



# **Board of Directors Reference Packet**

**The board of directors of 1998/1999 compiled this booklet. This booklet is updated periodically. Last update: 6/13/05**

**The information and outlines are not “Cast in Stone”, but intended as a guide.**

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**TO: Vice President**

**FAX: ( ) -**

**TO: Treasure**

**FAX: ( ) -**

**TO: Secretary**

**FAX: ( ) -**

**TO: UG Chicago**

**FAX: ( ) -**

**TO: UG Brookfield**

**FAX: ( ) -**

**FROM: President    PHONE: ( ) -    FAX: ( ) -**

**TOTAL PAGES:    1 (INCLUDING COVER)**

**MESSAGE:**

## **CHARTER**

PLM-Wisconsin User's Group Inc. is a non-profit organization whose primary objective is to increase each member's productivity through information exchange, group and personal contacts and vendor communication. PLM-WUG will also seek to be recognized by the International User's Group. PLM-WUG shall operate as described in its bylaws.

PLM-WUG shall not be responsible for any information received from a member. Any disclosure, regardless of form, shall be considered non-proprietary and non-confidential and shall not impose any liability to PLM-WUG, its agents, or its members.

PLM-Wisconsin User's Group Inc. will elect four officers (president, vice-president, secretary, and treasurer) annually from the membership. Any company with a valid PLM license is eligible to become a member by submitting the official organization questionnaire. PLM-WUG events shall be open to any qualified representative of a sustaining membership company, a board approved sponsor, or board invited speaker, presenter, or guests.

PLM-WUG shall be governed by elected officers of PLM-WUG. The officers will be elected by the rules set up in Article V. Voting.

**PLM-WISCONSIN USERS' GROUP, INC.**

## **BY-LAWS**

# **ARTICLE 1 - ORGANIZATIONAL STRUCTURE**

PLM-WUG (hereinafter the "Organization") is a branch of PLM-World, Inc., PLM-WUG is a Wisconsin Nonprofit Organization. The Organization as an unincorporated branch of PLM-World, Inc. In the event of any conflict between these By-Laws and the governing instruments (e.g., Articles of Incorporation, By-Laws and Policies and Procedures) of PLM-WUG, Inc.,

## **ARTICLE II. PURPOSE AND OBJECTIVES**

The primary objective of this organization is to improve each member's installation productivity through:

1. Information exchange in the form of:
  - User techniques
  - Technical / vendor presentations
  - Professional development ideas
2. Establishing group / personal contacts
3. Facilitating communication between users, UGS Corp., and associated vendors.

PLM-WUG shall seek to be a recognized and visible sub-group of the International Users Group.

The support of **UGS Corp.** will be solicited under the following conditions:

- They will pay the one time fee charged to all sustaining members.
- They will have all the rights of a sustaining member exclusive of voting rights.

## ARTICLE II. DISCLAIMER OF RESPONSIBILITY

The Users' Group shall not be responsible for any information received from a member. All programs, techniques, and other information disclosed by a member, either in written or oral form, shall be considered non-proprietary and non-confidential. Subsequent disclosure to others shall not impose any liability whatsoever, for any reason, on the Users Group, its agents, or its members.

## ARTICLE III. PLM-WUG OFFICERS

Election of officers shall occur annually, at the 2<sup>nd</sup> quarter meeting. The following offices will be elected by members.

### President who shall:

- Preside over general meetings
- Preside over Steering Committee meetings
- Act as liaison with other groups
- Organize business committees as necessary
- Act as spokesperson for the group at the annual International Users' Meeting. (The President may designate another member to fulfill this duty.)
- Serve until new officers are duly elected

### Vice President who shall:

- Establish programs or program committees
- Assume responsibilities of the President when necessary
- Become first candidate for President for the next term
- Serve until new officers are duly elected
- If Vice President is requested to take over as President, a special election will be held to elect a replacement at the subsequent meeting

### Secretary who shall:

- Keep the minutes of the meetings
- Maintain membership lists
- Produce publications as agreed to by membership (publications distribution will be limited to one copy per sustaining member)
- Serve until new officers are duly elected

### Treasurer who shall:

- Collect sustaining members fees
- Collect meeting fees
- Manage financial books and give accounting at meetings

- Pay bills from Organization's funds as necessary and as authorized by President
- Be accountable to the Steering Committee
- Keep the Organization's funds in an account at a reputable financial institution as agreed to by the Steering Committee
- Serve until new officer are duly elected

## **ARTICLE IV. MEMBERSHIP**

### **SECTION 1: MEMBERSHIP QUALIFICATION**

Sustaining member companies are those companies or institutions, herein after referred to as "companies", which have a valid **NX, Teamcenter, Solid Edge or Ideas license(s)**, and have paid an annual \$50.00 fee to the organization, and filled out and submitted the official organization questionnaire.

Events shall be open to any qualified representative of a sustaining membership company. A qualified representative is either a full time employee, a full time student in the case of educational institutions, or a temporary or contract employee hired for the purpose of using NX or Ideas. Events shall also be open to special guests approved by the board who shall notify UGS of the special guest's identity and planned attendance at the event.

### **SECTION 2: EXPULSION AND REFUSAL OF MEMBERSHIP**

The Board of Directors shall, in its sole and absolute discretion, have the power to suspend or expel any Member or refuse membership to any individual who does not comply with the By-laws, articles of incorporation, or members who engage in unprofessional or illegal conduct. Board members who are engaged in misappropriation of funds or illegal conduct are immediately removed from the Board, Functions and any other User supported event. In such events the remaining or existing board shall deliver a written (15) day notice before the agreed suspension date to the involved parties about the suspension of membership. Within (5) days of the effective suspension date, the party (or parties) involved has the right to request a hearing by the board to the reasons of the suspension. (Where at that time the board may decide on restitution or reinstatement of membership. The board will decide at that time on when to reach a decision.)

### **SECTION 2: CONTINUED**

Upon arriving at the suspension date, a written reason provided by the board will be forwarded to the involved party(ies), the company the involved party(ies) works for, as well as PLM-EDS. The involved party(ies) may apply for reinstatement of membership

at anytime, Pending board of Directors 2/3 vote majority. If there is no restitution, or any attempt by involved party(ies) to restitution within (90)days of written suspension stated herein legal action may be taken. Which will constitute a 2/3 majority vote by the board.

## **ARTICLE V. VOTING**

1. Elections will be held once a year in the month of May or on a date agreed to by the PLM-Wisconsin Users Group board.
2. Only official members of the PLM-Wisconsin Users Group will be allowed to vote. Each member can only cast one vote for each board member position.
3. The elections should follow the following form:
  - a. A preliminary notice will be sent to all members of the PLM-Wisconsin Users Group calling for any potential candidates for any of the four board member positions.
  - b. An official ballot will then be sent to all members of the PLM-Wisconsin Users Group that has all potential candidates for each of the board positions. Each member will vote for one candidate for each of the board member positions.
  - c. Any positions that do not have any potential candidates on the ballot will then be decided at the election meeting (See #1 in this ArticleV.). There will be a call for volunteers and a vote cast with attending official members of PLM-Wisconsin Users Group. This will be the final vote for all board positions. Should no group member volunteer for a position the roles of that board position will be shared by the other elected board member until the next election or until a volunteer is found.
4. It is a suggestion that board member try to serve a term of two years with the staggering of two new board members each year. Every position is up for election each year, but this suggestion is to avoid having all four existing board members leaving at the same time so any existing issues can be completed.
5. A simple majority vote will rule in all matters in voting for elections and for any matter presented to the board during their service.

## **ARTICLE VI. MEETINGS**

PLM-Wisconsin Users Group shall meet on a quarterly basis. Additional meetings may be scheduled during the year at the decision of the board.

The board will decide if a fee is needed for an event based on the location and nature of the event. The fee must be paid by all attendees and shall consist of a all or a portion of the cost of the event, with some of the fee allotted for the Organization fund. The Vice President, or his designee, shall make arrangements for meeting facilities.

Location of each meeting shall be designated by the Officers of the Organization.

Members must be notified of the scope, any proposed by-law changes, meal, fee, and location at least 2 weeks (14 days) prior to the meeting.

## ARTICLE VII. DELEGATES

There shall be one delegate from PLM-WUG to PLM-World's special regional group committee. This delegate shall sit on a special committee of the PLM-World that shall resolve any and all disputes that may arise between the National and Regional Users Groups. This special committee shall consist of the delegates from all the Regional Users groups as well as three members of the National Users Group Board of Directors. The Board of Directors may choose any member of the Board of Directors to be the delegate.

## ARTICLE VIII. FINANCES

1. Decision at first meeting after elections will be made as to who will have access to account. The previous and current treasurer will get account forms to add new names and remove the former board members from the account.
2. It must be established and verified each year the requirement of 2 signatures for each check written for the PLM-Wisconsin Users Group.
3. At each meeting all board members will review all bank statements from previous meeting and account for all transactions on that statement.
4. Procedure for all technical, social, or any other meeting or event:
  - There will be a minimum of 2 board members or board approved members of the user group registering and handling all finances for the event or meeting.
  - It will be the responsibility of the Secretary to have a preprinted list of attendees to meetings that will be used to mark attendance and record payments of each user attending the meeting. At the end of each event the two board members will review attendance and payments and sign off on the total amount of checks and cash that were collected.
  - At the first board meeting after an event the treasurer will provide a bank statement to the board and it will be reviewed to assure deposits have been made for the previous meeting or events.

## **Past Board of Directors**

### **1985 – 1987**

**President:** Dan Andersen  
S.C. Johnson & Son

**Vice President:** Russ D. Hiatt  
The West Bend Co.

**Secretary:** John C. Hohensee  
ASEA Robotics Inc.

**Treasurer:** Randel S. Herbeck  
A.O. Smith

### **1987 – 1988**

**President:** Randel S. Herbeck  
A.O. Smith

**Vice President:** John C. Hohensee  
ASEA Robotics Inc.

**Secretary:** Charles Eichinger  
Mercury Marine

**Treasurer:** Thomas Barnum  
Bradley Corp.

### **1988 – 1989**

**President:** John C. Hohensee  
ASEA Robotics Inc.

**Vice President:** Roberta Hackbarth  
Oster

**Secretary:** Charles Eichinger  
Mercury Marine

**Treasurer: Thomas Barnum  
Bradley Corp.**

**1989 – 1990**

**President: Roberta Hackbarth  
A.O. Smith**

**Vice President: Richard Yager  
Oster**

**Secretary: Duane Dent  
Jacobsen Textron**

**Treasurer: Bill Cull  
Wisconsin Centrifugal**

**1990 – 1991**

**President: Duane Dent  
Jacobsen Textron**

**Vice President: Dave Schouten  
Kohler Co.**

**Secretary: Kathryn Debnar  
A.O. Smith**

**Treasurer: Bill Cull  
Wisconsin Centrifugal**

**1991 – 1992**

**President: Bill Cull  
Wisconsin Centrifugal**

**Vice President: Randy Olson  
A.O. Smith**

**Secretary: Bill Kozlowski  
A.O. Smith**

**Treasurer: Kathryn Debnar  
A.O. Smith**

**1992 – 1993**

**President: Brad Haubrich  
Carlson Tool & Manufacturing**

**Vice President: Ken Lefeber  
J.L. French Corp.**

**Secretary: Carol Nappi  
Wisconsin Centrifugal**

**Treasurer: Kathryn Debnar  
A.O. Smith**

**1993 – 1994**

**President: Brad Haubrich  
Carlson Tool & Manufacturing**

**Vice President: Steve Streblov  
Wisconsin Centrifugal**

**Secretary: Carol Nappi  
Wisconsin Centrifugal**

**Treasurer: Kathryn Debnar  
A.O. Smith**

**1994 – 1995**

**President: Peter Gosbee  
Jacobsen Textron**

**Vice President: Steve Upthagrove  
Young Radiator Co.**

**Secretary: Sheryl Searvogel  
Wisconsin Centrifugal**

**Treasurer: Carol Nappi  
Capitol Engineering**

**1995 – 1996**

**President: Steve Upthagrove  
Young Radiator Co.**

**Vice President: Carol Nappi  
Capitol Engineering**

**Secretary: Sheryl Searvogel  
Wisconsin Centrifugal**

**Treasurer: Peter Gosbee  
Jacobsen Textron**

**1996 – 1997**

**President: Steve Upthagrove  
Young Radiator Co.**

**Vice President: Ted Zieger  
Carlson Tool & Manufacturing**

**Secretary: Darcie Olsen  
K.A. Designs**

**Treasurer: Peter Gosbee  
Jacobsen Textron**

**1997 – 1998**

**President: Ted Zieger  
Carlson Tool & Manufacturing**

**Vice President: Darcie Olsen  
K.A. Designs**

**Secretary: Vic Rodriguez  
Cherry Electric Products**

**Treasurer: Sheryl Searvogel  
Wisconsin Centrifugal**

**1998 – 1999**

**President: Brad Haubrich  
Carlson Tool & Manufacturing**

**Vice President: Chuck Bowen  
Bradley Corp.**

**Secretary: Jerry Jasinski  
Modine Manufacturing**

**Treasurer: Sheryl Searvogel / Ron Knutson  
Wisconsin Centrifugal**

**1999 – 2000**

**President: Chuck Bowen  
Bradley Corp**

**Vice President: Bruce Laabs  
Carlson Tool**

**Secretary: Tracy Brian Geschke  
W.G. Strohwig Tool & Die**

**Treasurer: Ronald Knutson, Jr.  
Wisconsin Centrifugal**

**2000 – 2001**

**President: Bruce Laabs  
Carlson Tool**

**Vice President: Tom Kempke  
J.P. Pattern**

**Secretary: Tracy Brian Geschke  
W.G. Strohwig Tool & Die**

**Treasurer: Ronald Knutson, Jr.  
Wisconsin Centrifugal**

**2001 – 2002**

**President: Ronald Knutson, Jr.  
Wisconsin Centrifugal**

**Vice President: Tom Kempke  
J.P. Pattern**

**Secretary: Tracy Brian Geschke  
W.G. Strohwig Tool**

**Treasurer: Ed Fox  
Zuelzke Tool**

**2002 – 2003**

**President: Peter Gossbee  
Insinkerator**

**Vice President: Mike Leonhard  
Watry Industries**

**Secretary: Matt Smallish  
Carlson Tool & Mfg. Corp.**

**Treasurer: Richard Yager  
Omega Resource Group**

**2003 – 2004**

**President: Mike Leonhard  
Watry**

**Vice President: Matt Smallish  
Carlson Tool & Mfg. Corp**

**Secretary: Shannon Bartlett  
W.G. Strohwig Tool**

**Treasurer: Richard Yager  
Omega Resource Group**

**2004 – 2005**

**President: Matt Smallish  
Carlson Tool & Mfg. Corp**

**Vice President: Shannon Bartlett  
W.G. Strohwig Tool**

**Secretary: Ted Dhein  
Bradley Corp.**

**Treasurer: Talbot Teboe  
J.L. French Corp.**

**2005 – 2006**

**President: Matt Smallish  
Carlson Tool & Mfg. Corp**

**Vice President: Ted Dhein  
Bradley Corp.**

**Secretary: Dan Bushee  
W.G. Strohwig Tool**

**Treasurer: Talbot Teboe  
J.L. French Corp.**

## **General Year's Outline**

**A “Board of Directors” meeting should be scheduled a minimum of 30 days prior to each group meeting so that all arrangements and notices can be made in a timely fashion.**

**Board meetings will be held at the UGS office in Waukesha WI.**

**Early August:**

**EDS/PLM “Open House” in Brookfield and Summer Event.**  
Summer Event may be a Brewers game, Golf outing or other event as decided by the board. Events have been scheduled later in the year to accommodate a Mustang or Admirals game.

**Mid November:**  
Plant Tour or dinner topic presentation.

**Mid February:**  
Dinner topic presentation or Plant Tour.

**Mid May:**  
Elections, National users group presentation and a presentation of a topic or other event as decided by the board.

**In addition to these dates:**

**Mid October:**  
Chicago / Wisconsin combined “Mini Conference”.  
A joint committee of volunteer members of both the Chicago Area and Wisconsin area PLM-Users Group sets up this event.

**Mid July or March as determined by UG:**  
New software version update seminar.

Any time, as determined by the PLM-Wisconsin Users Group board, a special “Technical” meeting may be scheduled to accommodate the needs of the users.

## **General Meeting Outline**

**5:30 P.M. / 6:30 P.M.:**

**Hospitality hour / Information gathering.**  
This is an opportunity to get assembled at a “Cash Bar” and a great time to lay out surveys and get people thinking about the evening’s program.

**6:30 P.M. / 7:30 P.M.:**

**Dinner is served.**

**If a short business meeting is scheduled, it is a better use of time to run the meeting between 7:15 P.M. / 7:30 P.M.**

**7:45 P.M. / 8:30 P.M.:**

**The evening's program.**

**8:30 P.M. / End:**

**Last minute "Thank You's" and future reminders / announcements.**

**The "Board" during the meeting prior to the general meeting selects restaurants and menus. PLM-Wisconsin Users Group bylaws give an outline of responsibilities.**

**Technical Training sessions, have in the past, been located in a conference type area and serve snacks and soda. Meals are not typically served at Technical Training sessions.**

## **National Users Group Meeting Guidelines**

**It was determined by the Board of directors in the 1996/1997 year, that inline with past board members intentions, proceeds from the PLM-Wisconsin Users Group would be used to send a representative to the National Users Conference. This representative will be the president of the current PLM-Wisconsin Users Group, or their designate, if unable to attend. A member will be sent if entire PLM-Wisconsin Users Group board agrees that it is financially feasible.**

**The PLM-Wisconsin Users Group has determined that the scope of the financial contribution will be as follows.**

- 1. National Conference dues and attendance fees.**
- 2. Round trip transportation costs to the conference.**
- 3. A meal allowance of \$25.00 per day.**
- 4. Rental car. (optional)**

**The board member attending the conference will make all the arrangements and then submit a written cost estimate to the remaining members of the board. The remaining board members will accept or modify the proposal as required. The treasurer will send in the National Conference registration and issue a check for the meal allowance. Remaining costs will be covered as proper receipts are submitted to the treasurer.**