Oracle Primavera Special Interest Group Bylaws (OPSIG)

Article I
Primavera Special Interest Group

The Oracle Primavera Special Interest Group, also known as the OPSIG, is a not-for-profit organization.

Article II
Purpose and Objectives

Our purpose is to inform and educate our members on current and future functionality of Oracle Primavera products, while offering a forum for peers to share their experience and knowledge in the use of Primavera. Meetings will be conducted at the COLLABORATE and Oracle OpenWorld conferences to provide:

- Educational opportunities across the Primavera product suite,
- Networking with other users within the Primavera community, and
- Partnering with Oracle Primavera to meet the needs of our diverse membership.

Article III
Membership

Membership is open to anyone with an interest in the Oracle Primavera products, with no dues for membership. All members can vote on matters brought before the OPSIG. Membership requests may be reviewed by the OPSIG board.

Registration on the OPSIG website is all that is required of anyone seeking to become a member in the OPSIG.

Members will be requested to both validate and update their registration information annually on the website to maintain an active status with the group.

Article IV
Code of Ethics

Section 1: There shall be no vendor-initiated sales contacts with attendees at any OPSIG meeting or functions.

Section 2: There shall be no vendor software displays or vendor demonstrations at any OPSIG meetings or functions unless initiated by the OPSIG Board.

Section 3: Recruiting and offers of employment are prohibited during any OPSIG meeting or function.

Section 4: Any company or contact information, obtained from the OPSIG meetings or functions, (such as a company name, a contact name, mailing address, e-mail address, company phone number, company fax number, direct phone number, or a direct fax number) may only be used for the OPSIG activities.

Section 5: The Board reserves the right to determine if any activity is in violation of the Code of Ethics and revoke any membership for failure to adhere to the Code of Ethics.

Article V
Meetings

Section 1: The fiscal year of the OPSIG shall be January 1 through December 31 of each given year.

Section 2: The OPSIG Board will meet monthly for planning of the Special Interest Group activities. OPSIG activities will include webcasts, virtual conferences, and face-to-face meetings during Oracle OpenWorld and COLLABORATE

Section 3: The regular meetings of the OPSIG shall be held at least quarterly with dates and location to be announced in an invitation to members.

Section 4: The presence of not less than four members of the board shall constitute a quorum at any board meeting of the OPSIG.

Section 5: Board action by majority vote - The majority vote of the board officers present at a meeting at which a quorum is present shall be an act of the board, except where otherwise prohibited by law or these bylaws.

Article VI
Other SIG Affiliations

In order to maintain its affiliation with Quest and OAUG, the OPSIG will:

- Provide Group Affiliation Forms on an annual basis, or as required.
- Provide group membership information annually and group contact information on an ongoing basis.
- Promote OAUG and Quest Membership and maintain ongoing relationship between the SIG members and OAUG and Quest.
- Conduct annual meetings at Oracle OpenWorld and Collaborate.
- Maintain group records and meeting minutes in accordance with law and these bylaws.
- Maintain a current copy of the by-laws posted on the website.
- OPSIG must have a liaison to Quest. This person must be either the chair or co-chair and must be a member of Quest.
- OPSIG must have a liaison to OAUG. This person must be either the chair or co-chair and must be a member of OAUG.
- The liaison roles can be filled by one person or split between two

Article VII

Board Officer Elections

OPSIG Members will vote by appropriate means as determined by official act of the board for the election of Board Officers, provided that the means of voting allows for a member of the OPSIG, who is not a candidate for office, to have the ability to serve as the Teller by monitoring the process for fairness and accuracy and to certifying the results upon conclusion of the election. The act of a majority of voting members returning ballots by the predetermined date shall be an act of the members.

Elections will be held annually. All elections will be held in a timely fashion as determined by the board. All members are eligible to vote. All members are eligible to run for a position for the board. However, the Chair and Co-Chair must each belong to either Quest or OAUG, per the liaison requirements in section VI. Ideally, one half of the Board will be comprised of Oracle Primavera user members.

All board members will serve for two years. The elections will be staggered, as defined by the Board, where there will be half of the positions elected on even years and the other half elected on odd years.

Should a current board position become vacant for any reason, an appointment will be made by the Board to fill the vacated seat until the next election, via the following process:

- A call for candidates will be communicated to the membership at large
- The board will actively recruit candidates for the vacant position
- A majority vote by the board will determine the appointment, which will be effective until the next regularly scheduled election.

A majority vote by the current board is required to remove any board member from office.

Article VIII
Elected Officers

The OPSIG will be led by a Board of six voting members, which will be elected by the general membership. The Board is authorized to conduct business in the best interest and on behalf of the members.

The board remains the authority to add or remove board roles as needed, but the following six voting positions be filled at a minimum.

1. **Chair:** The OPSIG Chair will manage Board and general meetings, lead the direction of OPSIG,, schedule the Board conference calls, produce an agenda for all the OPSIG Board conference calls, coordinate and assist all the volunteers. The Chair will also serve as the facilitator of the OPSIG meetings at Open World and COLLABORATE

2. **Co-Chair:** Will share duties with the Chair and assume the role of the Chair as needed.

3. **Secretary:** The OPSIG Secretary will produce an agenda for all the OPSIG Board conference calls, publish meeting minutes, and maintain all official Board records.

4. **Programs and Education Coordinator:** This role will be responsible for coordinating the eLearning program and as such will lead web casts, speakers for web casts, and communicate the eLearning programs to the OPSIG members. This board member will also coordinate the Key note and guest speakers for the OPSIG meetings at COLLABORATE and Open World, communicate presentation opportunities to the OPSIG members, and assist with paper selections for the Open World and COLLABORATE Conferences as required.

5. **Marketing and Communications Coordinator:** This role is responsible for:

    - all marketing support activities and outreach programs to increase the OPSIG membership.
    - all marketing activities for the OPSIG meetings at OpenWorld and COLLABORATE including coordination with Quest and the OAUG regarding all vendors and all arrangements for any OPSIG meeting receptions.
    - maintaining:
        - the OPSIG website,
        - the OPSIG membership,
        - provide membership e-mails as required for other Board members, and
        - send communication and announcements to the OPSIG members.

6. **User Group Coordinator:** Interface with other user groups and coordinate activities between the groups. For example, a regional user group may be interested in having a representative from OPSIG attend an event.

Article IX
Board Appointments: Subject Matter Experts/ Domain Leads

The following roles are appointed by the board and will have the following responsibilities in common, in addition to the specific duties listed for each role:

- Voting for Papers for COLLABORATE
- Manage content on the domain discussion group
- Ensure that enhancements are posted and communicated to the respective Oracle Primavera Strategic Committee
- Remain proactively engaged in the domain

Appointments will be reviewed annually for reappointment/reassignment

1. **Domain Lead: EPPM/PPM (P6)**
   Duties: Keep up to date on the current versions of the product from a user's point of view. Communicate with users and assist with questions about the product. Communicate with Oracle for help and education and to clarify questions on functional aspects of the product.

2. **Domain Lead: CPICB (Prosight/Capital Planning/Investment Control Budgeting)**
   Duties: Keep up to date on the current versions of the product from a user's point of view. Communicate with users and assist with questions about the product. Communicate with Oracle for help and education and to clarify questions on functional aspects of the product.

3. **Contract Management (Expedition)**
   Duties: Keep up to date on the current versions of the product from a user's point of view. Communicate with users and assist with questions about the product. Communicate with Oracle for help and education and to clarify questions on functional aspects of the product.

4. **Risk Analysis (Pertmaster)**
   Duties: Keep up to date on the current versions of the product from a user's point of view. Communicate with users and assist with questions about the product. Communicate with Oracle for help and education and to clarify questions on functional aspects of the product.

5. **Technology**
   Duties: Keep abreast of the technology used in the Primavera products and how that relates to the many other products in the Oracle stack. This includes application technologies such as WebLogic, integration technologies such as Inspire and AIA, and the core architecture stack of Oracle. Be able to communicate this knowledge to members, and give their feedback to the Oracle liaisons. This position differs from the other SME roles in that it relates more to system administrators and IT staff than to functional users.

Article X
Amending the Bylaws

These Bylaws can be amended by a majority vote of members casting a ballot.

Article XI
Parliamentary Authority

All parliamentary procedure shall be governed by Robert's Rules of Order unless otherwise specified in these bylaws.