

SGFLUG Bylaws

Version 1.0 – March 2, 2024

ARTICLE 1: NAME

SECTION 1: Name

The name of the organization shall be the Springfield LEGO® Users Group, abbreviated as (SGFLUG).

ARTICLE 2: PURPOSE

SECTION 1: Specific Purpose

Our mission: “SGFLUG is a fun and welcoming community devoted to encouraging the creativity and imagination of local adult and teen LEGO® enthusiasts.”

SGFLUG is a social organization dedicated to:

- Creating & maintaining interest and appreciation for LEGO® in southwest Missouri
- Fostering discussions & interactions among Adult Fans of LEGO® (“AFOLs”) based on their shared interests in LEGO®
- Providing support & guidance on LEGO® build techniques, My Own Creations (“MOCs”), and collaborative displays
- Promoting members’ immersion and involvement in the wider global LEGO® community

ARTICLE 3: GOVERNANCE

SECTION 1: Exempt Organization

SGFLUG currently does not have an exempt status in any official capacity.

SECTION 2: Bylaws

These bylaws shall be deemed the governing articles of SGFLUG.

These bylaws can be altered, amended, or repealed (and new bylaws adopted) at any regular or special meeting (in-person, virtual, or mixed) of the *Steering Committee*. To be effective, any such changes must be approved by a majority vote of all members of the *Steering Committee* then in office. In the event of a tie, the Ambassador shall cast the deciding vote. Notice shall be provided of any meeting of the *Steering Committee* at which any such changes to the bylaws are to be voted upon. This notice shall be provided via official communication channels, and shall be delivered to each *Steering Committee* member no less than 7 days prior to the date of such a meeting. The notice must state that the purpose

(or one of the purposes) of the meeting is to consider a proposed change to the bylaws and must contain or be accompanied by a copy or summary of the changes (or state the general nature of the changes).

These bylaws should be reviewed by the *Steering Committee* for any necessary changes on an annual basis.

SECTION 3: Appendices

These bylaws may include a number of appendices which govern policies and procedures not otherwise outlined in these bylaws. Changes to these appendices may be made by a majority vote of the *Steering Committee* officers.

SECTION 4: Recognized LEGO® User Group (LUG)

SGFLUG is a recognized LUG by LEGO®, and will operate consistent with the Recognition Requirements and values of the LEGO® brand detailed in **Appendix 1**.

SECTION 5: Dissolution

SGFLUG may be dissolved at a *Special Meeting* (requiring 30 days notice via official communication channels) by a two-thirds majority vote of *Full Members*. *Full Members* may vote early via official communication channels or designate a proxy (through official communication channels) to vote in their absence. Upon the dissolution of SGFLUG, all required assets should be returned to the LEGO® Group (if indicated), and any assets beyond this should be donated to an organization or individual who supports the *Specific Purpose*.

ARTICLE 4: MEMBERSHIP

SECTION 1: Full Membership

Full Membership in SGFLUG shall be open to all, provided they:

- Are 18 years or older
- Reside in or around Southwest Missouri
- Have a passion for LEGO®
- Are not a *Full Member* of another LUG or other LEGO®-supported organization, and do not otherwise receive any monetary or product support from the LEGO® Group

SGFLUG does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, genetic information, pregnancy, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other protected status protected by local, state, or federal law.

Full Members must participate in at least 5 *Qualifying Events* (2 of which must be *Display Events*) within the previous calendar year. An SGFLUG display, show, or event will count as no more than one event, regardless of the amount of participation, but shall require a minimum of 4 hours participation to count.

Display Events shall include any event endorsed by the *Steering Committee* at which LEGO® builds

created by SGFLUG are displayed and/or SGFLUG is visually represented in some other manner. Participation in *Display Events* can include but is not limited to the following: assisting in setup, assisting in teardown, and/or event staffing. Cumulative time of 4 hours at the event is required to count toward *Full Membership* criteria.

Other *Qualifying Events* include: *General Meetings*, *Special Meetings*, and social events.

Full Members must act consistent with the Recognition Requirements and values of the LEGO® brand (**Appendix 1**) and adhere to the rules governing benefits from LEGO® (**Appendix 2**). Violation of either may result in immediate termination of membership.

Full Members will have access to the benefits LEGO® bestows on recognized LUGs, as detailed in **Appendix 2** and **Appendix 3**. Individuals who previously achieved *Full Member* status, but have lapsed in their participation may be granted access to the benefits LEGO® bestows on recognized LUGs at the discretion of the majority of the *Steering Committee*.

Full Members have the right to vote on all matters considered by SGFLUG.

SECTION 1A: Full Teen Membership

Full Teen Membership in SGFLUG shall be open to those aged 13-17 who:

- Reside in or around Southwest Missouri
- Have a passion for LEGO®
- Do not otherwise receive any monetary or product support from the LEGO® Group

Full Teen Members must participate in at least 5 *Qualifying Events* (2 of which must be *Display Events*) within the previous calendar year. Refer to Article 4, Section 1 for the criteria regarding *Qualifying Events* and *Display Events*.

Full Teen Members must act consistent with the Recognition Requirements and values of the LEGO® brand (**Appendix 1**) and adhere to the rules governing benefits from LEGO® (**Appendix 2**). Violation of either may result in immediate termination of membership.

Full Teen Members will have access to the benefits LEGO® bestows on recognized LUGs, as detailed in **Appendix 2** and **Appendix 3**, with the exception of LUG-Bulk participation. Individuals who previously achieved *Full Teen Member* status, but have lapsed in their participation may be granted access to the benefits LEGO® bestows on recognized LUGs at the discretion of the majority of the *Steering Committee*.

Full Teen Members who have maintained their status during the previous year and then turn 18 will automatically become *Full Members*.

SECTION 2: Provisional Membership

Provisional Membership encompasses individuals associated with SGFLUG who have not fulfilled the *Qualifying Event* requirement (or who do not fulfill the other base requirements), including those who previously achieved *Full Member* status, but have lapsed in participation.

Provisional Members may be granted access to the benefits LEGO® bestows on recognized LUGs and/or granted limited voting rights, at the discretion of the majority of the *Steering Committee*. *Provisional Members* otherwise do not have the right to vote on any matters considered by SGFLUG.

Provisional Members must act consistent with the Recognition Requirements and values of the LEGO® brand (**Appendix 1**) and adhere to the rules governing benefits from LEGO® (**Appendix 2**). Violation of either may result in immediate termination of membership.

SECTION 3: Children

Children are welcome at club events and club meetings but must be supervised by adults at all time. Children are considered *Provisional Members*, and may NOT be *Full Members*, but they may participate in club activities, as long as they comply with the following:

- The parent or guardian must be a *Provisional Member* complying with the rules of membership.
- The parent or guardian participates with their child.
- The parent or guardian must accompany the child to all SGFLUG events or meetings.
- The parent or guardian must supervise the child during SGFLUG decisions involving voting.

SECTION 4: Member Resignation

A *Full Member* may resign at any time through written notification via official communication channels to the *Steering Committee*. Resigned members no longer vote on club issues. Resigned members must return club property within 14 calendar days in the condition it was originally received. Resigned members may no longer receive any benefit from SGFLUG including, but not limited to, use or possession of club property, membership in club mailing or mailing lists, and participation in club events. Resigned members leave the club without prejudice and may rejoin as *Provisional Members*. *Full Membership* may be re-instated after again satisfying *Full Membership* requirements. *Membership* shall be terminated upon the death of the member.

SECTION 5: Membership Termination

SGFLUG and its members must abide by all local laws and ordinances. Any alleged violations of such can be cause for immediate suspension of membership, with potential termination of membership.

Other causes for termination of membership include, but are not limited to the following behaviors at or related to LUG activities:

- Excessive substance use or possession of an illicit substance
- Endangering themselves, others, and/or property
- Physical or verbal abuse;
- Compulsive lying
- Stealing
- Sexual misconduct of any kind will not be tolerated

A member may be terminated from club membership by a two-thirds majority vote of *Full Members*, taken through a secret ballot. Such a vote may be triggered automatically by any of the above behaviors. Any *Full Member* may also petition the *Steering Committee* for termination of another *Full Member*, as long as they do so in writing and in a public forum.

A member terminated from the club may no longer attend meetings or vote, must return all club property within 14 calendar days in the same condition it was originally received, and may no longer receive any benefit from SGFLUG, including, but not limited to, use or possession of club property, membership in club mailing or mailing lists, and participation in club events. Members terminated from SGFLUG may be reconsidered for membership after the cause or causes of termination have been resolved and they submit a written request for reinstatement to the *Steering Committee*. Only a two-thirds vote of the *Steering Committee* can return a removed member to *Provisional Member* status. *Full Membership* may be re-instated after again satisfying *Full Membership* requirements.

In addition, as stated above, any violation of either the Recognition Requirements and values of the LEGO® brand (**Appendix 1**) or the rules governing benefits from LEGO® (**Appendix 2**) may result in immediate termination of membership.

SECTION 6: Membership Benefits

Product support and any other benefits provided by the LEGO® Group will be distributed as detailed in **Appendix 3** (Distribution of SGFLUG Benefits).

ARTICLE 5: MEETINGS

SECTION 1: General Meetings

SGFLUG will hold *General Meetings* on a monthly basis. The time, date, location, and duration shall be disseminated via official communication channels. *General Meetings* are open to all, including prospective members (with the exception of previously terminated members, as per Article 4, Section 5). The agenda of the *General Meeting* will be shared via official communication channels within 7 days prior to each meeting.

SECTION 2: Special Meetings

Special Meetings will be announced via official communication channels at least 7 days prior to the meeting. The notice shall state the business to be considered at such meetings, and no other business shall be considered at such meetings.

SECTION 3: Quorum

The number of voting members present at a *General Meeting* or *Special Meeting* shall constitute a quorum. However, a minimum requirement of 5 *Full Members* is required for any voting.

SECTION 4: Behavior

SGFLUG reserves the right to refuse admission or remove a member from a meeting or event at their sole discretion and including without limitation if the attendee is:

- Under the influence of alcohol, narcotics, or other controlled substances
- Manifests disruptive and/or unruly behavior

ARTICLE 6: STEERING COMMITTEE

SECTION 1: Powers & Duties

The *Steering Committee* shall have the power and duty to lead and direct SGFLUG in its pursuit of its *Specific Purpose*, including adherence to any and all regulating agencies, as well as LEGO®.

SECTION 2: Composition

The *Steering Committee* shall consist of 5 individuals in the following roles: Communications Director, Community Liaison, Event Coordinator, Membership Coordinator, and Social Media Coordinator. Any *Full Member* may serve in these roles. In addition, the *Steering Committee* shall include the LUG's Ambassador. This role shall be filled by one of the existing *Steering Committee* members.

SECTION 3: Roles & Responsibilities

The *Steering Committee* should ensure successful operation of SGFLUG. Each *Steering Committee* member has an equal part in the operation of SGFLUG, and is assigned a governing role. At any time, the *Steering Committee* can delegate tasks to be carried out by participating and willing *Full Members* and/or other *Steering Committee* members.

The basic responsibilities for each role are outlined below:

- **Communications Coordinator:** schedule meetings; publish meeting times / agendas; preside over meetings; convey important announcements and other information to SGFLUG members; manage official communication channels
- **Community Liaison:** build / manage relationships with local businesses and institutions; promote awareness of SGFLUG through community outreach; coordinate community workshops
- **Events Coordinator:** oversee *Display Events*, including communication with venues, partners, and/or vendors
- **Membership Coordinator:** oversee and track members' activities in pursuit of SGFLUG's *Specific Purpose*; support individuals' journeys to *Full Member* status; preside over meetings; moderate internal conflicts and complaints
- **Social Media Coordinator:** manage public-facing aspects of SGFLUG, including all social media posts and polls; take and post photos at SGFLUG meeting and events
- **Ambassador:** maintain relationship with LEGO®; manage the benefits LEGO® bestows on recognized LUGs; ensure SGFLUG complies with reporting and operating requirements for recognized LUGs; share information from the LEGO® Ambassador Network (LAN) with SGFLUG

SECTION 4: Steering Committee Meetings

The *Steering Committee* shall meet at least quarterly to discuss any pertinent issues regarding the governance of SGFLUG. Additional *Special Meetings* of the *Steering Committee* can be scheduled as necessary.

ARTICLE 7: STEERING COMMITTEE GOVERNANCE

SECTION 1: Term Length

Steering Committee members shall hold office for an undetermined time so long as they maintain *Full Member* status. A *Steering Committee* member may resign at any time. Resignation or failure to maintain *Full Member* status results in immediate removal from the *Steering Committee*. The other *Steering Committee* members will collectively assume the responsibilities of any vacant role on the *Steering Committee* until the nomination & election of that role is complete.

SECTION 2: Removal of a Steering Committee Member

Any *Steering Committee* member can be removed from that role by a two-thirds majority vote of the *Full Members* present and voting at a meeting, provided the *Steering Committee* member and *Full Members* have been notified via official communication channels at least 14 days prior to the meeting. Any *Full Member* may petition the *Steering Committee* for removal of a *Steering Committee Member* from office, as long as they do so in writing and in a public forum. A *Steering Committee* member may also be removed from office by a unanimous vote of the remaining *Steering Committee* members.

SECTION 3: Nominations & Election

During any *General Meeting*, if a *Steering Committee* role is vacant, any *Full Member* may nominate a *Full Member* (including themselves) for one or more of the vacancies. All such nominations will then be considered by the remaining *Steering Committee* members. This shall include an interview process, where all nominees will meet individually with the *Steering Committee*.

Once the interview process is complete, the candidate to fill the vacancy will be selected by a simple majority vote of the *Steering Committee* members. In the event that no majority can be obtained, the nominee with the most votes will be selected. If there is a tie in such a case, the tiebreaker vote will be given to the Ambassador.

SECTION 4: Appointment of the Ambassador

The sitting Ambassador may appoint and train a successor to serve in the role when they resign the office. If the Ambassador chooses not to (or is otherwise unable to) appoint a successor when they resign, the appointment of the next Ambassador will be handled in the same way as the nomination and election of any other *Steering Committee* office, except that the nominees must be chosen from among the members of the *Steering Committee*.

Appendix 3:

Distribution of Product Support

Version 1.0 – August 10, 2024

LEGO® Product Support shall be distributed at a first quarter meeting each year, using the previous year's attendance point totals, as tracked by the *Membership Coordinator*. Only *Full Members* and *Full Teen Members* are eligible for rewards, and members must be present at the meeting to choose and collect their set(s). If an eligible member absolutely cannot attend the meeting when the product support is distributed, they can contact a Member of the Steering Committee ahead of time to designate a proxy to choose for them.

Eligible members will choose one (1) set at a time, in the descending order of their point totals. Eligible members will be divided into 3 tiers (the top tier gets 3 selections; the second tier gets 2 selections; the lowest tier gets 1 selection), if inventory allows. There will also be 3 rounds of selections. The first round of selections will include all 3 tiers. The second round will include only the top 2 tiers. The third round will include the top tier only.

The tier cutoffs will be determined based on the number of rewards available and the number of eligible members. Prior to determining the rewards to be distributed, at least 24 small sets will be set aside as rewards for the monthly build challenges in the coming year.

Each year, the rules are subject to change, based on the availability of rewards and the number of reward-eligible members, at the discretion of the *Steering Committee*.