

**THE CONSTITUTION  
OF THE  
BOEING EMPLOYEES' COMPUTING SOCIETY**

**PREAMBLE:**

The Boeing Employees' Computing Society is organized for the purpose of furthering individual and group use of personal computers in the home, in education, in recreation, and for mutual enjoyment. This Constitution is hereby-effective July 28, 2004, after approval by Executive Council and members of the Society.

**ARTICLE I - ORGANIZATION**

**Section 1**

The organization shall be known as the Boeing Employees' Computing Society, hereinafter referred to as the Society.

**Section 2**

The Society shall function in accordance with the terms of the Boeing Company Procedure PRO-99, and the Constitution and By-laws of the Society.

**Section 3**

The Society is a Not-for-Profit organization.

**ARTICLE II - MEMBERSHIP**

**Section 1**

Membership shall be open to the following without regard to race, color, sex, age, religion, or national origin:

- a. All active and retired employees of The Boeing Company and its subsidiaries.
- b. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company.

**Section 2**

Membership in the Society shall be automatically extended to the spouse and dependent children of all members.

**Section 3**

The Society may have up to 10% of their total number of members be associate members, as defined herein. To be eligible as an associate member, an individual must be:

- a. An immediate family member (as defined below) of an employee or retiree who is a member of the Society or
- b. A former employee as defined below.

**Immediate family member** (including spouses and dependent children of immediate family members) is defined as to include parents, brothers, sisters, or children/stepchildren (beyond dependent status) of employees or retirees.

**Former employees** are defined as individuals (other than retirees) who voluntarily terminated their employment or individuals who were previously employed by the company and terminated as a result of a reduction in force. Additionally, former employees must have been employed by the company and been active members of the Society for a minimum of 3 consecutive years immediately prior to their application for associate membership. Former employees must provide evidence of their termination status such as a copy of their resignation letter or a copy of their reduction in force notice, prior to approval of their associate membership.

Conditions of Associate Membership

- a. Associate members cannot sponsor an immediate family member for associate membership and may not hold office.
- b. Associate members shall agree in writing prior to approval of membership to comply with all rules, bylaws, and standards established for the safety and well being of the members of the Society.
- c. Associate members who violate safety or conduct rules established by the Recreation Department may have their membership revoked by a majority vote at any business meeting of the Society. No terminated member shall be eligible for reinstatement of his or her membership.

## **ARTICLE III - OFFICERS**

### **Section 1**

The officers of the Society shall consist of a President, Vice President, Secretary, and Treasurer. All officers must be an active or retired employees except for the Treasurer, who must be an active employee.

### **Section 2**

The Executive Board of the Society shall consist of the President, Vice President, Secretary, Treasurer, three Members-at-Large, all past presidents who maintain membership in the Society and desire to serve on the board, any other members as shall be appointed to the board.

## **ARTICLE IV - DUTIES OF OFFICERS**

### **Section 1**

The Executive Board shall appoint a Membership Chairman, Newsletter Editor, Computer Room Chairman, Computer Fair Chairman, Webmaster, and any other such appointees as may be required to accomplish the objectives of the Society as established by the Executive Board. These appointees may be any members of the Society who are willing to accept the designated responsibilities. They shall also serve as appointed members of the Executive Board. In addition, representatives of the Special Interest Groups (SIGs) may be appointed as members of the Executive Board.

### **Section 2**

The President shall:

- a. Preside at all meetings of the Society.
- b. Serve as chairman of the Executive Board.
- c. Call extra meetings and appoint committees not otherwise provided for.
- d. Perform the duties of the Vice President in the absence of that officer.
- e. Attend Recreation meetings as the representative of the Society.
- f. Review the monthly bank statement with the Treasurer.
- g. Perform such other duties as the office may require and which the Executive Board approves

### **Section 3**

The Vice President shall:

- a. Perform the duties of the President in the absence of that officer.
- b. Serve as Program Chairman to arrange and publicize programs for the regular general meetings of the Society.
- c. Perform such other duties as may be directed by the President or Executive Board.

### **Section 4**

The Secretary shall:

- a. Keep the minutes of all Society Executive Board meetings.
- b. Maintain the Society's correspondence.
- c. Perform such other duties as may be directed by the President or Executive Board.

### **Section 5**

The Treasurer shall:

- a. Be an active employee.
- b. Be responsible for receiving and disbursing all funds of the Society subject to the direction of the Executive Board.
- c. Keep an accurate account of all financial transactions of the Society, and prepare a monthly financial statement for presentation to the Executive Board of the Society.
- d. Send a copy of the monthly bank statement to the President for review.
- e. Prepare an annual budget forecast to be approved by the Executive Board and Recreation Council.
- f. Maintain financial records, which meet the specifications set by Recreation.
- g. Perform such other duties as may be directed by the President or Executive Board.

## **Section 6**

The Members-at-Large of the Executive Board shall:

- a. Represent the interests of the membership of the Society to insure that the purposes and aims of the Society are properly promoted and implemented.
- b. Serve on committees as directed by the Executive Board.
- c. Perform such other duties as may be directed by the President or Executive Board.

## **Section 7**

The Membership Chairman shall:

- a. Receive and process all membership applications.
- b. Prepare any and all membership listings as may be required by the Executive Board.
- c. Provide mailing labels from the membership listings for distribution of the Newsletter or other mailings pertaining to Society activities as may be approved by the Executive Board.
- d. Be responsible for distribution of the Newsletter to all members of the Society.
- e. Perform such other duties as may be directed by the President or Executive Board.

## **Section 8**

The Newsletter Editor shall:

- a. Prepare a regular edition of a Newsletter which shall contain items of interest to the membership of the Society.
- b. Encourage submission of items of interest for the newsletter from members.
- c. Perform such other duties as may be directed by the President or Executive Board.

## **Section 9**

The Computer Room Chairman shall:

- a. Assume responsibility for the operation, disposition, maintenance, and security of all of the Society's equipment.
- b. Establish and maintain a staff of system operators to provide assistance to Society members when operating Society equipment.
- c. Perform such other duties as may be directed by the President or Executive Board.

## **Section 10**

The Computer Fair Chairman shall:

- a. Assume responsibility for the planning and operation of the annual Computer Fair sponsored by the Society.
- b. Perform such other duties as may be directed by the President or Executive Board.

## **Section 11**

The WebMaster shall:

- a. Assume responsibility for the planning and operation of the website for the Society.
- b. Maintain the website.
- c. Perform such other duties as may be directed by the President or Executive Board.

## **Section 12**

The Executive Board may form committees and subcommittees at any time to carry out the various activities of the Society. Committee chairmen shall direct the committee activities and report to the Executive Board.

# **ARTICLE V - ELECTION OF OFFICERS**

## **Section 1**

The offices of President, Vice President, Secretary, Treasurer, and Members-at-Large of the Executive Board shall be filled by election of the Society membership at a general meeting in December. The term of office shall be one year.

## **Section 2**

A nominating committee appointed by the Executive Board shall make nominations for these offices in the Society. The committee shall subsequently present a slate of candidates to the Society members at the General meeting who are qualified as follows:

- a. The candidates shall be selected from a roster of the Society members. The Treasurer must be an employee of The Boeing Company. Other candidates may be either employees or retirees.
- b. No nomination shall be valid without the consent of the nominee.
- c. No person shall hold more than one elective office at a time.
- d. Only one family member, the active employee or retiree of the Boeing Company, may serve in elected office at a time.
- e. No officer or trustee shall receive any salary or wages by reason of his/her office.
- f. Solicitation for candidates from the membership shall be done by posting the officer and trustee positions through the BECS newsletters at least two months prior to the elections.
- g. Office vacancies must be filled within 60 days of vacancy either by appointment by the board or special election.

### **Section 3**

Additional nominations shall also be solicited from the floor at the election meeting provided that the nominees are qualified as stated herein.

### **Section 4**

All elections shall be by vote, with voting privileges limited to the Society members present at the General meeting. A simple majority of the votes cast shall be required for election to each office.

## **ARTICLE VI - DUTIES OF THE EXECUTIVE BOARD**

### **Section 1**

The Executive Board shall meet at least once each month to conduct the business of the Society. The President shall set the date and time of the meeting.

### **Section 2**

The Executive Board shall regulate and authorize the expenditures of the Society's funds, promotion of activities, election procedures, appointment of committees, and the general governing of the Society.

### **Section 3**

The Executive Board shall oversee and coordinate the efforts of all committees and Special Interest Groups (SIGs).

### **Section 4**

No Society business shall be conducted at the Executive Board meetings unless a quorum of the board is present. A quorum of the Executive Board shall consist of a majority of the elected members of the Executive Board and must include either the President or Vice President. Voting rights shall be extended to all members of the Executive Board present at the board meetings.

### **Section 5**

In the event of a vacancy of the president, a vice president will assume the office of president. A new election must be held with 60 days to elect a new president. In the event of a vacancy of other elected position(s) on the Executive Board, the board shall, within sixty days, appoint a pro-tem member to fill the position until an election is held to fill the vacancy.

## **ARTICLE VII - BOEING EMPLOYEES' RECREATION ADVISOR**

The Boeing Employees' Recreation Advisor, hereinafter referred to as the Recreation Advisor, shall serve as an ex officio member of the Executive Board of the Society.

## **ARTICLE VIII - SOCIETY FUNDS**

A checking account shall be established as a repository of all Society funds. Disbursement of any and all Society funds shall be by check only. All checks shall be signed by the Treasurer but in the absence of the Treasurer, can be signed by the President, Vice President, or Secretary of the Society.

## **ARTICLE IX - MEETINGS**

### **Section 1**

Regular general meetings of the Society shall be held as specified in the By-Laws of the Society. Visitors are welcome to these meetings but are restricted to the Pro-99 and the guidelines below. Any attendee that is not a BECS member is classified as a visitor.

- a. Visitors cannot attend group meetings more than 3 times in a year without Recreation approval per PRO-99, Section 2.A.2.e.
- b. Visitors cannot participate in any activities performed for the benefit of the Society (ex. Door prizes, giveaways, etc.)

### **Section 2**

The President may call a special meeting, at any time, with at least one month notice for general meetings and two days notice for Executive Board meetings.

### **Section 3**

All meetings shall be conducted in compliance with Robert's Rules of Order.

## **ARTICLE X - SPECIAL INTEREST GROUPS**

The Society shall encourage and sponsor the formation of Special Interest Groups (SIGs) subject to the following guidelines:

- a. All SIGs shall be governed by the provisions of the Constitution and By-Laws of the Society Society as well as Recreation's PRO-99.
- b. Membership in the Society shall be required in order to participate in the SIGs.
  - Non-members must conform to PRO-99 as stated above in Article IX, Section 1.
- c. Each SIG shall be organized with a Chairman. The Chairman may choose to have a Vice Chairman, and Recording Secretary, selected by election or appointment from the members of the SIG, to assist with the operation of the SIG.
- d. The SIG Chairman or his designee shall report the group's activities to the Executive Board of the Society.
- e. The Chairman of each SIG shall report to the Executive Board in writing, the names of the SIG officers, whenever any change in the SIG leadership occurs.
- f. The SIGs shall not maintain a separate treasury nor own its own assets. Any monies and services required to operate must be requested from the Society. Any assets are the property of BECS and are for the use of all BECS members.
- g. All SIG material for publication, within the Society and Boeing, shall be submitted to the editor of the Society's Newsletter.
- h. All SIG material for external (outside of Boeing) publication shall be submitted to the Executive Board and Boeing Recreation for approval prior to publication.

## **ARTICLE XI - SOFTWARE LIBRARIES**

The Society shall encourage the sharing of public domain software. Public domain software libraries maintained by the Society and the SIGs shall be available for copying by the Society members. The use of any of the Society's equipment or facilities for the copying and/or distribution of any proprietary software or any documentation related thereto except where authorized by legal sale and/or lease or resale to the Society shall be strictly prohibited.

## **ARTICLE XII - AMENDMENTS**

### **Section 1**

This Constitution may be amended as follows:

- a. A proposed amendment may be submitted by any member or group of members of the Society and shall be submitted in writing to the President of the Society.
- b. The President shall present the proposed amendment to the Executive Board at a board meeting. The board shall submit the proposed amendment to a committee for study and evaluation. The committee shall make a recommendation to the board at a subsequent meeting of the board.
- c. Approval of the proposed amendment by the Executive Board shall be by a three-fourths majority of the board.

- d. If the Executive Board approves the proposed amendment, it shall be submitted to the Recreation Advisor for approval.
- e. If the Recreation Advisor approves the proposed amendment, it shall be presented to the Society membership at a general meeting of the Society. Said meeting shall be announced by written notice sent to each member of the Society at least two weeks prior to announced date of the meeting. Acceptance of the proposed amendment shall be by a two-thirds majority of the members present at that meeting.

## **Section 2**

If approved by the membership of the Society as indicated herein, the amendment shall become a part of this Constitution.

## **Section 3**

If the proposed amendment is not approved in any of the procedures indicated herein, the submitting party shall be notified in writing of the reason for the rejection of the proposed amendment.