct of members of the chapter advisory council. Requests for exemptions to these guidelines may be submitted to the IGUC executive administrator for consideration.

- The candidate must be a user of Intergraph Mapping and GIS Solutions products or services.
- The candidate shall not be an employee of Intergraph Mapping and GIS Solutions, its subsidiaries, or its distributors.
- The candidates shall not be an employee of Intergraph Corporation, or any of its divisions, subsidiaries, or distributors.
- The candidate may be an employee of an Intergraph Mapping and GIS Solutions Team GeoMedia Registered Solutions Provider, if there are no other viable candidates. (It is *preferred* that advisors be employees of organizations that use Intergraph Mapping and GIS Solutions products or services.)
- If elected, no candidate shall use their council position to openly promote their own commercial benefits.
- An advisor may not serve as an appointed or elected official of another user group while serving as an official in the IGUC organization.

All chapter officers, advisors, members and participants provide their time and effort on a voluntary basis and shall serve without remuneration. No salaries, commissions, or other forms of compensation are to be paid to any of the chapter participants for their services. However, chapter officers or advisory council members may be reimbursed for their reasonable expenses incurred in the performance of their duties, depending on the financial guidelines and budget provisions established by the Intergraph Mapping and GIS Solutions local office or international distributor.

Chapter Officers

The Intergraph Mapping and GIS Solutions chapter sponsor shall manage the affairs of the chapter and serve as the chairperson of the Chapter Advisory Council. There also shall be a chapter secretary. Other officers may be identified in order for the chapter to operate successfully.

The officers shall be chosen from among the members of the advisory council. Officers may be either nominated and elected or appointed by the chairperson. In the case of election, the candidate receiving the greatest number of votes cast for each office shall be declared the winner. If officers are appointed, appointments shall be ratified by majority vote of the council members.

Council officers shall serve for one-year terms. No officer shall serve for more than three consecutive years in the same office.

Roles and Responsibilities

Chairperson

- Presides at all meetings of the council and of the chapter membership meetings
- Proposes chapter initiatives
- Proposes user training and education initiatives
- Oversees the organization and implementation of all aspects of chapter meetings and events
- Ensures that the needs of the chapter members are appropriately addressed
- Communicates Intergraph Mapping and GIS Solutions business and technical information to the members
- Communicates IGUC Network activity to the members
- Is responsible for the overall well-being of the chapter

Secretary

- Keeps minutes of all meetings of the council and of the members and makes proper record of the same
- Maintains the roster of chapter members
- Gives due notice of meetings to officers and members
- Maintains the chapter charter
- Files the chapter annual report with the IGUC executive administrator

Advisors

- Promote chapter events and activities
- Promote the organization to recruit new members
- Assist the chairperson in whatever tasks are necessary
- Foster relations with related organizations, companies and industries for purposes of advancing the mission and objectives of the chapter
- Develop strategies for increasing user participation and ownership of the chapter, and for advancing its mission and charter
- Review, comment and provide recommendations on the chapter sponsor's proposed chapter initiatives, including member programs and services
- Review, comment and provide recommendations on the chapter sponsor's proposed conference initiatives, including technical program mix and core content, ancillary events, and activities

Changes in Advisors and Officers

After each election, or filling of vacancies, it is important to notify the IGUC office in Huntsville that there has been a change in chapter advisors or officers. Please provide information via e-mail to iguc@intergraph.com or via fax to the attention of the IGUC executive administrator at 256-730-2080. Provide the name of the IGUC chapter, the position or title of the new advisor or officer and who he or she is replacing, the individual's name, company/organization name, complete mailing address, telephone number, fax number, and e-mail address.

CHAPTER OPERATIONS

Conducting an Effective Council or Membership Meeting

There are a few simple requirements to make meetings effective and help eliminate the frustration that a poorly executed meeting can cause. These requirements are applicable for chapter officer and advisory council meetings, committee meetings, and annual business or special meetings of the membership.

A. Setting the Agenda

An important factor in meeting effectiveness is planning. Members need to know what subjects the meeting will cover, how much time is available for each subject, who is responsible for each item and what, if anything, members should do to prepare for the meeting.

The agenda can be developed in one of several ways:

1. By the unit leader before each meeting
2. By the unit, as a group, at the end of the previous meeting
3. By the unit, at the beginning of the meeting, developing the agenda by listing and prioritizing issues

Whatever method is used to establish the agenda items, people should have the information about date, time, location, preparation, and so forth far enough in advance so meetings are fully attended, by prompt, well-prepared participants.

In constructing agendas, it is probably better to separate meeting subjects so that problem solving takes place in separate meetings from those that are used to identify problems, update members, review progress, or train. The kind of mental preparation and skills used for problem solving are different. Attendees have reported getting confused over the purpose of the meetings, or feeling frustrated, when creative, problem-solving tasks are on the same agenda as tactical and reporting tasks.

b. Meeting Rules

Each chapter will want to consider developing a set of rules about how to operate its meetings. Some helpful examples are presented below:

1. Location and environment. Meeting is held in a location free of disturbing noise (including telephones), well lighted and ventilated, with comfortable seating and materials available for recording information. (Flipcharts and felt tip pens are effective tools.)
2. Scheduling. The meeting schedule can be set on a regular basis for a specified duration. If changes in the schedule are necessary, they should be agreed on in advance and communicated at the previous meeting.
3. Minutes. A member is assigned to take minutes of each meeting. A group rule is set that copies of the minutes, including action items and the next meeting's agenda, are distributed within 24 hours or some other specific time after the meeting.
4. Recorder. Someone is assigned to capture information and ideas during group discussions. The recorder's role is to capture on a flipchart what is said, without filtering or editing the information.
5. Attendance. A requirement is set that all members attend all meetings. Substitutes are not allowed because of the risk of missing information and the lack of the member's familiarity with current unit business.
6. Documentation. Problems are recorded as they are identified. A problem is removed from the list only when the unit members agree that the problem is solved. In

addition, the leader maintains a copy of the meeting minutes and a list of open action items.

7. Follow up. Action items are captured from each meeting, specifying the action, the responsible individual, and the scheduled due date. These lists are reviewed regularly in unit meetings.

c. *Meeting Minutes*

Team: _____	Leader: _____	
Date: _____	Recorder: _____	

<u>In Attendance:</u> _____	<u>Absent:</u> _____	

<u>Agenda Items:</u>	<u>Time/Item</u>	<u>Decisions/Action Items:</u>
_____	_____	_____

<u>Meeting Summary:</u>		

<u>Meeting Critique:</u>		

Next Meeting: _____	Agenda Items: _____	
Time/Date: _____	Location: _____	

d. *Responsibilities of Chairperson*

1. Before the meeting
 - Set and distribute the agenda
 - Appoint a backup in case of chairperson absence
 - Prepare handouts
 - Schedule facilities
 - Set ground rules
 - Distribute minutes
 - Invite the correct people
 - Know when a meeting is necessary
2. During the meeting
 - Enforce the agenda
 - Cultivate participation
 - Be positive
 - Delegate and follow up on action items
 - Facilitate discussion
 - Maintain control of the meeting
 - Assign other roles

- Control conflicts
 - Focus on prepared agenda, not personal agenda
 - Anticipate/prepare for problems
 - Keep meeting on track (schedule lengthy discussions offline)
 - Be on time
 - Set time and place of next meeting
3. After the meeting
- Critique the meeting
 - Solicit suggestions for improvement
 - Ensure that minutes and action items are distributed

Chapter Communications and Publications

One of a chapter's objectives is communication and exchange of technical information. An effective chapter produces results for its members and their respective companies. While the primary means of communication with its members is through meetings, a chapter e-mail newsletter, or some other form of regular mailing should be initiated to keep members informed of developments.

Many chapters produce reports of meeting activity and provide it to their members. These reports may take the form of serial minutes of the meeting listing speakers and their topics, topics of technical discussions, and details of general interest to users who may or may not have attended the meeting, or a technical report that states problems and proposed solutions discussed at the meeting.

It is also important for a chapter to communicate outside of its immediate membership. Copies of minutes, newsletters and other reports should be sent to the IGUC executive administrator. Consideration should also be given to sending copies of a chapter's activities to other IGUC chapter chairpersons.

The IGUC Web site and *Global Link*, Intergraph Mapping and GIS Solutions' newsletter, offer opportunities to publicize chapter activities to users around the world. Meeting announcements and other chapter reports should be sent to the IGUC office. If the chapter has a home page, the URL should be provided to the IGUC executive administrator so the site can be linked to the IGUC Web site.

Chapter Finances

Operating expense funding for the chapter is the responsibility of the Intergraph Mapping and GIS Solutions local office or international distributor. All finances relating to chapter activities and events are managed and controlled by the local office or distributor.

If approved by the membership, all chapter members may be charged an annual membership fee or other assessment to be used for correspondence, mailing, and associated expenses. A separate fee per person may be assessed for conference/meeting costs as may be deemed necessary.

IGUC SERVICES AND BENEFITS

All requests for chapter program support are to be submitted directly to the chapter's Intergraph Mapping and GIS Solutions chapter sponsor. Where applicable the chapter sponsor will, in turn, submit support requests to Huntsville. An example of the type of support that may be provided by Huntsville is the provision of a speaker for a chapter meeting.

While the Intergraph Mapping and GIS Solutions local office or international distributor has primary responsibility for operation of the chapter, once its charter has been approved, a chapter is eligible to participate in the following IGUC services and benefits.

Networking/Web Site Services

- Password protected IGUC hosted message board for the exclusive use of a chapter's members on the IGUC Web site
- Chapter entry in the IGUC database and searchable on the IGUC Web site
- Officers listing in the IGUC database and searchable on the IGUC Web site
- Link from the IGUC Web site to the chapter home page
- Chapter meeting announcements posted on the IGUC Web site's Events Calendar

Education/Training Services

- Member discounts on registration fees to GeoSpatial World, the annual IGUC international training and management conference
- Member discounts on training courses conducted in Huntsville by the Intergraph Mapping and GIS Solutions training department
- Member discounts on Intergraph Mapping and GIS Solutions Web-based training courses originating from Huntsville
- Complimentary subscription to *Global Link*, the Intergraph Mapping and GIS Solutions newsletter, for all chapter members

IGUC Endorsed Lists

- GeoMedia-L – This list is an unmoderated discussion list and offers GeoMedia and MGE users a communication forum for sharing technical expertise, exchanging ideas, and exploring mapping/GIS issues with the global Intergraph users community. GeoMedia-L provides “push” or “daily digest” e-mail to your desktop. All messages are archived and you can view or search messages on the Web.
- GeoMedia Tip of the Week – Many users are interested in learning product tips and hints to help them work faster and smarter. Subscribers to this list receive brief, helpful technical advice to their desktop so they can take advantage of the power of the GeoMedia products.
- GIS E-mail List – Subscribers to this list keep “in the know” about the latest information and activities from Intergraph Mapping and GIS Solutions. Every two to three weeks, updates are sent on such features as GeoMedia products and software release dates, GeoMedia Webcast announcements, Mapping/GIS news announcements, and more.

Information on the above discussion lists is posted at <http://www.intergraph.com/gis/joinlists.asp>.

If your chapter has an idea for additional programs and services that would benefit all chapters, please contact the IGUC executive administrator at iguc@intergraph.com.

IGUC NETWORKS

The Intergraph GeoSpatial Users Community Networks are ongoing, mostly virtual gatherings of Intergraph Mapping and GIS Solutions users from around the world who have similar product, project, and/or solutions interests. IGUC Networks provide focused, open communication on product planning, development, priority, and direction. As Network members, users receive information for review and are invited to participate in telephone conferences, during which they can let Intergraph know about their needs and share challenges and capabilities with other users. Results and status reports are e-mailed to members following these conference calls.

Members of the Intergraph Mapping and GIS Solutions management team in Huntsville facilitate the Networks. The Networks established to date and their primary facilitators are:

- Aeronautical Network
Facilitator: Andrew Veren (adveren@intergraph.com)
- Land Information Systems Network
Facilitator: Pierre LeRoux (pleroux@intergraph.com)
- Transportation Industry Network
Facilitator: Phil Hardy (phhardy@intergraph.com)
- Public Works Industry Network
Facilitator: Rob Gunn (rgunn@intergraph.com)
- Cartographic Production Network
Facilitator: Scott Seeley (rsseeley@intergraph.com)
- Military/Intelligence Network
Facilitator: Jerry Vickers (jvwicker@intergraph.com)
- MGE Network
Facilitator: Rich Bevis (rbevis@intergraph.com)
- GeoMedia WebMap/WebEnterprise Network
Facilitator: Roger Harwell (rdharwel@intergraph.com)
- GeoMedia/GeoMedia Professional Network
Facilitator: Peter Crosbie (ptcrosbi@intergraph.com)

Programs specific to the Networks are held in conjunction with GeoSpatial World. These lively programs give Network members opportunities to interact face-to-face. Based on the particular Network, programs focus on best practice, workflow, innovative solutions discussions and presentations.

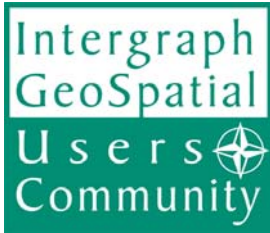
IGUC Network membership is open to individuals and employees of organizations that own or operate Intergraph Mapping and GIS Solutions products or solutions. Membership in the IGUC or its chapters does not automatically enroll an individual as a member of an IGUC Network. Individuals can apply to join as many networks as they like. To join one or more networks, users are requested to complete the application form posted at www.intergraph.com/joinnetworks. Membership is free and there is no cost to participate in the virtual meetings.

There is no provision or authority for establishing Networks or their forerunners (i.e., Special Interest Groups) at the local community/IGUC chapter level, regardless of the geographic size of a chapter. IGUC is founded on the principle that all users should be equally empowered to have their needs addressed and be given equal opportunity to provide input on product direction and priorities.

APPENDIX

- **IGUC Chapter Chartering Petition**
- **Model Chapter Charter**

**APPENDIX
IGUC CHAPTER CHARTERING PETITION**



CHAPTER CHARTERING PETITION

This petition must be signed by a minimum of ten (10) members/users and endorsed by an authorized representative of Intergraph Mapping and GIS Solutions. Mail the complete chartering petition package to: Intergraph GeoSpatial Users Community, c/o Intergraph Mapping and GIS Solutions, Department 7617, PO Box 6695, Huntsville, AL 35824-6695 or e-mail to iguc@intergraph.com.

Whereas, a meeting was held on the _____ day of _____ in the year _____ for the purpose of organizing an Intergraph GeoSpatial Users Community chapter;

Whereas those present at said meeting have agreed on the attached proposed charter;

And whereas, a Chapter Advisory Council was established in accordance with the proposed charter;

We therefore now petition the Intergraph GeoSpatial Users Community to be chartered as an IGUC chapter.

The name of the group shall be: _____

In submitting this petition we hereby agree to abide by the guidelines and policies of IGUC as outlined in the Intergraph GeoSpatial Users Community Chapter Handbook, as may be amended from time to time.

- (1) _____ IGUC Member # _____
- (2) _____ IGUC Member # _____
- (3) _____ IGUC Member # _____
- (4) _____ IGUC Member # _____
- (5) _____ IGUC Member # _____
- (6) _____ IGUC Member # _____
- (7) _____ IGUC Member # _____
- (8) _____ IGUC Member # _____
- (9) _____ IGUC Member # _____
- (10) _____ IGUC Member # _____

Signed this _____ day of _____, 20____.

Endorsed by: _____ Date: _____
(Signature of Intergraph Mapping and GIS Solutions region sales manager or international distributor)

- Attachments:** Proposed Charter
Names and complete contact information of advisory council members and officers
Summary report of the organizational meeting
Geographic boundary specifications

APPENDIX

IGUC CHAPTER CHARTERING PETITION

Attachment: Geographic Boundary Specifications

A chapter is required to identify its geographic boundaries. All chapters are identified in the IGUC relational database according to the boundary specifications provided by the petitioners. As new IGUC members are enrolled, that information will be forwarded via e-mail directly to the appropriate chapter officer/point of contact so the chapter may include these new members in its outreach programs.

Instructions:

1. If your chapter covers an entire country, you need only specify that country.
2. If your chapter covers an entire province or state, you need only specify that province or state.
3. If your chapter covers more than one entire province, state, or country you need only specify those territories.
4. If your chapter covers only a municipality, group of counties, partial region of a state or province, etc. please list the cities and the mile radius of each as the means for specifying your chapter's geographic boundaries. For example, if a chapter only covers the territory of Northern California, it might identify its boundaries by specifying a "100-mile radius of the city of San Francisco."

The geographic boundaries of the group are specified as follows:

- Entire country of _____
- Entire state/province of _____
- Entire states/provinces of _____
- City, state/province, country _____ Radius _____ miles
- City, state/province, country _____ Radius _____ miles
- City, state/province, country _____ Radius _____ miles
- City, state/province, country _____ Radius _____ miles

Contact information of new members assigned to our chapter is to be forwarded to the following individual via e-mail:

Name _____

E-mail address _____

APPENDIX

MODEL CHAPTER CHARTER

CHARTER OF (NAME)

ARTICLE I Name of Organization

The organization will be called “_____”. (Note: The official name must include reference to the chapter’s geographic boundaries. Refer to page 4 for naming the chapter.)

ARTICLE II Purpose and Objectives

Section 1: Purpose

The (name) is chartered as an Intergraph GeoSpatial Users Community Chapter for the purposes of:

- (a) Increasing education, training and productivity between members
- (b) Ensuring fluent communication between members on business and technical information issues
- (c) Through member participation in the IGUC Networks, working with Intergraph Mapping and GIS Solutions in defining user needs and developing new solutions
- (d) Providing member networking opportunities
- (e) Other purposes as defined by the chapter

Section 2: Objectives

The (name) objectives shall be as follows:

- (a) To promote and maintain open communication among Intergraph Mapping and GIS Solutions users in order to assist members in the use of Intergraph Mapping and GIS Solutions products and solutions
- (b) To sponsor and provide technical forums and presentations for topics related to mapping and GIS products, applications and solutions to further the expertise of members
- (c) To promote and support working relationships in an effort to provide assistance to members
- (d) To operate as a source for the exchange of information relative to new development(s), operations, maintenance and performance of Intergraph Mapping and GIS Solutions products and solutions
- (e) Other objectives as identified by the chapter

ARTICLE III Membership

Section 1: Membership

Membership and participation in the (name) shall be open to (state whether membership is on an individual basis, company/organization basis, or both) within (identification of geographic boundaries of the chapter represented by its members), and which use Intergraph Mapping and GIS Solutions products and/or solutions. (Note: Membership in the Intergraph GeoSpatial Users Community is on an individual basis and an individual must first be a member of IGUC in order to be an individual member of a chapter. However, additional membership categories and criteria

APPENDIX MODEL CHAPTER CHARTER

may be established at the chapter level. For example, a chapter may opt to offer an affiliate membership category for local vendors or strategic business partners.)

Section 2: Application for Membership

An individual must first become a member of the Intergraph GeoSpatial Users Community in order to be eligible for membership in the chapter. *(If a chapter establishes additional classifications of membership, qualifications and procedures for applying for membership – and approving applications - should be defined here.)*

Section 3: Termination of Membership

The Chapter Advisory Council may vote by two-thirds majority to terminate a member's membership in the *(name)* for failure to abide by the charter of the *(name)*.

Section 4: Fees

All members may be charged an annual membership fee or other assessment approved by two-thirds majority of the voting representatives present. The monies will be used for correspondence, mailing, and associated expenses. A separate fee per person may be assessed for conference/meeting costs as may be deemed necessary.

Section 5: Membership Year

Membership shall be on a calendar year basis *(if membership is fee-based)*.

Section 6: Voting Rights

In addition to the Intergraph GeoSpatial Users Community members that join the *(name)*, the voting members as specified on the current membership applications shall constitute the qualified voters. Each member shall be entitled to cast one vote. No proxy votes are allowed.

ARTICLE IV Chapter Advisory Council

Section 1: Council Members

Vision and direction for the chapter shall be provided by a Chapter Advisory Council, which shall be composed of an Intergraph Mapping and GIS Solutions chapter sponsor and *(number)* advisors who shall be members of the *(name)*. In any situation not specifically covered by this charter, the decision of the Chapter Advisory Council shall be final.

Section 2: Nominations and Elections

The chapter sponsor shall be an appointee of the Intergraph Mapping and GIS Solutions local organization *(e.g., local Intergraph Mapping and GIS Solutions sales representative or application engineer, employee of an Intergraph Mapping and GIS Solutions international distributor)* and shall serve as chairperson of the Chapter Advisory Council. Advisors shall be *(state whether elected or appointed and the manner thereof)*. Advisors shall assume office *(date, e.g., immediately following the conclusion of the annual meeting, or the following January 1)*.

APPENDIX MODEL CHAPTER CHARTER

Section 3: Term of Office

Advisors shall serve a term of two years. No advisor shall serve for more than six consecutive years in office.

Section 4: Vacancies and Removals

If for some reason an advisor cannot continue serving, the chapter sponsor shall nominate a successor to be appointed to the council for the remainder of the unexpired term. The appointment shall be confirmed if a majority of the remaining council members approve the nomination.

Section 5: Chapter Officers

The Intergraph Mapping and GIS Solutions chapter sponsor shall manage the affairs of the chapter and serve as chairperson of the Chapter Advisory Council. There also shall be a chapter secretary. *(Identify any additional officers deemed necessary in order for the chapter to operate successfully.)*

Officers shall be chosen from among the members of the council *(state whether appointed or elected and the manner thereof. Also identify the term of office, e.g., Council officers shall serve for one-year terms. No officer shall serve for more than three years in the same office.)*

Section 6: Officer Duties

Section 6.1: Chairperson

The chairperson shall:

- (a) Call *(name)* meetings and meetings of the advisory council to discuss commitments or future plans for the ensuing term
- (b) Manage and promote *(name)* events and activities
- (c) Coordinate communication to and from chapter members and serve as its chief spokesperson
- (d) Fill vacated offices and advisory positions for the unexpired term by appointment, as required
- (e) Act as liaison between the *(name)* and other IGUC chapters and organizations
- (f) Propose chapter initiatives
- (g) Oversee the organization and implementation of all aspects of chapter meetings and events, including local conferences
- (h) Ensure that the needs of the members are appropriately addressed
- (i) Communicate Intergraph Mapping and GIS Solutions business and technical information to members
- (j) *(Other duties as identified by the chapter)*

Section 6.2: Secretary

The secretary shall:

- (a) Keep the minutes of the *(name)* in a proper book
- (b) Cause all required notices to be duly given
- (c) Maintain a current list of members and voting representatives
- (d) Maintain and make available upon request of members all communications and information, which the *(name)* issues and possesses, and which relates to business minutes and documentation
- (e) *(Other duties as identified by the chapter)*

APPENDIX MODEL CHAPTER CHARTER

Section 6.3: Chapter Advisors

Chapter advisors shall:

- (a) Promote chapter events and activities
- (b) Promote the organization and recruit new members
- (c) Advise the chapter sponsor on proposed program and service initiatives
- (d) Assist the chairperson in tasks as assigned
- (e) *(Other duties as identified by the chapter)*

Section 7: Compensation

The advisory council members and officers shall serve without remuneration. However, they may be reimbursed for their reasonable expenses incurred in the performance of their duties.

ARTICLE V Meetings

Section 1: Annual Membership Meeting

The *(name)* will hold *(number)* meetings each year, of which one shall be designated the annual meeting of the membership and at which elections *(or ratification)* of Chapter Advisory Council members are held. Notice of time and place of the annual meeting shall be given to all known chapter members not more than *(number)* and not less than *(number)* days prior thereto.

Section 2: Quorum

A quorum shall consist of at least *(number)* members.

Section 3: Executive Session

Guests are welcome to attend meetings, but will be excluded from meetings and discussions relating to matters considered proprietary by Intergraph Mapping and GIS Solutions.

Section 4: Order of Business

At the annual meeting of the members, the following shall be the order of business:

- (a) Roll call
- (b) Nomination and election of officers
- (c) Adoption of minutes of previous meeting
- (d) Report of committees
- (e) Unfinished business
- (f) New business
- (g) Adjournment

ARTICLE VI Committees

The chairperson may establish standing or special purpose committees as required.

APPENDIX MODEL CHAPTER CHARTER

ARTICLE VII Parliamentary Authority

All meetings in which business is conducted will be governed by the current edition of "Roberts Rules of Order."

ARTICLE VIII Proprietary Information

Certain confidential or proprietary information from Intergraph Corporation or its subsidiaries or its affiliates may be received by *(name)* from time to time. The *(name)* shall maintain the confidentiality and proprietary nature of such information and shall not disclose or use such information in any unauthorized manner. As a condition to serving as an advisor or officer for *(name)*, such persons shall agree not to disclose or use in any way unauthorized, confidential or propriety information furnished to *(name)* by Intergraph Corporation or its subsidiaries or its affiliates.

ARTICLE IX Indemnification

The *(name)* shall indemnify and hold harmless Intergraph Corporation, Intergraph Mapping and GIS Solutions, and their subsidiaries and distributors from any third party claim resulting from activities of the chapter that are not authorized by IGUC in accordance with the IGUC Chapter Handbook and this charter, as well as in cases of negligence and willful misconduct by *(name)* chapter members, directors and/or advisors in all activities, authorized or unauthorized.

ARTICLE X Method of Amending

Amendments to the charter must be approved by two-thirds of the members voting. Voting may be by mail, fax, electronic communication, or at a meeting of the membership. Announcement of any intended amendment to the charter shall be in writing and mailed to each member at least thirty (30) days before the amendment(s) is to be voted upon.

ARTICLE XI Dissolution

The *(name)* may be dissolved upon a two-thirds majority affirmative vote of the Chapter Advisory Council and approval of majority vote of the members present in person at the next annual meeting or special meeting of members held following the council's action. Written notice of the proposed dissolution action must be given to all known members not more than *(number)* and not less than *(number)* days prior thereto. In the event of dissolution, the charter issued by IGUC shall automatically become void.

