

TwinLUG Constitution and Bylaws

I. Name and Objective

- A. The name of the organization is "TwinLUG".
- B. The purpose of the organization
 - 1. To provide a supportive environment for the enjoyment and discussion of hobbies and activities related to and involving LEGO™ bricks.
 - 2. To provide a venue for display and appreciation of creative works created from or inspired by LEGO™ bricks.
 - 3. To provide a venue for participation in RLUG or similar programs provided by The LEGO Group.

II. Membership

- A. Membership is available to anyone 18 or older without regard to race, color, creed, religion, national origin, gender, marital status, disability, financial status, veteran status, sexual orientation, gender identity, or gender expression.
- B. All members of the club are expected to act in a professional manner to other members or to non-members when participating in club activities.
- C. Any individual who has attended any meetings may be considered an "Associate Member" of the club.
 - 1. Associate Members may participate in any club meeting or activity
 - 2. Associate Members may participate in the club recognized forum or email list.
 - 3. Associate Members are not eligible to vote on club business.
 - 4. Associate Members are not eligible to participate in RLUG related programs or activities unless specified by the club Secretary.
 - 5. Associate Members are not eligible candidates for any open Officer positions but may be designated as a delegate by any current club Officer for a designated term.
- D. Any Member who has attended not less than three (3) regular meetings and actively participated in at least one (1) club display in the prior administrative year may be considered a "Voting Member" of the club.
 - 1. Active participation in a club display is defined as either:
 - a) Attendance and active interaction as specified by the organizer of an event.
 - b) Contribution of creative output.
 - 2. A Voting Member may participate fully in any RLUG related program or activity.
 - 3. A Voting Member is eligible to vote on club business.
 - 4. A Voting Member may designate another Voting Member as a proxy for any club business by providing written or electronic notice to the board at least seven (7) days prior to a scheduled meeting.
 - 5. A Voting Member is eligible for candidacy for open club office positions.

III. Governance

- A. The governing board of the club will consist of at least three (3) officers being the President, Vice President, and Secretary.
- B. Each board position will hold a term of one (1) year.
- C. The President shall be responsible for planning, convening, and execution of any business at the regular club meetings.
 - 1. A delegate may be designated to plan the meeting for a specific month with supervision by the President.
 - 2. The President or delegate will attempt to adhere to a consistent meeting schedule and location whenever possible.
 - 3. The President or delegate will announce the time and location for the following regular meeting at the current regular meeting.
 - 4. If a change of time or venue is required prior to the start of a meeting the President will notify club membership as soon as possible via the recognised club mailing list or forum.
 - 5. The President shall maintain documentation for guidelines, expectations, and best practices for the operation of the club and events.
- D. The Vice President shall be responsible for planning and execution of club events.
 - 1. A delegate may be designated to plan specific activities with supervision of the Vice President.
 - 2. Requests for participation in activities by external parties will be made known to the Vice President who will be responsible for responding to the request in a professional and timely manner.
 - 3. The Vice President or delegate will provide timely and professional communication to the club membership about the details of the planned activity and any requirements or restrictions for the event.
 - 4. The Vice President or delegate will provide documentation to the Secretary within two (2) weeks of an activity for purposes of retaining the club's RLUG or equivalent status with the LEGO Group or similar organizations.
- E. The Secretary shall be responsible for maintaining documentation of club membership and activities for the purpose of maintaining the club status as an RLUG with the LEGO Group corporation.
 - 1. The Secretary will record attendance at each regular meeting
 - 2. The Secretary will record any notes about business discussed at regular meetings. These notes will be published to a recognised mailing list or forum within two (2) weeks of the occurrence of the regular meeting.
 - 3. The Secretary or a designated delegate will act in the function as "Ambassador" to the LEGO Group and other external LEGO related organizations.

4. The Secretary will act in a professional and timely manner to retain the club's status as an RLUG or other equivalent designation with the LEGO Group and provide all required documentation and evidence as required.
 5. The Secretary or designated Ambassador will communicate in a timely and professional manner any information provided by The LEGO Group to the membership about programs and activities available to the club through the RLUG or other programs.
 6. At least once per calendar year the Secretary will notify each Member of their status as a Associate Member or Voting Member of the club for the following administrative year along with rights and responsibilities that membership entails.
 7. The Secretary will ensure that new individuals have been given a copy of the club bylaws and are apprised of their rights and responsibilities as an associate Member within ninety (90) days of becoming an Associate Member.
- F. Other officers may be commissioned by the board for specific purposes and with specific terms not to exceed one (1) year.

IV. Operations

- A. A club meeting or event shall be held at least once per calendar month at a location and time selected by the President of the club or their delegate.
- B. The administrative year for the club will be January 1 through December 31.
- C. One meeting each year between January 1 and March 31 shall be designated as the annual meeting for club elections. Notice of the annual meeting will be given at the prior regular meeting.
- D. At least one third (1/3) of the club Voting Members in good standing constitutes a quorum, and no less than a majority vote of the Voting Members present and voting is required to approve all business unless otherwise provided in these bylaws or club policy. At least fourteen (14) days previous notice of any pending vote must be given to the members.
- E. Elections
 1. Nominations
 - a) Nominations for any board position must be submitted at the regular meeting preceding the designated annual meeting.
 - b) A Voting Member may nominate themselves for any board position.
 - c) A Voting Member may nominate any other Voting member for any board position. Any member so-nominated may decline this nomination.
 2. Voting
 - a) Voting shall occur at the annual meeting
 - b) One ballot will be provided to each Voting Member
 - c) Each ballot will indicate the candidates for each position and a space for a write-in candidate for each position.

3. Tabulation

- a) Tabulation of votes will take place at the meeting where voting has taken place.
- b) Tabulation will be supervised and validated by any three (3) Members selected by the current Secretary who are not candidates on the current ballot.
- c) Only votes for write-in candidates that are currently Voting Members will be tabulated.
- d) If a vote for a specific position on a ballot is determined to be illegible that vote will not be counted.
- e) If a dispute arises during tabulation that cannot be resolved by the supervising Members the current President will rule on the dispute.
- f) Voting results and the ballots will be given to the current Secretary.

4. Results

- a) After tabulation has been completed and certified the results of the election will be announced at the same meeting where voting has occurred.
- b) The new Officer for each position will be the candidate who has the most votes for that position counted during tabulation.
- c) Write-In candidates who have been voted into the position may decline the position. If the position is declined the winner is the candidate who received the next highest number of votes.
- d) In the event of a tie the candidates will be given the opportunity to concede the position. If no candidate concedes or there are remaining tied candidates another vote for the position will occur at the next regular meeting.

5. Special Elections

- a) In the event that a board position becomes vacant the current President or a Voting Member delegated by the current President will fill the open position until a special election can occur.
- b) Nominations for the open position will be solicited at the next regular meeting.
- c) Voting for the open position will occur at the next regular meeting following the meeting where nominations were solicited.
- d) Voting, Tabulation, and Results for special elections will follow the same rules as those given for elections at annual meetings.

V. Removal

A. A Member may be removed from the club by the following means

- 1. A Member may voluntarily remove themselves from the club by providing written or electronic notice of their intent to leave the club to any Officer of the club.

2. A Member who has not attended a meeting or participated in any event for two (2) years will be no longer be considered a Member of the club.
 3. Any Member convicted of a crime in conjunction with club activities will be summarily removed.
 4. Any Member found to be acting in contravention of any rules or stipulations by The LEGO Group for participation in any RLUG program will no longer be considered a Member.
 5. If a Member feels that another Member has behaved in a way that is not in keeping with the letter or spirit of this document or the general welfare of the club they may notify an Officer in writing of the circumstances of this behavior.
 - a) Upon receipt of a complaint the Officer who has received the complaint will communicate the full details of the complaint to the rest of the board within 48 hours.
 - b) The accused Member will be notified that a complaint has been registered against them and disciplinary action is being considered. The accused Member may at this time provide any defence against the complaint.
 - c) The board will vote within seven (7) days of receipt of the complaint to remove the member, change the membership status of the member, or to not act.
 - d) The decision of the board will be communicated to the accused and complainant within twenty-four (24) hours of the decision.
 - e) After three separate complaints where the board has decided against removal, upon a fourth or subsequent complaint a vote for removal shall be brought before the membership in attendance or proxy at the next regular meeting. A simple majority vote in favor or removal shall result in the removal of the accused Member from the club.
- B. An Officer may be removed from their position by any of the following means:
1. An Officer may voluntarily remove themselves from their position at any time by submitting a letter of resignation via written or electronic means to any other Officer of the club
 2. If for any reason their membership status is not that of a Voting Member, that individual shall be removed from their office.
 3. If an Officer has not been in verified contact with any Member of the club for more than 30 days that individual shall be removed from their office.
 4. Any Voting Member may initiate a vote of No Confidence by sending notice to the board at least fourteen (14) days prior to the next general meeting. A vote of two-thirds (2/3rds) by voting members in attendance and by proxy will result in removal of the Officer from their position.

VI. Amendments

- A. Amendments to these Bylaws may be proposed in writing by any Officer or Member of the club and shall be submitted to a vote of all members. Thirty days (30) from date of submittal to members shall be allowed for consideration before voting at the next regular meeting. The amendment will be passed by a vote of either two thirds ($\frac{2}{3}$) of Associate Members or one half ($\frac{1}{2}$) of Voting Members present or by proxy.
- VII. Terms
- A. RLUG: Recognized LEGO User Group.
<https://lan.lego.com/topic/8-welcome-start-here/?tab=comments#comment-31>
 - B. Member: An individual who meets the criteria outlined in this document in Membership section.
 - C. LEGO Brick: Inclusive of all elements of building systems produced by The LEGO Group corporation.
 - D. Display: An organized event where creative works derived or inspired by LEGO bricks are shown. Refer to the Operations Manual for more information about implementation guidelines.