

# Central MA / Northern CT SolidWorks User Group Charter

This Charter will be subject to amendment by recommendation from user group participants with concurrence by the Executive Committee and guidance from the national SolidWorks Users Group Network.

## Purpose:

The purpose of the [Central Mass / North CT SolidWorks User Group \(CMNC-SWUG\)](#) is to promote the free exchange of information related to the use of SolidWorks among the participants in the user group. It provides a forum in which the members may assist each other in furthering their knowledge about SolidWorks, advancing their abilities in the use of SolidWorks, and discover other product resources that are available for SolidWorks.

- CMNC-SWUG **will not** be a resource for product support related issues. Troubleshooting, bug reporting, and subscription service are available from SolidWorks Corporation, SolidWorks VARS, and SolidWorks business partners.
- CMNC-SWUG will be a resource for sharing practical experience, developing techniques, and networking among participants who use SolidWorks. CMNC-SWUG meetings are an opportunity to share and to learn.

## Executive Committee:

- **(2) Co-Chairs** – To serve and support the user group for a term of 2 years. Re-election of positions to commence at the first meeting of 2009 with a majority vote approval of user group attendees. Responsibilities include and are not limited to marketing, financing, scheduling, planning, presentations, appointing volunteers, and steering user group meetings. The **Co-chairs** have the authority to delegate responsibilities to **Executive Assistant** and/or the **Technical Director** when needed or required.
  - **Current Co-Chairs:**
    - **Ed Gebo** - Expires first meeting of 2009
    - **Tom Cote** - Expires first meeting of 2009
- **Executive Assistant** – To serve and support the co-chairs in their responsibilities as well as the user group for a term of 2 years. Re-appointed by Executive Committee at the first meeting of 2009 with majority vote approval of user group attendees. Responsibilities include and are not limited to taking meeting minutes or executing any meeting preparations. The **Executive Assistant** may delegate authority to a volunteer but only with acknowledgement or notice of either **Co-chair**.
  - **Current Executive Assistant**
    - **Glen Lepage** – Expires first meeting of 2009
- **Technical Director** – To serve and support the **Co-chairs** in their responsibilities as well as the **Executive Assistant** and the user group for a term of 2 years. Re-appointed by Executive Committee at the first meeting of 2009 with majority vote approval of user group attendees. Responsibilities include and are not limited too helping develop website data, acquire information for current and future meetings, assist executive committee in any meeting preparations. The technical director may delegate authority to a volunteer but only with acknowledgement or notice of either **Co-chair**.
  - **Current Technical Director**
    - **Randy Lennox** – Expires first meeting of 2009
- **Appointed Volunteers** – To serve and support the **Co-Chairs, Executive Assistant** and the user group. Appointed by either **Co-chair** for the benefit of current or future meetings. Responsibilities to include and is not limited to meeting setup, meet and greet at meetings, equipment tear down, writing notes, and taking pictures.
- Executive Committee members serve at the pleasure of the membership of CMNC-SWUG and may be elected, replaced or removed at any meeting via majority vote of those members in attendance.

## Membership:

- CMNC-SWUG is organized and operated completely through volunteering participants.
- There is no fee for membership. Non-monetary donations to the CMNC-SWUG general fund are gladly accepted.
- SolidWorks Corporation, SolidWorks VARS, SolidWorks employees and business partners are encouraged to participate and be sponsors but are not eligible to hold or vote for elected positions.

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## Meetings:

- CMNC-SWUG will meet 6 (plus or minus) times yearly. Members and Sponsors will be encouraged to participate.
- Meeting agenda and subjects will be planned in advance by the Executive Committee. Suggestions and requests from CMNC-SWUG members are of great importance and will be given top priority in setting the agenda for future meetings.
- A time during every meeting will be designated for an open forum/discussion on subjects related to SolidWorks.
- SolidWorks Corporation, VARS, and Solution partners may be invited to give demonstrations of their products.
- Members are encouraged to volunteer to give case studies related to SolidWorks.
- Members can request to be notified of meetings via e-mail. They may opt out of the notification list at any time.
- As available, the meeting schedules, agenda, SolidWorks news, and general info will be posted on the CMNC-SWUG web site.

## CMNC-SWUG Member Database:

- A database of members will be kept and maintained by the executive committee with the sole purpose to support, promote, and notify members of CMNC-SWUG events.
- Sponsors and guest speakers may be informed only of the quantity of members, the job titles, and the professional responsibilities of CMNC-SWUG members. No direct contact information, names, or e-mail addresses will be distributed by CMNC-SWUG.
- Members will have the option of prohibiting the distribution of their contact information.
- The security and privacy of the membership database is the responsibility of the Executive Committee.
- Abuse of the CMNC-SWUG membership database will result in revocation of membership and exclusion from all further CMNC-SWUG activities.
- Database information for all members may include:
  - Name, E-mail address, Employer, Job Title, Area of expertise, Phone number, type of industry, and opt out.

## Funding:

- The Executive Committee will determine the funding method for CMNC-SWUG.
- Funds will be applied to the cost of the meeting room, equipment, snacks, handouts, or other expenses incurred by CMNC-SWUG.
- The primary source of funding will be from charitable donations from sponsors. Sponsors may contribute material, facility, or other forms of support as approved by the Executive Committee. CMNC-SWUG may acknowledge sponsors by posting links on the web site and other favorable mention in CMNC-SWUG communications and meetings.
- The Executive Committee may also establish other revenue generating programs to support meeting activity. These programs might include the sale of merchandise with all of the proceeds going to the CMNC-SWUG general fund.
- Non-monetary donations such as prizes, food, beverages, books, and shirts are acceptable from any VAR or Solutions Partner.

## Web site:

- The [CMNC-SWUG](http://webpages.charter.net/cmnc-swug/welcome.htm) website is the primary communication resource along with e-mail notification and can be found at <http://webpages.charter.net/cmnc-swug/welcome.htm>
- The goal of the website is to include and is not limited to such information as meeting minutes from prior meetings, preliminary agenda for the next meeting, topics of interest to participants, notice's of upcoming SolidWorks related events, and other SolidWorks News.

## Definitions:

- The user group is defined as an organization that is governed by the Executive Committee that has a regular attendance of members.
- A member is defined as a person who attends the user group on a regular basis.
- The Executive Committee is defined as a group with contrasting levels of authority that presides over the user group and its members.
- VAR is an acronym for Value Added Reseller. VAR's sell and provide support for SolidWorks software.
- A Solutions Partner is a company that develops software or hardware products that enhance the use of SolidWorks.