DECUS AUSTRALIA CHAPTER
MEMBERSHIP HANDBOOK

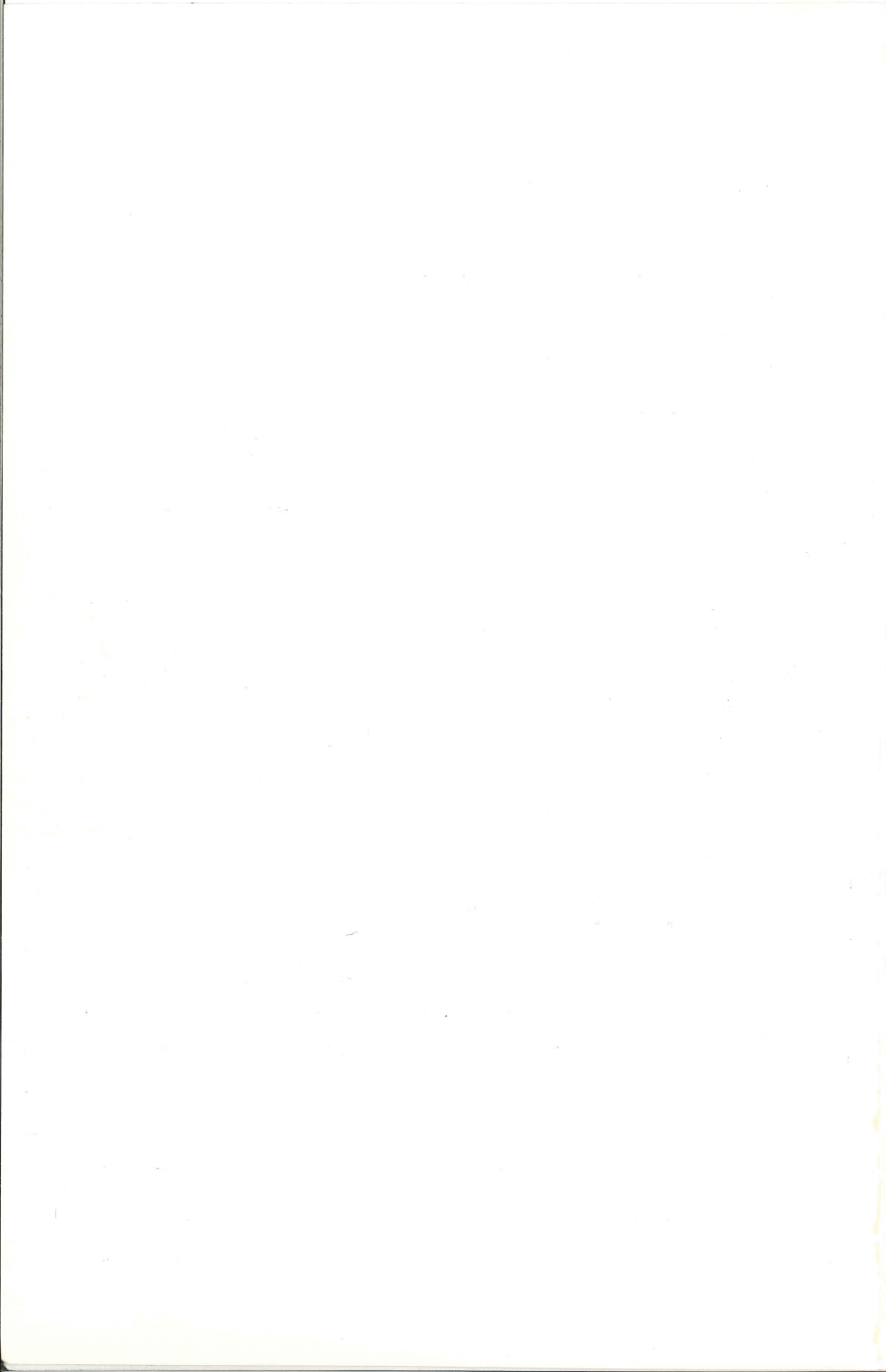## Digital Equipment Computer Users Society

ADDENDUM TO 1987 EDITION OF THE DECUS AUSTRALIA BY-LAWS

Article 6 Paragraph 6.0

Article 6, Paragraph 6.0 of the By-laws which reads:

6.0   All financial planning, budgeting and accounting shall be
       based on a fiscal year commencing on July 1st.

has been amended, in accordance with the provisions of Paragraph
8.1 of the By-laws, to read:

6.0   All financial planning, budgeting and accounting shall be
       based on a fiscal year commencing on January 1st.
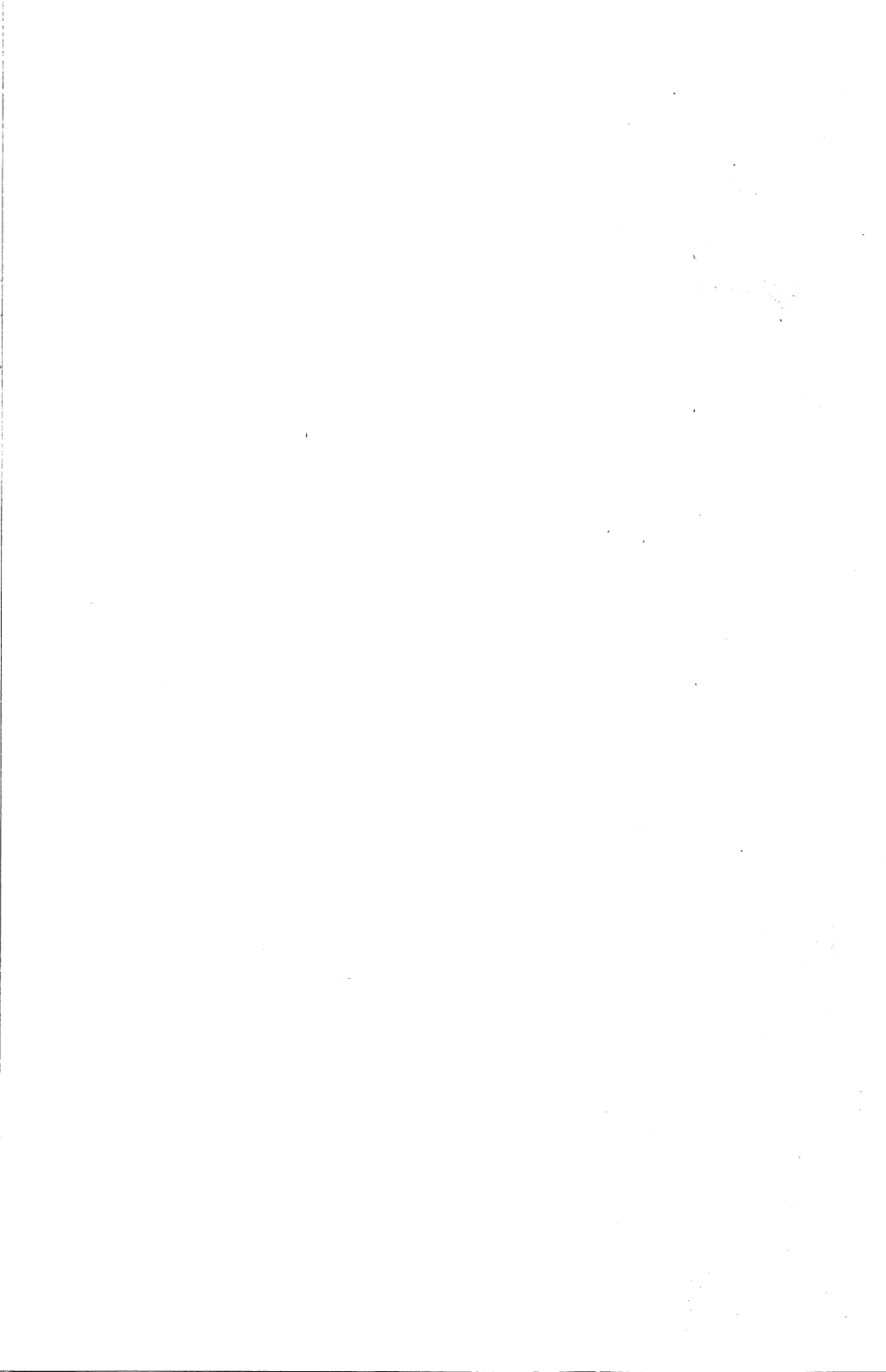
DECUS AUSTRALIA
CHAPTER HANDBOOK

This Handbook is to help you get the most
out of membership of DECUS, to indicate the
benefits you should derive and the contribu-
tions you can make. It provides information
on the structure, services, policies and activ-
ities of DECUS, with particular reference to
the DECUS Australia Chapter.

Written by Ian Hunter, 1983
Revised by Roger N. Caffin, 1987

WELCOME TO DECUS

The members of the DECUS Australia Chapter Board welcome you to DECUS. We are sure you will benefit from your membership of the Society through its local, national and worldwide structure, and we look forward to your active participation in its affairs. DECUS is a USER society, depending for its viability and vitality on user contributions – attendance at meetings and Symposia, submission of programs to, and use of, the Program Library, service as a member of committees – and the greater your contribution the greater the benefit to you and other members of DECUS.

This Handbook has three main sections. The first contains information aimed mainly at the new member, to tell you in general terms what DECUS is all about and how you may benefit from membership. The second section is primarily for those of you who have been members for some time and would like to learn more about the detailed organisation of the society. Finally, there is a more detailed and technical section for those who would like to pursue a leadership role in DECUS.

You may like to consider the Handbook a reference work, to be dipped into whenever you wish to expand your knowledge of an aspect of DECUS activity. We hope you will find it useful however you decide to use it. Please let us know of any way in which you think its value to you as a member of DECUS may be improved.

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Contents

Chapter 1

FOR THE NEW DECUS MEMBER

1.1   What is DECUS? How does it relate to DEC?

DECUS (Digital Equipment Computer Users Society) is an international organisation whose
membership, in essence, is open to anyone who has a bona fide interest in DEC (Dig-
ital Equipment Corporation) products and their use. The Society is divided into local
"branches"; you are a member of one of these, called the DECUS Australia Chapter, which
embraces users in Australia, New Zealand, New Guinea, Fiji: in fact all that area included
in the DEC South Pacific Region.

DECUS Australia has recently formulated a Mission Statement, both to act as a guide-
line for itself and its members and to explain itself to non-members. It is as follows.

> DECUS Australia is a non-profit association of users of Digital computers
> which exists to:

- provide channels for information interchange between its members for mutual assis-
  tance

- provide relevant information to members

- provide a user voice to raise issues with Digital

- promote member interaction

- maintain links with the worldwide DECUS organisation

Like any other volunteer organisation, DECUS is run by its members, through commit-
tees generally elected from its membership. Each committee also has a representative from
DEC, appointed to help in any way he or she can. The activities in general are conducted
under Chapter and International By-Laws ratified by the membership at large.

Basically DECUS is people. It is people in Canada using PDP-11 and VAX computers
to teach computing, people in hospitals using MUMPS, people in the U.S.A., people in
Europe, people in South America, Hong Kong, Singapore, you, me – over 100,000 people
worldwide, of whom approximately 4,500 are in the Australia Chapter. The fundamental
aim of the Society is to try to ensure that these people, its members, derive maximum

benefit from use of, or interest in, DEC products. It does this through local meetings, national Symposia, newsletters and other publications, and the Program Library.

At the time of publication of this edition, DECUS Australia is preparing to create a National User Group for New Zealand within the Chapter. There may be further changes in this area as time goes on. The reasons for this include the overall growth in membership, the greater involvement of members in New Zealand and the benefits of local management. By way of example, New Zealand members have recently started holding a New Zealand Forum each year.

To participate in any DECUS activity or use any of the facilities you must be a member. Membership of DECUS has always been free for the individual, and will stay that way. DECUS Australia has recently introduced a Corporate Membership category, for which a fee is charged. This fee includes a copy of all DECUS publications and allows any employee of the company to participate without being an individual member. It has proved very popular.

There are of course charges for use of the Program Library, attendance at Symposia and subscriptions to the US SIG Newsletter. Overall, funding of DECUS is quite complex; in essence, however, DEC provides funding for overhead costs while you, as a member, meet those costs directly related to your needs.

As a company, DEC exercises no direct control over DECUS activities other than by contributions through its representatives on committees and by way of funding overhead costs. It is, however, a primary aim of all DECUS leadership to maintain a close and amicable relationship with DEC, as experience has shown that this maximises the benefits of DECUS to its members. At the same time, the people who staff DECUS offices around the world, (the Chapter Administrators, some of the personnel in the DECUS Library and so on) are paid by DEC and subject to normal company conditions of employment. In this sense the administrative structure of DECUS is not unlike a very small section of DEC's own structure, although its directions are controlled by DECUS, not DEC. As you may guess, the relationship between DECUS and DEC is not always a simple one.

1.2   What are the benefits of DECUS Membership?

The benefits which you will derive from membership of DECUS depend to some extent on your interests and enthusiasm. All members of the DECUS Australia Chapter have the right to vote in the annual elections for the Chapter Board and to stand as a candidate for election. This Board has the responsibility of directing the Chapter's operations and future. However, as a new member you might initially find difficulty in selecting appropriate candidates to vote for, and you would probably not consider standing for election yourself until you had found your feet within the Society.

It is more likely that you will derive greatest benefit initially from membership of a Local User Group (LUG), by joining one or more Special Interest Groups (SIGs) and by making use of the Program Library. In addition, you will automatically receive a copy, quarterly, of the DECUS Australia Chapter Newsletter, DECUSNEWS, which provides topical news, book reviews, details of LUG and SIG activities, advice on the Symposium, lists of new acquisitions to the Program Library and other general information concerning the activities of the Chapter. Each issue contains a complete list of all members of what is known as DECUS Leadership – the Board, LUG and SIG Chairmen, the Symposium Planning Committee and the Library Committee. Many members find they derive great benefit from contact with other members through LUGs, SIGs, Symposium attendance and

correspondence. How you benefit is really up to you.

1.3 What publications can you receive?

As mentioned above, you will automatically receive the DECUS Australia Chapter Newsletter – normally referred to as DECUSNEWS. This is published quarterly. You may like to contribute to this publication on either an ad hoc or a regular basis – the Editor actively seeks contributions. Even (or maybe especially) as a new member you probably have something worthwhile to offer.

In addition, there is the Program Library Catalogue. This Catalogue, published more or less annually, will be sent to you free of charge if you make use of the Library by buying more than $100 worth of programs or if you have a corporate membership. You can also buy a copy for $20, of which $15 will be refunded if you make a purchase. It is an extremely useful publication, telling you not only what programs are available in the Library, but also, through the Chapter Supplement, how to order them and what they cost. The Catalogue itself is standard worldwide. You, as a member of the DECUS Australia Chapter, have access to all of the programs contained in the Library.

The Australian SIGs publish their newsletters as columns in DECUSNEWS. The US SIGs publish theirs in a combined Newsletter to which you can subscribe. Publication is monthly, although not all SIGs manage to include their contribution each time. The US Newsletter contains a wealth of information covering not only your particular areas but many others you would not otherwise have seen. It is well worth the relatively minor cost of the subscription. In addition, there are the Proceedings from the US and European Symposia available regularly. Full details of subscription costs are published in DECUSNEWS, and you will have received current details with this Handbook when you joined DECUS.

1.4 What is a Local User Group (LUG)?

A Local User Group, more commonly referred to as a LUG, is an association of DECUS members in a particular geographic area, formed to allow members to meet to discuss matters of mutual general interest. Examples of LUGs in the Australia Chapter are Melbourne, Sydney North, Adelaide and North Queensland. The full list at the time of publication is given in Appendix B. LUGs are relatively informal organisations, though their overall operation takes place under guidelines formulated by the Chapter Board. These guidelines are included later in this Handbook. An up-to-date list of LUGs with names of current Chairmen is included in each issue of DECUSNEWS.

LUGs meet with varying frequency, mainly according to the enthusiasm of their members. The larger LUGs may meet every two months or so, while those with fewer members may meet less often. Typical activities include visits to local sites, presentations by members or invited speakers on any matter of interest, discussions on general interest topics, presentations by DEC personnel on new software or hardware products or services and – almost always – some social content. The emphasis is nearly always on informality and you, as a new member of DECUS, will be made to feel especially welcome.

As a new member of the LUG don't be afraid to ask questions. Don't feel that you shouldn't ask "because everyone else will know already". You probably won't be the only new member present; you certainly won't be the only member who doesn't know the answers!

Each LUG is run by a committee elected from its members and including an official DEC representative. No firm rules are laid down about the structure of the LUG committee: each one handles its affairs as it considers best, within the guidelines. The DEC representative does have the responsibility of providing such support to the LUG as he can contrive (depending on his skills), but does not have the responsibility of "driving" the LUG.

1.5   What is a Special Interest Group (SIG)?

Whereas a LUG is specific to a geographic area, a SIG is specific to an area of members' interests – a particular operating system (e.g. RT-11), specialised hardware (e.g. VAX) or type of application (e.g. Graphics) for example. You may belong to whichever SIGs are of interest to you.

As the members of SIGs are generally widely scattered it is normally not feasible for a SIG to hold frequent meetings. In the Australia Chapter each SIG usually holds an annual meeting during the DECUS Symposium when a reasonable number of members may be expected to attend. SIGs are more formally structured than LUGs. Each has a committee which includes a number of members with clearly defined roles, usually elected during the annual meeting. Details of the committee structure are spelled out later in this Handbook. There should be an official DEC representative to each SIG as well.

Some Australia Chapter SIGs, such as the Personal Computer SIG, are unusual in their structure in that they have local branches. In some cases, such as the Melbourne RT-11 SIG branch, there are enough members interested to form such a group themselves. In other cases the SIG has appointed LUG contacts: someone active in the LUG who is also reasonably knowledgeable in the particular SIG interest, and is willing to help others.

The PC SIG has been structured in this way as the Board felt that many DECUS members who are PC users would not find their interests best met by the more traditional SIG structure, and might not be able to attend the Symposium. If you have an interest in PCs you may join the PC SIG and if you are in a larger centre you will find a local Branch within the LUG. If one has not yet been formed you will be able to participate via a newsletter or Symposium activity. Each LUG should have a PC coordinator whose name is listed in each issue of DECUSNEWS.

The major means of communication between SIG members is the SIG column in the quarterly Chapter DECUSNEWS. Not all SIGs publish a column in every issue, although contributions are always welcome. Most SIGs have a SIG Editor to whom contributions may be sent, or they may be sent direct to the Editor of the DECUSNEWS, via the DECUS Office. Communication in this manner is very valuable as all DECUS members receive DECUSNEWS.

In addition to their obvious role in providing a means for members to exchange information of mutual interest, SIGs also play a leading part in Symposium planning. They are responsible for soliciting special papers and the organisation of their separate "streams". They are also involved in Program Library affairs such as SIG Tape copying.

As a new DECUS member you should join those SIGs which are closely related to your specific interests. You should also consider subscribing to the US SIG Newsletter which is bound to be of benefit to you. If you are unsure of their possible value, even after reading the free copy sent to you on joining, ask the DECUS Office to let you see some issues of specific interest.

1.6   How do you use the Program Library?

The Program Library exists to benefit you and other members of DECUS. You may purchase software from the Library, subscribe to the Library subscription services, contribute software to the Library, or preferably all three.

The Library is a collection of computer programs and associated documentation which have, in the main, been donated by members for the benefit of other members. It has been in existence for over 20 years and during this time has developed and changed with the needs of DECUS members. Programs are supplied to members at a cost which covers the operating costs of the Library plus a margin to help subsidise the non-revenue-producing areas of DECUS activities.

If you wish to obtain a program from the Library you simply submit an order on a DECUS Library Order Form, or if your organisation's procedures require it, on your official Purchase Order with a DECUS Library Order Form attached, specifying the program you require and other necessary information to the DECUS Office, preferably accompanied by payment. In particular, you must include your DECUS membership number. If the program is available locally, turn-round time will usually be within seven days. If it is necessary to obtain the program from the U.S. delivery may take from 6 to 8 weeks.

The Library Management Committee is currently introducing a number of subscription services for those who can never remember to write out the orders. These services are more fully described in the Library section of DECUSNEWS, but basically cut out most of the paper work required to get recent releases. At present there is a "Golden Service" for VAX owners which automatically gives them just about all recent releases for the VAX, and a "Silver Service" for certain SIGs which allows members to organise free copies of just about all recent releases for those SIGs. The savings in time and hassle make these very attractive propositions to many members, and ensure that you are kept fully up-to-date.

The procedure for submitting programs to the Library is almost as simple as the purchasing procedure. You complete a Library Submittal Form on which you are required to provide some basic information relating to the program and its copyright. Send this, together with a copy of the program sources and documentation to the DECUS Office who will forward it to the Library. When your submission has been checked for completeness a sample first production copy is prepared and sent to you for verification. Once you have verified it the program is released for distribution. This returned copy replaces the media used in the submission.

Remember: the Program Library is your library and will thrive only if DECUS members continue to use it and contribute to it.

1.7   What happens at a DECUS Symposium?

A "Symposium" is one of the major DECUS activities. There is one full Symposium for the whole Chapter each year, covering all DECUS areas, and more special workshops in both Australia (e.g. the VAX Programmer's Workshop) and New Zealand (e.g. the VAX Forum). These are all listed as annual events in the Australia Chapter. They occupy at least as much planning and management effort as the Program Library, with which they rank in importance to members. They are "show-case" activities through which many members judge the Society as a whole, and are major revenue producers.

To a first-time attendee, and typically around half of the registrants at each Symposium are in this category, the Symposium can be bewildering, with its multiple parallel streams

of papers, workshops, tutorial sessions, poster papers, SIG AGMs, Exhibition and Magic Sessions – not to mention a reasonable sprinkling of social activities. It is hoped this section will remove a little of the mystery so that you may get the greatest benefit from attendance at your first Symposium.

The Chapter Symposium is held in either Sydney or Melbourne every second year and in a less central city in the alternate years. It takes place either over five days, Monday to Friday, with the Wednesday generally free of formal activities, or in a more concentrated four day, Friday to Monday, format with no "free" day.

Before the formal commencement a "First-Time Attendees" session is held to explain the structure of the Symposium. It is useful, albeit not crucial, for you to attend this session if you can. The first two days of the Symposium are then devoted primarily to sessions relating to operating systems; i.e. VMS, RT-11, RSTS, RSX and so on. The remaining two formal days are more "application-oriented", with streams devoted to Languages, Office Automation, Graphics and similar areas of interest. By these means the Symposium Planning Committee, which is responsible for the organisation of the Symposium, tries to minimise clashes of interest. However, if you are like most attendees you will frequently find you would like to be in two or more places at once!

The New Zealand Forum is relatively new, but is proving enormously popular as well: being local it is of course much cheaper for New Zealanders to attend. The format is still evolving, but tends to be oriented towards system managers and management. The VAX Workshop is a smaller affair, held in Canberra, Melbourne or Sydney. It tends to be much more technical than the Symposium, and is oriented more towards system programmers.

So much for overall structures. The sessions themselves are quite varied. A typical session lasts for one and a half hours and might, for example, consist of three half hour presentations or two longer ones. Some of the presentations will be by users and some will be by DEC staff, large numbers of whom, both from the local organisation and from the U.S., attend. There are also workshop sessions where problems and experiences are discussed, and there are often panel discussions followed by general contributions from the floor. Tutorial sessions, as their name suggests, are designed to impart specific knowledge about some aspect of software or hardware (generally the former) – these are particularly useful to new users. Magic sessions, on the other hand, consist of highly experienced users exchanging ideas and experiences, often involving intimate knowledge of hardware or software (and occassionally some humour); even these can be useful and interesting to you as a new user.

Then too there is the Exhibition, at which DEC displays its latest hardware, software and services. This is your chance to see in one place much of the latest and best, and to discuss it with both sales and technical personnel. Indeed, the opportunity to have discussions with DEC personnel, either in formal sessions or more casually, is felt by many to be the most valuable feature of the Symposium. After all, the formal papers are published in the Proceedings, which you can read even if you don't attend, while the chance to discuss technical issues face to face will afford itself only if you attend.

You owe it to yourself and your organisation to attend a Symposium. Hard work it is, relieved by a modicum of socialising. The faces which turn up year after year are witness to the value of the Symposium to many members.

1.8   What can the DECUS Office do for you?

The DECUS Office is there to help you. The Australia Chapter Office in Chatswood Plaza above Chatswood Railway Station is conveniently located for access by members in the Sydney area. Address details are given at the front of this book. The Australian DECUS Office currently has a staff of five:

- the Chapter Administrator, whose role it is to supervise the office, implement policies developed by the Board and Symposium Planning Committee, select staff and generally assist members.

- the DECUS Activities Coordinator, whose responsibilities cover publications and the administration of the Symposium. The DECUS Activities Coordinator also carries the role of Production Editor for the publications.

- the Library Coordinator, whose primary role is in relation to the Library, processing orders and submissions, and issuing catalogues.

- the Membership Coordinator, whose tasks include processing membership applications and sending out membership kits, as well as dealing with members queries on membership issues and finance. The Membership Coordinator is also responsible for looking after SIGs and LUGs.

- the Systems Coordinator, who is responsible for the management of the DECUS computer system, including electronic mail.

The Office holds copies of all DECUS publications, which are available for you to browse through at your leisure. The Office also runs a fair cup of coffee and a few biscuits.

The New Zealand office is located in DEC's Grafton Road office, and is staffed by one part-time DECUS Secretary. As the New Zealand NUG grows this is expected to change. If you are a member in New Zealand you should direct all your enquiries to this office: address details are at the front of this book. If the DECUS Secretary is not there a member of DEC's staff will help you.

If you have any enquiries at all about a DECUS matter you should contact a DECUS Office, where someone will be available during normal office hours. DECUS staff will always be happy to discuss issues with you on the phone, or to have you visit the Office.

Chapter 2

FOR MEMBERS WHO WANT TO KNOW MORE

2.1 How does DECUS Australia fit in overall?

DECUS is an international organisation with a relatively complex structure, involving user-based committees and participation by DEC at all levels. This structure contains two broadly parallel sets of committees – at each level there is a "Board" which is responsible for broad policy matters, and a Library Committee which is responsible for all matters relating to the Program Library. The precise structure of these committees depends on the needs of the time.

This section of the Handbook illustrates for you the overall structure at the major levels of the organisation by use of organisational charts. You will see that the three "top" levels (Worldwide, GIA and Chapter or National) have a similar structure, with the major difference being the inclusion at Chapter level of activity areas such as Symposia, SIG/LUG coordination and so on. Without enthusiastic leadership in these areas, which are the lifeblood of a Chapter, DECUS would not provide the benefits and services it does to its members. At the purely local level, where the organisation is represented by the LUGs, the general structure is simple, with only the very largest LUGs having other than an informal committee structure. You will find more detail on LUG structure and activities elsewhere in this Handbook.

Figure 1 outlines the worldwide organisational structure, Figure 2 that of the General International Area (GIA) and Figure 3 the Australia Chapter. As you may notice the overall structure, in effect a federation of Chapters, closely follows DEC's international organisation. This is not entirely coincidental, as the interests of DECUS members and DEC often run on parallel lines.

DECUS, however, as befits an organisation associated with a dynamic industry, is not static in its form. Changes to the general structure have occurred. For a number of years the International Liaison Committee (ILC), which then consisted of the Chairmen of the U.S., European and Australia Chapters, was the body totally responsible for the overall direction of DECUS worldwide. Now the control is vested in the U.S. Chapter Board, the European Council and the GIA DECUS Council. New National User Groups and Chapters have been formed as membership has grown, and further changes can be envisaged. At the time of writing, for instance, a New Zealand National User Group is being formed.

The Australia Chapter operates under By-Laws which are consistent with those of GIA DECUS – the "supreme authority" as far as overall policy for the Chapter is concerned.

Thus while the Chapter is largely autonomous, and organises its affairs primarily to suit the needs and wishes of its members, it is still bound to some extent by GIA DECUS policies. These policies require ratification by the constituent Chapters, which does provide for input from the national level. As an individual member, you are unlikely ever to notice any direct effect of the overall control exercised by GIA DECUS; the major impacts are in the Library area where decisions may affect costs and policies.

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                           DECUS
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          |              |              |
      US Chapter     European       GIA DECUS
        Board         Council        Council
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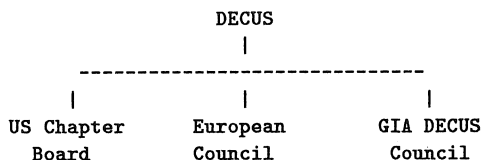
Figure 1   -   Worldwide DECUS Organisational Structure

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                    GIA DECUS Council
                          |----------GIA DECUS Director
                          |
   -------------------------------------------------------
   |             |             |             |            |
Australia      Canada        Japan    South America    General
 Chapter       Chapter      Chapter      Chapter     International
  Board         Board        Board        Board       Chapter
   |--Admin      |--Admin     |--Admin     |--Admin      |--Admin
   |             |            |            |             |
Chapter       Chapter      Chapter      Chapter       Chapter
Committees    Committees   Committees   Committees    Committees
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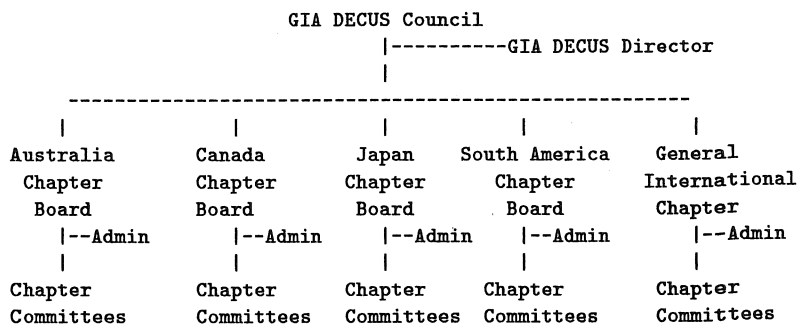
Figure 2   -   GIA DECUS Organisational Structure

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                    Chapter Board
                          |------Chapter Administrator & Staff
                          |
   -----------------------------------------------------------------
   |             |             |             |             |
Chapter       Symposium      Library     New Zealand      Other
Planning      Planning      Management    Affairs       Financial
Committee     Committee     Committee     Committee      Entities
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Figure 3   -   Australia Chapter Organisational Structure

2.2   How is DECUS funded?

Funding to maintain DECUS comes from two sources – DEC and members. In general all administrative and overhead costs are met by DEC – in effect, the costs of running the DECUS Office – while members meet the costs of all directly member-related or member-controlled activities. These two sources of funding are referred to as Cost Centre (the DEC-funded part) and DECUS Treasury. In this section of the Handbook you will find details of the costs met from each source and the sources of Treasury funds.

Many members and their employers find the relationship between DECUS and DEC puzzling, arguing that since DEC fund DECUS so heavily they must exert enormous control over it. The argument is understandable, but false. There is corporate committment to an independent and vigorous DECUS from the top of DEC down for two reasons. The first is that senior DEC management staff helped to create DECUS in the first place with the intention that it should be independent. The second is that a "puppet" DECUS would be of little value to DEC, while a vocal and independent DECUS is of great value. The explanation of this is simple: when DEC acts in a manner unsatisfactory to DECUS members (or fails to act), DECUS does not hesitate to confront DEC with the problem, and to persist until the members (DEC's customers) are satisfied. The long-term value of this feedbac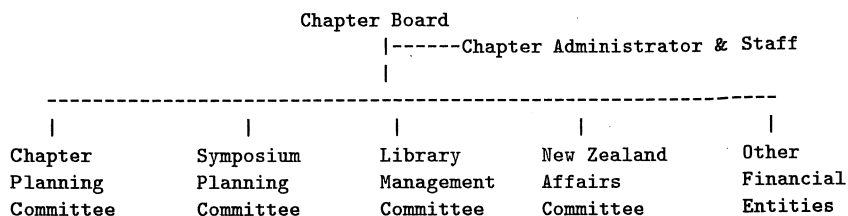k to DEC is incalculable. Mutual respect and cooperation derived from long association is of course what makes this concept work.

2.3   Cost Centre Responsibilities (DEC funded)

The Cost Centre budget provides for all of the following costs:

Staff salaries —
> DECUS Office staff, headed by a Chapter Administrator, are DEC employees whose function is to carry out the administration of the Chapter and give support to DECUS members and their activities.

Office Space —
> Rent and maintenance.

Communications —
> All communications costs, postage for LUG and SIG notices, membership correspondence.

Travel —
> Travel costs for the Chapter Administrator to attend local and international meetings and for relevant staff to attend Symposia.

Equipment —
> Field service contracts at reduced internal rates on relevant equipment, some of which is owned by DECUS.

Publications —
> Printing and distribution costs of the general publications such as DECUSNEWS, other than the proportion directly attributable to Symposia.

EDP Systems —
> Some development costs of systems such as those to handle Chapter Finances, the Membership Data Base, SIG Newsletter subscriptions and Symposium Registration.

Services —
> Services of other groups within DEC such as accounting, facilities, printing and use of in-house computer services.

In addition to the above "visible" support, DEC funds the cost of both local and U.S. personnel to attend Symposia, provides the symposia exhibitions, provides expertise for Workshops and meetings and appoints a representative to each of the Chapter SIGs and LUGs who liaises with the appropriate Chairman and committee.

Figure 4 illustrates the level of visible funding provided by DEC in recent years to meet Cost Centre activities.

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($K)

400    |
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       |
350    |
       |
       |
300    |
       |
       |
250    |
       |
       |
200    |
       |
       |
150    |
       |
       |
100    |
       |
       |
50     |       ------- DEC Cost Centre
       |       ....... DECUS Treasury
       |
       ----------------------------------------------
          83      84      85      86      87      88
                           Year
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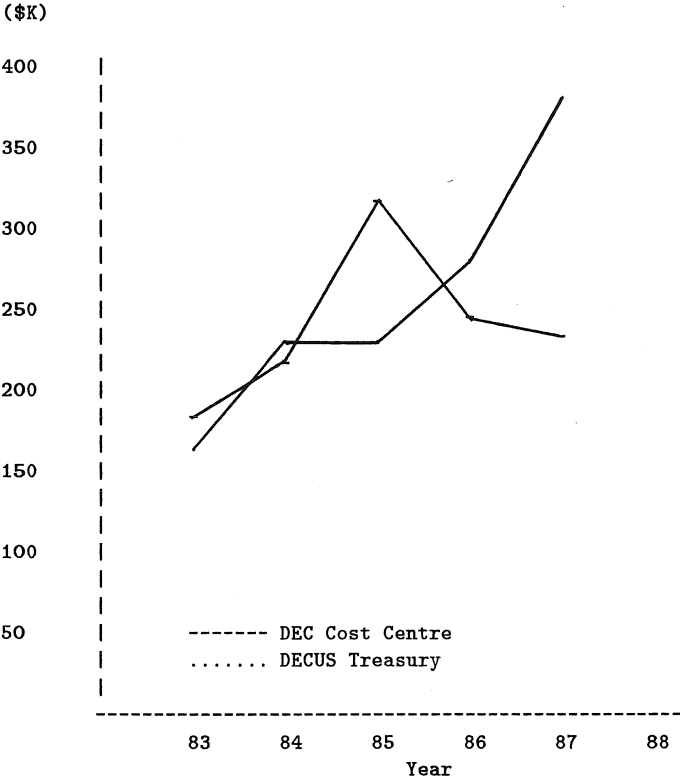
Figure 4 - Cost Centre and Treasury Expenditure ($K)

2.4   DECUS Treasury Responsibilities, (member funded)

The members of DECUS are responsible for funding activities such as Symposia, Library, SIG Newsletters, Workshops and meetings. The areas from which the Chapter currently raises the necessary Treasury funds are:

▷ Symposia Registration Fees

▷ Seminar Fees

▷ Program Library charges

▷ Interest on temporarily surplus funds

These have to raise sufficient revenue to support the following Chapter activities:

Board Meetings —
> The Board meets about five times per year, incurring costs for travel, accommodation and sundry expenses.

Leadership Meetings —
> Meetings of LUG and SIG Chairmen, Library and Symposium Planning Committees and the Board. When funds are available, a meeting is scheduled annually to allow the leadership to discuss issues affecting the Chapter such as commercialism, SIG newsletters, increasing LUG effectiveness, DECUS/DEC relationship, strategies, etc.

Symposium Planning Committee Meetings —
> This committee usually meets a number of times a year to plan the Symposium timetable and activities. It consists of representatives of major Chapter SIGs and one member of the Board, although much of the work is done by a smaller executive committee.

International Meetings —
> Chapter representation is required at GIA DECUS Council and Library meetings.

Library —
> Printing and distribution of Library catalogues which are currently provided to members making use of the Library. Updates on recent additions are published in each DECUSNEWS.

LUG/SIG Support —
> Printing and distribution of all local SIG newsletters and LUG meeting notices or other costs (with the exception of provision of food and drink.)

Figure 4 also illustrates the level of the Treasury budgeted expenditure. Comparison of these figures shows the level at which DEC supports Chapter activities.

2.5   Is DECUS Commercial?

A continuing debate within DECUS concerns the interpretation of "commercialism" in its activities. For many years the society strenuously resisted the least hint of commercial activity in its publications, meetings and Symposia. More recently it has come to accept

that technical information about third party products, including the price, is of value to
members and within the DECUS ambit. To handle the situation it has defined a set of
Guidelines, which you will find in Appendix G. They are intended to limit such activity
to levels which do not interfere with the interests of members or the relationship between
DECUS and DEC, but not to impose arbitrary and artificial restrictions. The Guidelines
are expected to evolve as members' views change and experience shows what activities are
reasonable to support within general DECUS philosophies.

A recent change in this area is the use of the DECUS membership list as a mailing
list. After considerable discussion the Board has decided to permit outside companies, for
a fee, to conduct mailings to those members willing to accept such material. Fairly tight
guidelines have been drawn up to ensure this idea does not become a nuisance to members or
an embarrassment to DEC. Feedback on this policy from members to the Board is welcome.

Another area where change is seen as possible is that of displays by vendors of third-
party products. DECUS Australia has not at this stage been involved in exhibitions or
other presentations of this type, except as permitted under the present Guidelines. It is
not, however, inconsistent with the aims of DECUS to consider such activities for the future
and the Board has discussed them from time to time.

Successful exhibitions have been held under the name of "DEXPO" in the U.S. by non-
DECUS/non-DEC interests, in parallel with recent DECUS Symposia. It is considered quite
possible that a similar activity may eventually be sponsored in Australia or New Zealand
at the same time as the Symposium here. Despite the obvious interest, and possible benefit
to members of such an exhibition, the DECUS Australia Board is conscious both that
the DEC-organised exhibition is a valuable and integral part of the Symposium and that
overall DEC support of DECUS is essential to the best interests of the Society. The Board
is therefore cautious in establishing any relationship with possible organisers of such an
event.

2.6   What does the Board do?

The DECUS Australia Chapter Board (the Board) has the responsibility for overall direction
of Chapter policy, including appointment of a Chapter Administrator in association with
DEC, financial matters, implementation of GIA DECUS policies, publications, Symposia,
Public Relations, approval of the formation of new LUGs and SIGs and so on. The Chapter
Administrator is responsible for management of the DECUS Office and for implementing
Chapter policies and procedures as defined by the Board.

The Board typically meets five times per year for a day and a half. The majority of the
time spent is on financial management of the Treasury side of the Chapter, policies on and
matters relating to commercial interests (the so-called "Commercialism" issues), and NUG,
SIG and LUG issues. With the increase in the size of the Society, the Board recently began
to find it difficult to address all these issues satisfactorily at Board meetings. The Board
took two actions to resolve this problem as outlined below.

The Board restructured many of its activities into "Financial Entities", with a Board
member responsible for each one. There is one for Publications, one for the Library, one
for the Symposium, and so on. Many of these have associated Management Committees,
selected either by the Board or the Board member reponsible. The Board now sets overall
goals, both in aims and in financial returns, and delegates the management of the Financial
Entities within those constraints to the Board members responsible. The Board now receives
formal reports prior to each meeting from all "Financial Entities" and other committees,

and decides on actions on the basis of these reports at the meeting. This has reduced the time taken in Board meetings, and has started to have the effect of involving more members in the management of DECUS, which is also a good thing. Other matters are brought to the Board's attention by direct input from members or by the Chapter Administrator, who is, of course, much more closely in touch with the daily activities of the Chapter than the Board could ever be.

The longer-range financial planning leading up to the budget and to any revisions is generally carried out by a sub-committee of the Board - the Chapter Planning Committee, with contributions from the financial representatives. The Planning Committee consists of the Chairman, the Deputy Chairman, the Chapter Administrator and the DEC Representative.

The other action the Board took was the installation of the DECUS MicroVAX system. The original justification for this was as a general communications facility to cut down on the need for physical meetings. It would be fair to say that most Board members would check their "mail" several times a week, or every day in busy times (even if only for just five minutes), and other members of the Leadership would access it at least once a week. It would be difficult to imagine how the Board and Leadership could operate without the network today. It may be noted in passing that the system rapidly acquired several other roles, and it would be equally difficult to imagine the Society functioning without these today. These include a full financial system, the publications system, the membership system, and the Symposium system.

An important though seldom onerous task of the Board is maintenance of close and friendly relations with DEC. In this it is greatly assisted by the DEC Representative, a voting member of the Board appointed by DEC. Additional contact is made through mainly informal meetings with senior company personnel as opportunities present. By such meetings the Board seeks to keep informed on DEC issues of relevance to members and to keep DECUS visible to the company, thus ensuring that when assistance is needed, as in the case of the Symposium, cooperation is maximised.

A more formal task relates to approval of the formation of a new LUG or SIG. The mechanism for the formation of these groups is well-established and only occasionally does the Board have any difficulties in this area. You will find full details on the procedures which are followed in the establishment and running of Special User Groups (as both types are generically known) elsewhere in this Handbook.

2.7 How is the Symposium organised?

The annual Symposium is planned in detail by a committee known as the Symposium Planning Committee (SPC). The SPC consists of representatives from the larger SIGs and one from the Board. The Board is responsible for the selection of which SIGs are sufficiently active to be directly represented on the SPC. Most of the work is in fact done by an executive committee formed by the Board (SPCX), normally from members of the SPC. Overall planning, in terms of location and timing of the Symposium, is in the hands of the Board, which must also, of course, approve the detailed plans prepared by the SPC.

The Symposium is both a major source of income and a major expenditure item in the budget, and the Board is always conscious of the need to strive for a financially successful event. As a result it has become the normal pattern to hold the Symposium every second year in either Sydney or Melbourne (normally alternately), as experience has shown that these centres generate the largest attendance. They are also less expensive for most members to travel to than an outlying location. The Chapter has, however, a responsibility to

members not in these cities, so in the alternate years a less central location is usually chosen. Since the first Australia Chapter Symposium was held in Surfers Paradise in 1971, Adelaide, Auckland, Brisbane, Canberra, Christchurch, Hobart and Townsville have been host cities.

A second factor determined by the Board is the type of venue – University, hotel (or convention facility) or a combination. Each has its protagonists, both on the Board and among the membership at large, and each has major benefits and problems. It seems unlikely that the issue will be resolved clearly in the near future (if at all), although as the number attending grows the choice of possible venues becomes more limited, and in recent years has been restricted to the major conference hotels.

The third consideration, timing, is to some extent controlled, or at least influenced, by the venue. University-based Symposia must be held in a vacation period, generally during the week, while hotel-based events are generally held out of vacation periods and over a weekend. When the availability of DEC personnel (particularly those from the U.S.), potential clashes with other conferences, and several other factors are all taken into account, the choice of times is severely restricted and ranges normally from late July to early September. When it is realised that most of this must be finalised at least eighteen months in advance the complexity of the problems become apparent.

The tasks of the Symposium Planning Committee and its Executive are no simpler. No sooner is one Symposium over than the SPC must start to plan the next. Major tasks are decisions on the overall structure, allocation of available lecture rooms to streams (which requires inspired predictions of the likely number of attendees interested in each topic), social activities and so on. Among the decisions needed on the overall structure are items such as: how many parallel streams are needed on each day?; should the Symposium have a general theme?; is the "traditional" format (operating system-related streams for the first two days, applications-related for the remainder) again appropriate? Requests for DEC personnel are generated, although the SPC (like the Board) is only too aware that the final selection of these speakers is in the hands of DEC and subject to pressures generated not only by work but by other DECUS Symposia around the world. Eventually, after the abstracts of papers have been received, the detailed program is planned and fingers are crossed that not too many alterations will be needed.

During the entire planning process information must be passed to and received from members. The primary medium used to get the information to you, the member, is DE-CUSNEWS, two issues of which each year contain information on the Symposium. The December issue carries the Call for Participation, requesting potential speakers to advise DECUS of their intent and to provide an abstract of their presentation. It also provides details on the cost, location and timing of the Symposium and requests members who think they may attend to complete and return a card, which provides planning information for the SPC. The June issue carries more detailed general information and a Registration Form which intending attendees are required to complete and return with the appropriate fees. Use of DECUSNEWS in this way ensures that all members receive information about the Symposium in a consistent way, and that postal and other costs are kept to a minimum.

As the Symposium is the most public of DECUS activities it operates partly as a show-case and as a drawcard for new members in addition to its more obvious role as a meeting place for members to acquire and interchange information. The total time spent on an entirely voluntary basis by members of the Board and SPC in planning this one activity is considerable; that it is worthwhile is evident from the continuing success of the Symposium and the willingness of members to serve on the SPC.

2.8   Who organises Special Interest Groups (SIGs)?

Each SIG is organised by a committee elected at the SIG annual meeting. This is usually held during the annual Symposium, the only time when a significant number of SIG members from a wide geographic area are able to get together. This used to create a difficulty for the committee as it meant that almost all SIG business between Symposia had to be conducted by post or telephone. With the introduction of the DECUS network this problem has largely disappeared. Some continuity of membership of the SIG committee from year to year is desirable if it is to be fully efffective.

You will find elsewhere in this Handbook more details on the responsibilities of the SIG committee, together with the overall organisation and structure to which the SIG conforms, in the SIG guidelines.

Within the guidelines, the size of the committee is flexible and may be adjusted to suit the needs of the SIG, particularly in relation to numbers of members and level of activity. There must be at least a Chairman and a representative from DEC. In addition, with a large SIG someone must be responsible for each of the three major areas of activity – editorial, Library and Symposium planning. The Board strongly encourages the Chairman to be the person responsible for the Symposium planning. In a small SIG it is conceivable that one person could carry responsibility for all of these activities. Note that all SIGs communicate with their members via the SIG columns in DECUSNEWS.

Most importantly, as with DECUS in general, activity in a SIG must be member-generated. It is not the role of the DEC Representative to keep the SIG alive, nor to control its activities: these are prime responsibilities of the SIG Chairman. The role of the DEC Representative is mainly one of liaison, of ensuring that when DEC assistance is requested by the SIG it is channelled in the right direction and that information from DEC reaches the SIG.

The DECUS Board gives every encouragement to SIGs to be active, and particularly attempts to stimulate any SIG which might appear to be moribund, as occasionally happens. However, in general, the Board is able to supply only moral and minor financial support; the members of the SIG alone ensure its vitality and success.

2.9   Who organises Local User Groups (LUGs)?

Local User Groups, like SIGs, are run by an elected committee which includes a DEC Representative. Unlike the SIG committee, however, there are few defined areas of responsibility, as the prime functions of a LUG are the exchange of information between and provision of information to members mainly at meetings. LUGs in general do not publish a newsletter, though reports of LUG activities are published in DECUSNEWS; they are unlikely to have a general view on Library issues unless there are specific local problems; and their role in relation to Symposia is limited to occasions when the Symposium is held in their area.

In addition to the Chairman and the DEC Representative, most LUG committees seem to include an Honorary Secretary, who prepares notices and communicates with the DECUS Office as well as carrying out other normal tasks which go with this position in most societies. There may be an Honorary Treasurer, to handle the very minor financial transactions involved. It is generally useful to try to have the committee of reasonable size, to share the work of organising meetings, and constituted in such a way that it represents the spread of interests of members of the LUG as a whole.

As frequency of LUG meetings varies from one or two a year to as many as one a

month in some cases, the amount of work generated for the committee obviously varies also. Once the program for a few meetings ahead is determined there is often little need for the committee to meet. Fortunately, however, as the members of a LUG come from a reasonably concentrated geographic area, it is possible for the committee and indeed for most members, to get together easily when needed; this is in contrast to the SIG committee as mentioned previously.

2.10   More on Publications and Communications

Looking at the DECUS Mission Statement (ch 1.1) it is clear that a significant part of the role of DECUS is communication; to members or between members, but with information to help members in their use of computers. There are a number of ways this charter is tackled, and these are detailed here.

The Chapter magazine DECUSNEWS is published quarterly by the Editor, who is normally the Board member responsible for Publications. This is mailed free to all members of the Society. It contains editorial articles from members of the Board, contributed articles from members, sometimes through LUG or SIG channels and sometimes directly, updates on the Library, and information about forthcoming events like Symposia. Subject to the commercialism guidelines, of course, contributions from members on any relevant subjects are always welcome.

It should be noted that while the cost of the publication is borne by DIGITAL, there is no censorship performed by the company. In fact, the official reaction has always been one of support for independance. The only limitation placed on DECUSNEWS has been one of budget: with the steadily increasing membership and increasing number of contributions, the Editor has had to observe a page limit or increase efficiency.

In the past the Chapter issued local SIG newsletters free to SIG members. For a number of reasons these were incorporated into DECUSNEWS, and have thereby been made available to all members. There is the occasional very special SIG newsletter published seperately where deemed appropriate - e.g. for the GAMMA SIG. Local User Groups and Special Local Interest Groups do not have newsletters in Australia, although the meeting notices are handled (printed and posted) by the DECUS Office.

Other publications include the Australian Symposium Proceedings, the US SIG Newsletter, the US and European Symposium Proceedings: all these are available on subscription from the DECUS Office. The subscriptions are at nominal cost: while the Symposium and the Library have been deemed "profit centres", the Publications area is run at "break-even".

The area of communications is not limited to paper: there is also electronic communication. DECUS has set up a (Rainbow) FIDO Bulletin Board in Melbourne for members, and would welcome offers by members to set up Bulletin Boards in other places. At this stage, the Board may be willing to meet running costs and can make the FIDO software available, but does not have the resources to provide the hardware. With only one FIDO in place, there are no hard guidelines on this, however.

As mentioned earlier, the DECUS Australia Office has a microVAX which serves as a MAIL facility to the Leadership. This started as a single node, accessed through AUSTPAC, but has been acquiring links with other hosts in other cities to increase efficiency and cut costs. The aim in the long run is to include the DECUS machine in the world-wide E-mail (electronic mail) network, but considerable software developments are required internationally before this can be fully realised. The Board member for Electronic Communications has this responsibility.

Two other forms of communication are being used by DECUS: mailing lists and outside publications. The Board has authorised the use, for a fee, of the DECUS membership list under tightly controlled conditions for Direct Mail advertising by appropriate vendors. The products have to be relevant to DECUS members, and the number of mail-shots per month is limited. Members may ask for their names to be not included in such lists if they wish, either in the regular audit or by contacting the DECUS Office.

Outside magazines and newspapers are read by many people in the computer world who are not members of DECUS. Some of them perhaps should be, but don't know enough of DECUS to join. Others might be interested in the Symposia if they knew about them. The Board has appointed one of its members to look after the general field of Public Relations, and this includes regular contributions to such computer publications as are interested.

2.11 How is the DECUS Library funded?

The Library, like most DECUS activities, is funded partly by DEC and partly by members. In this case, however, DEC funding is restricted to meeting the salary and other costs of the Library Manager. All other costs, including the salary costs of the other staff employed in the library in Marlboro (who like the Manager, are DEC employees) are met from income derived from sale of library programs to members.

Thus the major component of the Library funding comes from the sale of its products. As there are significant fixed costs, amounting to around 65% of the total expenditure, it is essential to maintain healthy library sales. In addition, as far as the Australia Chapter is concerned, income from sale of library products must generate a surplus to contribute its share of funds to Chapter activities.

More details on Library funding and operation are provided later in this Handbook.

Chapter 3

FOR THOSE INTERESTED IN DECUS LEADERSHIP

3.1 What are a member's rights and responsibilities?

Membership of DECUS is governed by the Chapter By-Laws (you will find these included as Appendix E to this Handbook) which are required to be consistent with the By-Laws of GIA DECUS. The By-Laws provide only a formal framework concerned mainly with the rights of members; the responsibilities are largely a matter of convention. In this section of the Handbook an attempt is made to outline in a general way what your position as a member of DECUS implies.

Under Article 3, "MEMBERSHIP", the Chapter By-Laws state merely:

3.0 Any person who has a bona fide interest in the activities of DECUS and whose postal address is within the jurisdiction of DECUS Australia may be admitted as a Member of the Chapter.

3.1 The conditions of membership shall be as defined in Article III of the By-Laws of GIA DECUS.

3.2 The jurisdiction of DECUS Australia shall be determined by the Council of GIA DECUS from time to time, upon application by the DECUS Australia Board and shall not necessarily be limited to Australia.

This then has to be read in conjunction with Article III of the By-Laws of GIA DECUS which specifies not only categories of membership (Corporate Member and Member) but also both the rights and responsibilities of members, as well as making provision for termination of membership. The GIA DECUS By-Laws are included as Appendix F to this Handbook and are not quoted directly here. Paraphrasing their content, however, it can be seen that your formal rights as a member are:

- To vote on all matters brought before the general membership of the Chapter

- To elect representatives to the Chapter Board

- To stand for election to the Chapter Board

- To participate in programs, activities and functions authorised by the Board, including LUGs and SIGs

- To receive publications and programs published or maintained by DECUS.

The only formal responsibilities imposed by the By-Laws are those defined in the GIA By-Laws under articles 3.1 and, by implication, 3.2 which deals with Termination of Membership. Reading these it can be seen that your formal responsibilities as a member are:

- Active participation in, and demonstration of a spirit of cooperation and interest in, the advancement of the use of computers and the activities of DECUS

- Preserving DECUS from the effects of any of your actions which are beyond the scope of authority granted either by the By-Laws or by prior written consent of the Board or the GIA DECUS Council

- Abiding by the By-Laws and all relevant administrative policies of DECUS.

Additionally, there are informal responsibilities, which, while harder to define, are nonetheless important if you are to make a worthwhile contribution to DECUS. These include:

- Active participation in the activities of LUGs and SIGs as appropriate

- Attending and actively participating in Symposia

- Submitting programs to and using the Program Library.

It is important for all members, but particularly if you are interested in a leadership role, to treat seriously the responsibilities and exercise the rights of membership.

The category of Corporate Member allows a company or institution to become a member of DECUS on payment of the appropriate membership fee. This gives the Corporate Member, through a nominated position (e.g. the DP Manager), all the rights of an individual Member. In addition the Corporate Member receives automatically the US SIG Newsletter and worldwide Symposia Proceedings and has the right to nominate staff members to attend Symposia without the need for them to join DECUS individually. A Corporate Member has one vote in Board elections.

3.2   The DECUS Australia Chapter Board

The Board, as it is normally known, consists of eight elected representatives, one representative nominated by DEC and the Chapter Administrator. Each of the elected representatives holds office for a two-year term, half of these members retiring each year to maintain continuity. It has been traditional in the DECUS Australia Chapter for the DEC representative to hold office for long periods. This has proved to be in the best interests of DECUS. The Chapter Administrator is an employee, whose position on the Board is ex officio.

Elections are normally held in the first half of the year, with nominations being sought in the March issue of DECUS News and closing in mid-April. If an election is necessary (i.e. if more nominations than vacancies are received by the closing date) it is held by postal ballot with a closing date shortly before the Annual General Meeting, held during the Symposium. The results of the election are announced at the AGM by the Returning Officer and the incoming Board takes office at the end of the Symposium.

The Chairman is formally elected by the new Board at its first meeting after the election results are announced, although there has been an attempt made in recent years to announce

who the new Chairman will be at the Annual General Meeting. The usual procedure is for the Chairman, once elected, to discuss with Board members their interests and to then allocate portfolios.

The Board portfolios have been established by custom and are not immutable. The prime objectives of giving specific responsibilities to individual Board members are to ensure that all aspects of DECUS activity are overseen and, perhaps almost more important, to ensure that all members of the Board have the opportunity and responsibility to participate actively in its affairs. As noted earlier, many of these these are now treated as "financial entities", and the Board members do indeed have to "manage" them. Of course, the bulk of the work is done by the Office staff (e.g. Library, Publications, etc), who each have particular responsibilities. The present portfolios are:

- GIA DECUS Council Representative (normally the Chairman)

- Symposium Planning Committee

- Library

- Publications

- User Groups (LUGs, SIGs, Leadership, etc.)

- New Zealand affairs – NZ NUG Steering Committee

- Electronic Communications – the network, Bulletin Boards, etc.

- Public Relations (a recent addition)

As the Digital Representative and the Chapter Administrator are not allocated any of these portfolios, some of the Board members may hold more than one.

In addition to the "permanent" portfolios detailed above, one of the non-retiring Board members is appointed each year as Returning Officer with the responsibility to arrange and conduct the annual Board election. This role includes decisions on dates for close of nominations and voting, confirming the validity of nominations received, preparing the ballot paper, checking the validity of votes, counting votes and announcing the results of the election.

The Board perpetually strives to achieve and maintain a balanced membership. Pressure of business, however, frequently precludes participation by members from the commercial sphere, with the result that traditionally the Board's membership has been heavily dominated by the education and public service sectors. If you are in the commercial sphere, perhaps you would be encouraged to realise that the Board normally meets only five times per year for little more than a day on each occasion, and that most other time required can be found out of working hours and via the network. Nonetheless active Board members do spend considerable time on Board activities and you should not underestimate the commitment required if you are interested in pursuing a leadership role.

The benefits to the individual of being a member of DECUS leadership are largely intangible, though they can produce quite positive effects. Contacts with other DECUS members in general and with DEC personnel (particularly at the Symposium) are always beneficial, and the mere fact of being on the Board serves to make you more "visible", with the result that others seek you out when they have things to talk about. Some Board members have found the training and experience in leadership of a large organisation to be

of great value. There is also, of course, the satisfaction of doing a worthwhile job and the occasional feeling of being in on the ground floor. That some members of the Board have served for periods of a decade or more is an indication of their recognition of the value of the task and its benefits.

3.3   More on Special User Groups (LUGs and SIGs)

Earlier in this Handbook you read sections detailing what LUGs and SIGs are and who runs them. In this section reference is made to some aspects of the Guidelines under which these groups are formed and operate, and details of the responsibilities of the DEC representatives on the committees are spelt out. The Guidelines themselves are included as Appendices. If you are interested in a leadership role in DECUS you should be familiar with both the Guidelines and the role of the DEC representatives as such an understanding will enable you to better fulfil leadership tasks.

Both LUGs and SIGs distribute information to their members in the form of notices, newsletters and so on. The SIGs normally use the SIG section in DECUSNEWS, submitting the information through the DECUS office to the editor. LUGs use local notices for meetings, and again have them distributed by the DECUS office. On principle, all such information must be cleared by the Chapter Administrator before distribution.

3.3.1   Local User Groups

As described earlier, LUGs are formed to cater for the needs of users in specific geographic areas. They are run by committees of local members which include a representative appointed by DEC. The roles of the committee and the DEC representative in keeping a LUG healthy are vital.

In the Guidelines (see Appendix A) the nature of LUGs, the place of LUGs in DECUS, the formation of a LUG, what the DECUS Office can do to help the LUG, and LUG finances are discussed in some detail. Some of these are relatively self-evident, of course, but an understanding of the overall principles can help to make a LUG run smoothly once it has been formed. The Checklist for Formation of a LUG, included as Attachment A to the Appendix, is of vital assistance if you are trying to get a new LUG off the ground.

The responsibilities of the DEC representative are not spelt out in the Guidelines, which are intended more for members' information. Here it is intended to detail them so that not only members interested in a leadership role, but also DEC personnel involved, will understand them.

The primary rationale behind the appointment of a DEC representative arose from the difficulties faced by LUGs after the early flush of enthusiasm when they were formed, expired. A number of LUGs came close to foundering on the sheer logistics of trying to organise meetings, arrange speakers and communicate with members. To ease this process DEC adopted the policy of nominating a representative from the local organisation to act as a contact with the LUG. The person normally comes from Sales, but Field Service and Software Services people are equally welcome. Their responsibilities include the following:

- Getting to know the LUG Chairman and committee members.

- If possible, offering facilities within the local DEC office – conference room or other area for committee meetings or general LUG meetings. Costs incurred in providing

this facility (e.g. extension of air conditioning, hire of chairs, etc) are normally met by the local office.

- Note: With the exception of coffee or tea from office facilities, the LUG is responsible for providing all food and drink consumed at the meeting. The DECUS Board has set guidelines which allow LUGs to levy a meeting charge to cover these costs. The DECUS Cost Centre does not meet these expenses.

- Providing support to LUG Chairman in identifying and obtaining Digital speakers for LUG meetings.

- Ensuring participation at meetings by Sales, Software Support, Field Service, Educational Services and appropriate DEC specialists.

- Answering technical questions and providing policy clarifications as required.

- Coordinating the attendance of Branch, District and Regional managers at LUG meetings as convenient.

- Being aware that in most DEC offices DECUS has appointed a contact, usually a secretary, who has stocks of the latest DECUS forms, handles membership enquiries, liaises with the LUG Chairman and the DECUS Office on behalf of local members. He or she also provides a secretarial service for casual mailings, phone calls, photocopying, etc. The DEC representative should know who the DECUS contact is and liaise with them on LUG matters.

- Being aware that the DECUS Office provides the service for mailing lists, production and distribution of newsletters and meeting notices. Postage costs for large mailings should be charged to the DECUS Cost Centre.

- Providing LUG Chairman with information on new system installations in the area, for the purpose of sending an invitation to participate in LUG activities.

- Publicising DECUS and the LUG within the geographic area.

3.3.2 Special Interest Groups

SIGs, as described earlier in this Handbook, exist primarily to allow members with a common interest in particular hardware, a specific operating system, or an application area, to interchange information. Each SIG is organised by a committee, with a DEC representative, and most of the SIG's business, other than at the Symposium, is conducted over the network.

The SIG guidelines (see Appendix C) give considerable detail on how SIGs fit into the overall structure of DECUS, how a SIG is formed, how funding is provided for the SIG's operation and what responsibilities are carried out by members of the committee. A detailed knowledge of this information and, as with LUGs, the DEC representative's responsibilities, is essential background for all DECUS leadership.

The support which can be provided by DEC for a SIG is difficult to define precisely due to the large geographic area covered by DECUS Australia. The DEC representative appointed to a SIG is usually a software person who is familiar with, or specialises in, the relevant area, but who may not be based in a location close to the SIG Chairman. Thus the representative has problems not faced by his equivalent in a LUG. The responsibilities of the SIG DEC representative are:

- Being a member of DECUS, registered as a member of the relevant SIG, and preferably a subscriber to the combined U.S. SIG newsletter to keep up-to-date.

- Getting to know the SIG Chairman and committee members.

- Providing technical support to the SIG Newsletter Editor for the SIG column in DECUSNEWS, SPR responses, wish lists, new releases, etc.

- Assisting with suggestions for most suitable local and U.S. speakers for the Symposium.

- Attending the Symposium and providing assistance to the SIG.

- Where a SIG holds a Workshop, coordinating with the Workshop organiser, the DECUS Office and assisting in organising the attendance of Digital specialists.

- If the SIG is one which has appointed local user representatives to work through the LUG, making sure the local DEC office is aware of this in order that the appropriate specialist can attend meetings.

3.4   More on the DECUS Library

As described earlier in this Handbook, the library is a collection of computer programs and associated documentation which has been donated by members for the benefit of other members. It has now been in existence for over 20 years and during this time has developed and changed according to needs.

3.4.1   How is the Library run?

The library is controlled by three levels of committees: Chapter, GIA and operations. At the Chapter level there are the Australian and New Zealand Library Management Committees, each consisting of the appropriate Board member plus several co-opted members. The LMCs are the policy makers for the Chapter with regard to library matters. The Board member responsible for the library presents the Committees' proposals to the Board for approval. The Board, through its representative, conveys the proposals of the Australia Chapter to the GIA Program Library Committee, which consists of a representative from each of the Chapters of GIA DECUS – Australia, Canada, Japan, South America and the General International Chapter. In other parts of the world, namely the United States and Europe, there are similar committees at the chapter and area levels.

The library itself, (the physical collection of program tapes) is held in Marlboro, near Boston, U.S.A. It is managed by a Library Manager who has staff to carry out all library operations. While they are DEC employees, the cost of the staff is shared between DEC and the users of the library. The Manager receives his direction from the three Area Councils through the Area Executive Directors, but has the delegated authority to handle the day to day running of the library. The Manager provides data to the various committees to enable decisions to be made regarding the maintenance of existing programs. Gradually, the programs have been upgraded with new versions, or if no longer relevant, have been archived.

The Manager also supervises the collection of data which is collated into an annual library catalogue. This is divided into sections based on hardware, operating system and

program type. The catalogue contains abstracts for each program, details the type of media on which it is available, and lists the appropriate cost codes.

Cost codes rather than actual prices are used because the catalogue has to be suitable for use in a number of different countries, with a variety of currencies. The actual prices in local currency are provided in individual chapter "library supplements", which also detail ordering procedures. The prices differ from one chapter to another because the various chapter Boards have different costs and put different priorities on methods of raising funds to keep the chapter solvent. The DECUS Australia Board considers that the Chapter use of the Library should be self-supporting and that the pricing should be sufficient to allow the annual Library catalogue to be distributed free to those members making active use of the Library and to Corporate members, and available for sale to others.

As indicated elsewhere, the Library is a vital element of DECUS activity. Its support by all members of DECUS is vital to the continuing success not only of the Library but of DECUS as a whole.

3.5 What does the DECUS Chapter Office do?

The Australia Chapter DECUS Office has at present a staff of four: the Chapter Administrator, who has the overall responsibility for the organisation and management of the office, and three assistants who have roles assigned by the Administrator. In addition at present one part-time staff member is responsible, under the Administrator's general direction, for the operation of the New Zealand Office.

At present, the tasks performed by the Chapter Administrator include the following:

- Selection and appointment of staff.

- Supervision of office operations and control of staff.

- Membership of the Chapter Board, its secretary and thus responsibility for actions arising from decisions of the Board.

- Control of finances, both Treasury and Cost Centre, including preparation of monthly statements of progress against Treasury budget which go to the Board, authorisation of expenditures, countersigning cheques, etc.

- Negotiations with hotels, universities and other symposia locations regarding accommodation, meals, space, facilities and costs. The signing of contracts associated with these negotiations. In addition, administrative responsibility for the symposium office.

- Investigations concerning suitability of locations for future Symposia. This involves travelling to potential locations, as agreed by the Board, investigating the suitability of facilities and reporting back to the Board.

- Negotiations with DEC personnel on a wide range of issues covering the entire gamut of DECUS activities – e.g. the Symposium exhibition, personnel for workshops and seminars, issues relating to commercialism, loan of equipment, etc.

- Liaison with DECUS personnel in GIA DECUS and in other Chapters. This includes attending international meetings of Chapter Administrators as considered necessary by DECUS.

- Communication with members on DECUS matters which are not specifically delegated to other DECUS Office staff.

- Ensuring that all members of the Board, particularly the Chairman, are kept aware of issues as they arise and that they complete tasks assigned to them at the Board meetings.

- Allocating tasks to other DECUS Office staff.

In general the other members of the Office staff are given as prime responsibilities:

- Library matters, including liaison as needed with the Board's Library manager, processing orders and submissions, general enquiries, issuing catalogues, etc.

- Management of the DECUS MicroVAX and the MAIL system.

- Membership, including processing new memberships, maintaining the computer-based membership records, conducting membership audits as determined by the Board, answering general enquiries about membership issues, etc.

- Publications, including production of DECUSNEWS, the Chapter Newsletter, the local copies of the U.S. Combined SIG Newsletter, the subscription service for it, and related enquiries.

- Assisting with Symposium planning, publicity, registration, pre-Symposium information, etc.

- Assisting at Symposia as required, including registration, staffing the office, membership matters, library affairs, etc.

The smooth running of the DECUS Office is vital to the efficient operation of the Chapter, as the members of the Board and other DECUS leadership, however enthusiastic, are still volunteers, with major work responsibilities outside DECUS. Thus the major responsibility for implementing Chapter policies, maintaining procedures and ensuring that the system continues to satisfy the needs of members rests on the shoulders of the Chapter Administrator and the DECUS Office staff.

3.6   Other Issues

In this section an attempt is made to cover those aspects of DECUS activity, not fully explained elsewhere, which will be important to you if you pursue a leadership role.

3.6.1   Commercialism

As mentioned earlier, the impact of commercial activities on DECUS is an area of almost continual concern for DECUS leadership. It is an area where the DECUS Australia Chapter has at times been a leader, establishing ground rules (the "Commercialism Guidelines") which protect the interests of both members and DEC. The changes in the rules have largely been in response to pressure from and discussion amongst members, and it is likely that further evolution will occur. The Guidelines, which prescribe the range and types of activity recognised by the Board as currently permissible, are included as Appendix G in this Handbook.

3.6.2 By-Laws

The DECUS Australia Chapter is governed by By-Laws which are made by the Chapter, subject only to the over-riding principle that they must not be inconsistent with those of GIA DECUS. In practice, this has meant occasional modifications to the GIA By-Laws, with the approval of other Chapters. The By-Laws of both the Chapter and GIA DECUS are presented as Appendices E and F to this Handbook. While most members of DECUS may never need to read them in detail, it is important for DECUS leadership to have at least a working understanding of both sets.

Appendix A

Guidelines for Local Users Groups

A.1   What is a DECUS Local Users Group?

A Local Users Group (LUG) is a DECUS activity in which people who use DIGITAL computers can exchange ideas. A LUG Meeting differs from a DECUS Symposium in that its emphasis is localized and it is smaller in size, and it is much more informal. Members are better able to learn about other installations, to establish and maintain personal contact and to have good opportunity for discussion with local DIGITAL personnel.

LUGs generally set their own meeting schedules and formats: some meet monthly, others less frequently. Some groups believe that the LUG should develop its activities as and when issues and interests become apparent or alter. Any relevant subject may be raised and the objective of a particular meeting might be to exchange ideas on DIGITAL products or hear about new releases, to hear speakers from other areas (e.g. Telecom), or to hear about a particular member's activities.

Part of a meeting may well be used for general discussion during which attendees can either seek or supply information. Some people may give a short presentation of the work performed on their DIGITAL computer or any aspect of its operation. If a DIGITAL employee is available (and at least one normally should be) they may be called upon to present the latest DEC(A) news or be asked to investigate items for a report at a future meeting.

LUGs may have activities other than holding meetings. Some groups are working on local program libraries which can be far more informal and tolerant to inaccuracies than the DECUS Library could afford to be. Such an activity could encourage a programmer who sees his program gaining local acceptance to write it up further and submit it to the DECUS Library. Other activities may include publication of a LUG newsletter, site visits and even purely social events.

A.2   How LUGS fit in the DECUS Organization

Since the first LUGs were formed in late 1968, many have been formed. A list of current Chapter LUGs is found in Appendix B.

The structure of LUGs can be kept informal, but there are a few simple rules which should be followed:

- Notify the DECUS Chapter Office of a group's organisation (see also below).

- Appoint someone to act as chairman for the group.

- The Minutes of any meeting should be submitted to the DECUS Chapter Office by the Chairman or Secretary.

- Report LUG meetings, both past and future, in DECUSNEWS.

It should be emphasised that a LUG is a DECUS activity: LUG members must be DECUS members. This does not preclude members from bringing guests, of course: this is one way of persuading people to join DECUS.

A.3   How to form a LUG

If you would like to form a LUG, contact the local DIGITAL office: dependent upon its structure the most appropriate contact may be within Sales, Software Support or Field Service – all have been found effective. Co-ordinate the formation of the LUG with the Digital contact and the DECUS Chapter Office. Contact users in the area to assist in setting up an inaugural meeting.

Once your LUG has conducted its first meeting, it should apply for formal recognition, approved by the Chapter Board and licence to use the DECUS trademark, using the enclosed form.

A detailed checklist for all this is given below.

A.4   Services offered by DECUS to Local User Groups

- Maintain a complete list of current LUGs and their chairmen.

- Circulate minutes of announcements from each LUG to every chairman.

- Maintain a mailing list for the LUG.

- Copy and mail announcements and minutes for an individual LUG.

- Supply information and assistance for the formation of a new LUG.

- Co-ordinate efforts in obtaining DIGITAL speakers for LUG meetings.

The LUG Chairman will send to the DECUS office the master copy of the meeting notices for the required number of copies to be printed, the mailing labels produced and the notices to be distributed.

A.5   LUG Finances

The DECUS Australia Board has agreed to help LUGs with funding in certain instances. If your LUG has a problem in finding a suitable meeting room for instance, the Board may consider funding you to the extent of room-hire on an irregular basis. Should you wish to arrange for meals at a LUG meeting, then it is up to your LUG to finance the evening from contributions from members.

The LUG may open a local bank account provided the following conditions are met:

- The account name may not contain the word DECUS.

- A Treasurer should be appointed.

- The LUG must submit a quarterly financial report to the Board.

- Receipts and statements must be kept.

It is expected that all LUG activities should be non-profit making. For this reason, it is not intended that LUGs maintain significant funds in the bank account.

A.6 Checklist for Formation of a LUG

A. Preparation

- Contact the DECUS Chapter Office and the local DIGITAL Office for assistance in contacting users in the area.

- Contact the users in the area by letter to determine interest in the formation of, and participation in, a LUG.

- If sufficient interest is shown, set up a meeting for the purpose of official formation and establishment of goals.

B. Planning the Inaugural Meeting – Duties of the Committee Members

- Set date for the meeting.

- Find a suitable conference room or location to hold meeting. The DIGITAL Sales Office, a nearby restaurant or hotel, or an interested user in the area may be able to provide facilities at his installation. When a meeting is held in a Digital office the LUG Chairman should establish clearly beforehand with the local Sales Manager the provision of costing of any extras such as chair hire, coffee, etc..

- Send out a notification of the meeting well in advance to users in the area. Include reply form, so you can plan attendance.

- Decide on format for the meeting, i.e., general introductions, where each attendee briefly describes his installation and current projects; a presentation from DIGITAL (either local representative or guest speaker).

- Invite users to contribute to the meeting by giving a presentation.

- Include a general or "open floor" discussion session during latter part of the meeting.

- Make arrangements for coffee, lunch or dinner depending on the time the meeting is held and if funds are available.

- Past experience indicates an evening meeting works out best, either preceded by a meal or scheduled around 7pm.

- Determine how the meeting will be financially supported. Some Digital local offices have hosted the first meeting. DECUS cannot assist financially in the formation of LUGs.

- Send out agenda of the meeting (if you have one) no later than ten days before the meeting.

- Follow-up on users who have not returned reply form.

- Review arrangements for meeting, conference room coffee, etc., about a week before.

C.   The Inaugural Meeting – Duties of the Chairman

- Chair the meeting; open with a welcoming address and any general announcements.

- Introduce speakers and monitor open discussions so that most of the users will be allowed to have an opportunity to say a few words.

- Clear the way for official formation of the LUG.

    a) Point out the need for the LUG meetings and benefits to members.
    b) State that the group must elect a co-ordinator or steering committee in order to organize future meetings.
    c) Indicate that the local DIGITAL Office will take on a consultant role, and will not be responsible for the set-up of future meetings. Point out that this is to be a user-run function.
    d) Discuss formats for future meetings and firmly establish the goals of the particular LUG.
    e) Identify a DIGITAL employee who is willing to be actively interested in the LUG (DIGITAL counterpart).

- Ensure that arrangements are made to complete the Local Users Group Formation Notice and forward it to the DECUS Chapter Office.

D.   Follow-up Role of the Chairman

- Keep in contact with the committee to see that other meetings are being scheduled and the group will not disband due to lack of interest.

- If it is not possible for the group to meet at reasonable intervals, a written communication medium could be established. The DECUS Chapter Office could be used for reproduction and mailing of a newsletter.

- Attend as many LUG meetings as possible and see that there is DIGITAL representation at every meeting.

- Contribute from time to time with a presentation by yourself or arrange one by someone from DIGITAL.

- Make use of DIGITAL counterpart in co-ordinating DIGITAL speakers and use of DIGITAL office for meetings.

- Be available to advise or consult.

Appendix B

DECUS Australia Chapter Local User Groups

The following is a list of Decus Australia Chapter Local User Groups as at date of publication. Current Chairmen and contacts are given at the back of DECUSNEWS:

Adelaide
Auckland (NZ)
Canberra
Central Queensland
Darwin
Far North Queensland
Hunter Valley
Illawarra
Mackay
Melbourne
North Queensland
Perth
South Island (NZ)
South Queensland
Sydney North
Tasmania
Wellington (NZ)

Appendix C

Guidelines for Special Interest Groups

C.1 What is a DECUS Special Interest Group?

A Special Interest Group (SIG) or Committee (SIC) is an association of DECUS members who share a common field of interest in order to facilitate the interchange of information. Common fields include particular languages, operating systems, hardware systems, applications areas – indeed almost any aspect of computer use. The distinction between the two is one of size and activity: basically a SIC is a SIG in the formative stages. In what follows the term SIG will be used to denote both forms.

SIG members derive considerable benefit from communicating, via meetings and newsletters, with others who share specialised interests. Meetings, normally held in the Chapter only in conjunction with the DECUS Symposium because of the tyranny of distance, allow face to face intercommunication among users and between users and Digital. A list of SIGs of the Australia and US Chapters is given in Appendix D.

C.2 How SIGs fit in the DECUS organisation

In addition to their function of providing a forum for common interest groups, the SIGs have special roles in relation to the DECUS Library and to the annual DECUS Symposium.

The Library role is one of encouraging members to contribute to and use the Library, of representing the special needs of users in the SIG to DECUS staff and of reviewing the programs in the Library for suitability and functionality. As the Library is to many members the most frequent point of contact with DECUS the importance of this role cannot be stressed too highly.

In relation to the Symposium, the larger SIGs are responsible for providing representatives on the Symposium Planning Committee, to undertake the broad organisation of the annual event, and even more importantly, for the specific organisation of activities of direct interest to the SIG. As the Symposium is both a major meeting place for DECUS members and, to some extent a public showcase, this role is no less important than the Library.

C.3   Special Interest Group Formation

C.3.1   Requirements for a SIC or SIG

Whereas a LUG can be a quite informal arrangement, since its members can meet regularly, a SIC/SIG requires somewhat of a more formal structure. For a SIC or SIG to be viable it must:

1. support a significant interest in the DECUS Community,

2. be a potential source of newsletter material,

3. be a potential contributor to the Symposium programme.

To avoid dilution of resources and the hasty establishment of full SIGs, the development process has been extended with more Board involvement. Similarly, the Board will regularly review existing SIGs and may initiate a closing down process when they are moribund.

Nevertheless, it is the strong desire of the Board that every established SIG should remain in existence and be active. Every encouragement will be given to a SIC/SIG unless it is clear that it no longer serves a useful purpose or that every possible effort has failed to locate adequate leadership.

C.3.2   Development of a SIG

The Board has a three stage process for the development of a SIG. These stages are:

1. The recruitment stage

2. The committee stage (SIC)

3. The fully developed stage (SIG)

The first stage – recruitment, is where one or two members seek others of a like interest. This can be done by an article in the Chapter Newsletter or (more often) by an informal meeting at a Symposium. If others are interested, one can then organise "birds-of-a-feather" sessions at a Symposium. If there is a good response the group moves into the second phase by the appointment of a small steering committee and the filling in of a Special Interest Group Recognition Request form (available from the DECUS office). When this committee has been recognised by the Board, it becomes known as a Special Interest Comittee (SIC). At this stage the committee is given the official right to use the DECUS logo (which is covered by trademark).

Alternatively, the needs of a new interest area could be covered initially by an existing SIG. Under these circumstances, a co-ordinator could be appointed by the SIG committee. When sufficient interest has developed, this committee member would evolve into a SIC which would be independent from the host SIG.

In the committee stage the depth of interest is tested, primarily by the amount of activity generated. This is mainly represented by newsletter articles and symposium papers. The identification of potential DIGITAL representatives should also be done at this stage. The Board recognises that the committee structure will completely satisfy the needs of some areas of special interest. The third phase is reached when there has been enough activity for enough time for the Board to approve SIG status. This can be a nebulous matter, but several sessions at each of two or three Symposia and articles in DECUSNEWS in between

serve to demonstrate a good continuity of interest. Informal discussion with Board members will help to gauge this.

Having sought and obtained Board recognition, the SIG enters the mature stage with clearly defined leadership roles of chairman, newsletter editor and library representative (if appropriate). The SIG may be represented at the Chapter Leadership Conference and larger SIGs will also have a representative on the Symposium Planning Committee.

C.3.3 Changing a SIG into a SIC

The process for changing a SIG into a SIC may be initiated by one or more of the following events:

1. As a result of a Board review of SIGs, the interest area of a SIG is regarded as not being sufficient to warrant the full SIG status.

2. A SIG may resolve, at an AGM, not to elect formal officers.

3. A SIG may fail to hold an AGM or fail to elect a chairman at an AGM.

If any of these events occur, the whole SIG membership will be informed by the Board LUG/SIG co-ordinator and will be invited to respond to the situation. The co-ordinator will discuss the resulting response with any remaining SIG leadership and will make a recommendation to the Board to either:

1. Continue the SIG in a fully developed state.

2. Continue the SIG in a reduced state as a SIC.

3. Close it down completely.

If the Board accepts a recommendation to close down a SIG completely, it will give due notice to the whole DECUS membership of its intention and do so formally at the next symposium after providing an opportunity for members to respond. The Board will not lightly dismiss a request from members to keep a SIG functional in one form or another.

C.4 The SIG Committee and Responsibilities

The number of people on a SIG Committee is not determined by any rules, but may be influenced by the size and level of activity in the SIG. However, for a SIG to work effectively the following responsibilities should be allocated to members within the SIG.

Chairman:

1. Co-ordinating and overseeing all SIG activities

2. Ensuring that DECUS policies are followed by the group

3. Reporting the activities of the group to the DECUS Board

4. Obtaining the licence agreement for use of DECUS trademarks

5. Maintaining contact with members of the SIG to find potential candidates for committee positions

Newsletter Editor:

1. Soliciting and co-ordinating articles from the SIG members for publication in DE-
   CUSNEWS

2. Soliciting input from Digital or responses to user inquiries received

Library Co-ordinator:

1. Encouraging and assisting members with Library submissions

2. Assisting DECUS staff with reviews of programs submitted by members

3. Providing the SIG Newsletter Editor with items relating to Library matters

Symposium Co-ordinator (usually the Chairman):

1. Serving on the Symposium Planning Committee

2. Soliciting Symposium contributions from members that relate to the area of interest
   represented by the SIG

3. Reviewing submissions for presentation at the Symposium

4. Organising submissions received into an appropriate schedule

5. With DECUS staff assistance, co-ordinating Symposium participation by Digital Prod-
   uct Line representatives

6. Providing publicity material for Chapter publications where possible

It is not intended that the committee members should do all the work, write all the
articles, present all the papers; a good committee member gets others to do this as much
as possible.

C.5   Services offered by the DECUS office to the SIG

1. Maintain a complete list of current SIGs and their key committee members.

2. Circulate by the network announcements of items of news to all SIG and LUG Chair-
   men.

3. Maintain a mailing list for the SIG and provide labels on request (but note that SIG
   information is usually published in DECUSNEWS)

4. Supply information and assistance, including if necessary location of an appropriate
   Digital counterpart, for the formation of a new SIG.

C.6   SIG Finances

SIGs are not expected to need to generate their own funds; they will be given any reasonable financial support by the Board provided that a documented proposal and request is presented. The Board is keen to promote SIG activities and will provide "seed" money for worthwhile projects.

SIGs are particularly encouraged to organise workshops and seminars designed to be financially self-supporting. Any profits generated by such activities will form income for the DECUS Treasury thus enabling the Board to provide more support to SIGs.

In addition, SIGs may consider using incentives (e.g. small gifts or prizes – Digital Press publications have been used) to attract Symposium submissions – the Board has approved in principle allocation of funds to support such incentives.

C.7   General

All SIGs operate under the By-Laws of DECUS Australia Chapter and are bound by the general guidelines that may be issued from time to time by the Board. In particular, SIG activities are governed by the Commercialism Guidelines currently in operation. The Board recognises the need for change, however, and welcomes suggestions from the SIG leadership which would help in the organisation of DECUS.

Appendix D

DECUS Australia Chapter Special Interest Groups

The following is a list of Decus Australia Chapter Special Interest Groups (SIG) and Committees (SIC) as the date of publication. Current Chairmen and contacts are given at the back of DECUSNEWS:

COMSIG (SIG) (Communications)
Defence (SIC)
GAMMA-11 (SIC)
Graphics (SIG)
Hospital and Medical (SIC)
Information Systems (SIG)
Languages and Tools (SIG)
Latex (SIC)
NOPSIG (SIG) (Nostalgic Obsolete Products)
Office Automation (SIG)
Personal Computers (SIG)
Powerhouse (BOF)
RSTS (SIG)
RSX (SIG)
RT-11 (SIG)
VAX (SIG)
Videotex (SIC)

Appendix E

DECUS Australia Chapter By-Laws

ARTICLE 0 - SCOPE

0.0   These By-laws are an extension of the By-laws of GIA DECUS.

ARTICLE 1 - NAME

1.0   The name of the organisation is DECUS Australia (derived from Digital Equipment Computer Users Society, Australia Chapter).

ARTICLE 2 - PURPOSE

2.0   DECUS Australia is established to further the principal purposes of DECUS, as specified in the GIA By-laws, by providing an Australia based forum for co-operation.

ARTICLE 3 - MEMBERSHIP

3.0   Any person who has a bona fide interest in the activities of DECUS and whose postal address is within the jurisdiction of DECUS Australia may be admitted as a Member of the Chapter.

3.1   The conditions of membership shall be as defined in Article III of the By-laws of GIA DECUS.

3.2   The jurisdiction of DECUS Australia shall be determined by the Council of GIA DECUS from time to time, upon application by the DECUS Australia Board and shall not necessarily be limited to Australia.

ARTICLE 4 - THE DECUS AUSTRALIA BOARD

4.0   DECUS Australia shall be governed by a Board elected from its Members.

4.1   The Board shall consist of no fewer than six and no more than ten voting members elected from and by the Members of the Chapter. In addition, a representative of Digital Equipment Corporation (Australia) Pty Ltd (Digital) shall be a permanent voting member, and the DECUS Australia Chapter Administrator shall be a permanent non-voting member of the Board.

4.2   The DECUS Australia Board at its absolute discretion may co-opt up to two additional voting members from the Chapter.

4.3   A quorum at a Board meeting for the purpose of transacting business and validating votes shall be two-thirds of its voting membership.

4.4   Chapter Elections:

4.4.1   Elections will be held to fill Board positions becoming vacant due to the completion of the terms of office as defined in paragraph 4.5.

4.4.2   Elections will normally be held immediately prior to the Annual General Meeting at which any position becomes vacant.

4.4.3   Each election shall be so arranged as to give the majority of Members a reasonable opportunity of participating in the election.

4.4.4   The DECUS Australia Board shall from time to time determine whether duly recognised Special User Groups play a major role in the activities of DECUS. The Board may, at its absolute discretion, invite any such group to elect a voting representative to serve on the Board, or may revoke previously established representative rights.

4.5   Terms of Office:

4.5.1   DECUS Australia Board members elected under the provisions of paragraph 4.4 of this article shall normally take office at the end of the Annual General Meeting following their election and shall retire no later than the second Annual General Meeting after taking office.

4.5.2   Board members co-opted under paragraph 4.2 of this article shall take office on a date selected by the Board at the time of co-option and shall retire no later than the first Annual General Meeting after taking office.

4.5.3   All terms of office, whether by election or by appointment, are renewable.

4.5.4   Any member of the Board may resign at any time by written communication to the Chairman.

4.5.5   The Board may request and require the resignation of a member of the Board. Any such request must be by unanimous vote, with the exception of the member concerned.

4.5.6   Board retirements shall be so arranged that approximately half of the Board positions will be vacated for election each year.

ARTICLE 5 - OFFICERS OF THE DECUS AUSTRALIA BOARD

5.0   Each year following the election of new Board members, the DECUS Australia Board shall elect a Chairman from its membership.

5.1   The Chairman shall appoint from the Board members a Deputy Chairman and such other Officers as the Chairman sees fit.

5.2   All appointments to Board Offices terminate at the end of the Annual General Meeting following appointment.

5.3   The Deputy Chairman shall act with full powers in the absence of the Chairman. The Deputy Chairman shall take power on the written authority of the Chairman, or by vote of a quorum of the Board.

5.4   The Deputy Chairman shall act with full powers following the resignation of the Chairman until the Board elects a new Chairman.

5.5   As specified in the By-laws of GIA DECUS there shall be a DECUS Australia Chapter Administrator appointed by Digital after consultation with and approval by the Chairman of the DECUS Australia Board.

ARTICLE 6 - FINANCE

6.0   All financial planning, budgeting and accounting shall be based on a fiscal year commencing on January 1st.

6.1   The DECUS Australia Chapter Administrator shall administer the Australia Chapter finances in accordance with the By-laws of GIA DECUS.

6.2   All revenues shall be paid into a DECUS Australia bank account.

6.3   For each fiscal year, the Board shall prepare a budget reflecting estimates of all DECUS income and expenditure from user sources.

6.4   For each fiscal year, the Board shall negotiate with Digital an agreement specifying Digital's financial support to the Chapter.

6.5   If DECUS Australia is wound up then surplus user funds will be disposed of by the Board in a way that satisfies legal requirements for a not-for-profit society.

ARTICLE 7 - MEETINGS

7.0   The DECUS Australia Board or any Special User Group recognised by it, may organise official DECUS meetings at local, national or Chapter-wide levels on general or specific subjects.

7.1   The Board shall report on its activities at a Chapter-wide general meeting organised each year at a place within the jurisdiction of DECUS Australia. This will be known as the Annual General Meeting and will normally take place during the annual symposium.

7.2   There shall be at least one Board meeting in each year, convened by the Chairman, who shall give at least one month notice to Board members.

ARTICLE 8 - AMENDING THESE BY-LAWS

8.0   No part of these By-laws may be amended in such a way as to conflict with any provision of the By-laws of GIA DECUS.

8.1   Amendments Proposed by the DECUS Australia Board:

8.1.1   Amendments may be proposed by majority resolution of the DECUS Australia Board.

8.1.2   Each such amendment shall be circulated to all DECUS Australia Members for approval. The amendment shall be deemed ratified by acclamation 45 days after circulation unless objections in writing are lodged with the Administrator by at least one percent of the Members.

8.1.3   In the event such objections are lodged, ratification may be sought by the procedure of paragraph 8.3 of this article.

8.2   Amendments Proposed by Members:

8.2.1   Amendments to these By-laws may be proposed by petition of 25 Chapter Members.

8.2.2   The DECUS Australia Board shall consider each such petition and shall at its option use either the provisions of paragraph 8.1 or of paragraph 8.3 of this article to seek ratification of the proposed amendments.

8.3   By-Laws Ratification:

8.3.1   Proposed amendments must be ratified by postal ballot of the entire Chapter Membership unless the provision of paragraph 8.1.2 has been used without due objection.

8.3.2   The Chapter Administrator shall send to each Member a statement of the proposed amendments, a ballot paper, and notification of closing date for return – which will not be less than 45 days after dispatch.

8.3.3   An amendment is ratified if two-thirds of the votes received by the closing date are affirmative.

8.4   Implementation of Amended By-laws:

8.4.1   Each ratified amendment to these By-laws shall have immediate effect unless the DECUS Australia Board determine that such amendment would be in breach of paragraph 8.0 of this article.

8.4.2   If conflict with the By-laws of GIA DECUS is so determined, the DECUS Australia Board shall initiate appropriate amendment to the By-laws of GIA DECUS.

8.4.3   Ratified amendments which are in conflict with the By-laws of GIA DECUS shall have effect when the By-laws of GIA DECUS have been so amended.

Appendix F

GIA DECUS BY-LAWS

ARTICLE I - NAME AND DURATION

1.0   The name of the organisation is DECUS (derived from DIGITAL Equipment Computer Users Society).

1.1   Under the name "GIA DECUS COUNCIL", a DECUS association is organised for a geographical region known as the General International Area (GIA).

1.2   The duration of GIA DECUS Council is unlimited.

ARTICLE II - PURPOSE

2.0   Principal Purposes of GIA DECUS:

2.0.1   To advance the effective utilization of computers, components, systems and software manufactured and marketed by Digital Equipment Corporation (DIGITAL) by promoting the interchange of information and education concerning their use.

2.0.2   To provide channels to facilitate the exchange of computer programs among DECUS members.

2.0.3   To provide feedback to DIGITAL on equipment and software needs.

2.0.4   To reduce the duplication of development efforts.

ARTICLE III - MEMBERSHIP

3.0   Classes of Membership:

3.0.1   Corporate: A company, organisation, institution or individual which owns, leases or has on firm order, a computer manufactured by DIGITAL, may be admitted as a Corporate Member. The definition of "a computer" as used herein will be determined, from time to time, by the GIA DECUS Council to reflect changes in technology and DIGITAL products.

A Corporate Member may designate one person for each DIGITAL computer which is owned, leased, or is on firm order, and that person may be admitted as a Member to DECUS.

3.0.2   Member: A person with a bona fide interest in the activities of DECUS may be admitted as a Member to DECUS.

3.1   Responsibilities of Members:

3.1.1   All Members shall actively participate in and demonstrate a spirit of co-operation and interest in the advancement of the use of computers and the activities of DECUS.

3.1.2   Each Member shall hold DECUS and its Members harmless for his own actions performed beyond the scope of authority granted in these By-laws, in the applicable Chapter By-laws or by written consent of the applicable Chapter Executive Board or of the GIA DECUS Council. Such consent being granted prior to the action in question of the Member.

3.2   Termination of Membership:

3.2.1   All Members shall continue to fulfil the qualifications of membership and shall abide by these By-laws, the applicable Chapter By-laws and administrative policies of DECUS. A Corporate Member or Member who fails to abide by these By-laws, the applicable Chapter By-laws, or the administrative policies of DECUS may have their rights terminated or suspended by a majority vote of the applicable Chapter Executive Board. Suspension or termination shall thereafter be carried out in accordance with procedures established by the applicable Chapter Executive Board.

3.3   Rights of Members:

3.3.1   Each Member shall have the right to vote on all matters brought before the general membership of a Chapter including the right to elect Representatives to a Chapter Executive Board.

3.3.2   Each Member shall have the right to be elected as a representative to a Chapter Executive Board.

3.3.3   Each Member shall have the right to attend such functions as may be designated from time to time by Chapter Executive Boards and the GIA DECUS Council.

3.3.4   Each Member shall have the right to participate in all programs and activities duly authorized by its Chapter Executive Boards, and to receive publications and programs published or maintained by DECUS.

ARTICLE IV - DEFINITIONS

4.0.1   "DECUS Worldwide" includes all organisations formed and existing under the name DECUS and which are formed and exist to further the principal purpose of DECUS.

4.0.2   "GIA DECUS Council" (GIA-DC) is a primary support centre for enhancing communications and co-ordinating issues and events for Chapters within the General International geographic area (GIA).

4.0.3   "Chapter" is an association representing a group of members who have commonality based on geography and/or language as defined by the appropriate DECUS Council. A Chapter is organisationally and financially capable of being self-sufficient.

4.0.3.1   When such group encompasses more than one (1) national boundary, it shall be called a Regional Chapter.

4.0.3.2   When such group encompasses only one (1) national boundary, it shall be called a National Chapter.

4.0.4   "At-Large-Members" includes all DECUS members within the GIA Area that are not members of a GIA Chapter. The At-Large-Members shall be governed by the GIA-DC but have no representation to the GIA-DC.

4.0.5   "Special User Group" (SUG) is a group of members who have a common interest. Based on the geographical location of its members a SUG may petition either the Chapter or GIA-DC as appropriate for recognition.

ARTICLE V - GIA DECUS COUNCIL

5.0   GIA-DC Responsibilities:

5.0.1   To have jurisdiction and primary responsibility for issues having an interchapter GIA implication and to mediate disputes between Chapters in GIA.

5.0.2   To control and provide GIA-wide resources and services where it is practical and justifiable to do so.

5.0.3   To set procedures and policies for GIA-wide resources and services which are consistent with these By-laws and good business practices.

5.0.4   To promote and recognize, in accordance with Article V, new National/Regional Chapters and to identify the geographic and/or language boundaries for such Chapters.

5.0.5   To promote and recognize GIA-wide interests.

5.0.6   To negotiate with Digital GIA an annual budget and support agreement reflecting each Chapter's requirements.

5.0.7   To petition DECUS Worldwide and Digital GIA on issues of GIA significance and to represent GIA interests.

5.0.8   To establish committees and/or sub-committees to carry out its responsibilities as enumerated herein.

5.0.9   To interpret these By-laws.

5.0.10   To execute licenses with Digital for use of the DECUS trademark.

5.1   The GIA-DC Membership:

5.1.1   One (1) voting member from each Chapter in GIA nominated by the Chapter Board.

5.1.2   A Digital Delegate appointed by Digital, who shall be a voting member.

5.1.3   The GIA DECUS Council may, with the unanimous approval of the voting members defined above, co-opt one additional voting member for a period not exceeding two years.

5.1.4   The DECUS GIA Executive Director who shall be a non-voting member appointed by Digital in consultation with the GIA-DC.

5.1.5   Other non-voting members as may be invited by the GIA-DC.

5.1.6   GIA-DC may invite observers to attend a GIA-DC meeting.

5.2   GIA-DC Officers:

5.2.1   The GIA-DC shall elect by majority vote from its current members a Chairperson, a Deputy Chairperson and such other officers as it sees fit. The Digital Delegate shall not be eligible to be the Chairperson or Deputy Chairperson.

5.3   Chairperson's Duties:

5.3.1   Ensure the nomination of GIA-DC members to the position of Deputy Chairperson and other offices.

5.3.2   Preside at GIA-DC meetings.

5.3.3   Sign on behalf of the GIA-DC any GIA DECUS Council support agreements with Digital GIA.

5.3.4   Represent the GIA-DC to other DECUS organisations.

5.4   Deputy Chairperson's Duties:

5.4.1   Act with full powers in the absence of the Chairperson.

5.4.2   Assume power on the written authority of the Chairperson or by the affirmative vote of two thirds (2/3) of the GIA-DC.

5.4.3   Act with full powers following the resignation of the Chairperson until the GIA-DC elects a new Chairperson.

5.5   Digital Delegate's Duties:

5.5.1   Represent the interests of Digital to the GIA-DC.

5.5.2   Advise the GIA-DC of any Digital policy affecting the DECUS organisation.

5.6   GIA-DC Executive Director's Duties:

5.6.1   Administer and carry outthe directives of the GIA-DC.

5.6.2   Administer and assure compliance with the terms and conditions of the support agreements.

5.6.3   Provide a recording secretary for all meetings and transactions of the DECUS Council for GIA.

5.6.4   Maintain Liaison with worldwide DECUS organisation.

5.6.5   Provide backup support to DECUS Chapters in GIA.

5.6.6   Present and negotiate with Digital GIA, on behalf of GIA-DC, the annual budget and support agreements for the DECUS Council for GIA in accordance with paragraph 5.0.6 hereof.

5.6.7   Ensure adequate financial record keeping.

5.6.8   Issue to DECUS, on behalf of Digital, licenses to use the DECUS trademark.

ARTICLE VI - GIA DECUS CHAPTERS

6.0   General: The DECUS Chapters within GIA shall be established and shall function in accordance with the provision of these By-laws.

6.0.1   The administration of DECUS as a national/regional body shall be carried out by National/Regional Chapters.

6.0.2   Each Chapter shall establish the necessary financial accounts to accomplish its business transactions. All monetary obligations and contractual commitments by a DECUS Chapter shall bear no less than two (2) signatures including those of a DECUS Chapter officer and the DECUS Chapter Administrator or Digital Delegate.

6.0.3   Each Chapter shall be governed by a Chapter Executive Board which includes elected members, a Digital Delegate, and a DECUS Administrator, who shall also serve on the board as a non-voting member. The Chapter Executive Board shall carry out the business of the Chapter in accordance with these By-laws, good business practice, and local legal regulations and Chapter By-laws.

6.0.4   Each Chapter shall engage in activities, establish resources and provide services within it geographical boundaries which support the purpose of DECUS.

6.0.5   Each Chapter shall meet at least once annually at a place within its jurisdiction, designated by the Chapter Executive Board. Written notice of all Chapter meetings shall be issued to all its members at least two (2) months in advance of such meetings. At such meeting the Chapter Board shall report on its activities.

6.0.6   Each Chapter shall adopt and maintain By-laws consistent with these By-laws and with local national laws.

6.0.7   Each Chapter shall develop procedures and policies to enable the orderly operation of the Chapter in such areas as information exchange, use of funds, and Chapter activities and assure compliance with all provisions of DECUS policies and procedures, Chapter By-laws, agreements, and licenses.

6.0.8   Each Chapter shall have the right to organise Special User Groups upon petition of its members and shall support such activities within its budget.

6.0.9   Each Chapter Administrator shall be responsible for administering, collecting, and co-ordinating requests from its members.

6.0.10   An organisation, institution or person applying for membership shall submit an application in writing to the appropriate Chapter Office where applications shall be processed in accordance with DECUS policies, these By-Laws and applicable Chapter By-Laws.

6.0.11   Each Chapter Board shall cause review of each application for membership and shall have the authority to approve, disapprove and/or terminate membership. Each Chapter is responsible for maintaining a local membership list and for controlling the use of the membership list in accordance with DECUS policy, good business practices, and local legal regulations.

6.0.12   Each Chapter shall present for consideration on a yearly basis a cost centre budget to the geographically-based Digital subsidiary(s).

6.1   New Chapters:

6.1.1   Chapter status shall be granted by the GIA-DC to a petitioning group when such group is administratively and financially capable of self-sufficiency and fulfils the requirements of Article 6.1.2.

6.1.2   A group may petition the GIA-DC for Chapter status if:

6.1.2.1   There are at least one hundred (100) DECUS members within a common geographical/language region. Such region being within the jurisdiction of the GIA DECUS Council.

6.1.2.2   Such members agree to adopt and maintain Chapter By-laws consistent with the policies of these By-laws.

6.1.2.3   Such members have negotiated a support agreement with a geographically-related Digital subsidiary(s).

6.1.3   The GIA-DC shall review such petition and shall upon a two-thirds (2/3) affirmative vote of its members approve such Chapter.

ARTICLE VII - FINANCIAL STRUCTURE

7.0   General:

7.0.1   DECUS GIA shall operate on a not-for-profit basis. The administrative expenses in accordance with the support agreement shall be funded by grants from Digital and its subsidiaries, and other costs shall be met from services and/or activities performed for members and accounted for separately.

7.0.2   All financial planning and budgeting shall be based on a fiscal year commencing on July 1st in each year.

7.0.3   When appropriate and with unanimous approval of all voting members, the GIA-DC may levy funds in the form of assessments to the DECUS GIA Chapters for the purpose of the establishment of projects which have cross-Chapter benefits.

ARTICLE VIII - LICENSING OF DECUS TRADEMARK

8.0   The DECUS trademark is the property of Digital.

8.1   Licensing the DECUS trademark:

8.1.1   Upon receipt of a written request from a DECUS organisation, Digital shall consider the issue of a license agreement to such DECUS organisation. The license, when executed by both the GIA Executive Director and an authorized representative of such organisation, shall allow the organisation to display the DECUS trademark.

8.1.2   Each license agreement is valid for a period of one (1) year and is automatically renewed annually unless terminated by Digital.

8.2   Termination of DECUS license:

8.2.1   Digital may upon written notice terminate or forebear from renewing the DECUS license which authorizes display of the DECUS trademark by any DECUS organisation.

ARTICLE IX - MEETINGS

9.0   There shall be each year at least one (1) ordinary meeting of the GIA-DC.

9.0.1   One (1) ordinary meeting shall be designated as an annual meeting.

9.0.2   The annual meeting shall consider the election of officers, if appropriate, and any other general matters.

9.1   A quorum for any meeting for the purpose of transacting business and validating votes shall be three-quarters $(\frac{3}{4})$ of the voting members who are authorized to attend such meeting, including the Digital Delegate.

9.2   Written notice should be sent at least two (2) months in advance to all members.

9.3   Except as otherwise indicated in these By-laws and providing a quorum is present, a majority vote shall be sufficient to approve a matter. Rules shall be established by the GIA DECUS Council for resolving tie votes, holding secret or postal ballots and other procedural matters.

9.4   All GIA-DC sub-committees will follow procedures which reflect these By-laws as appropriate.

ARTICLE X - AMENDMENT AND IMPLEMENTATION
OF BY-LAWS/DISSOLUTION

10.0   Proposed amendments to the By-laws may emanate from any member of the GIA-DC.

10.1   Decisions to amend these By-laws, including dissolution of the GIA DECUS Council, require a unanimous vote of al the voting members of the GIA-DC and ratification by all constituent Chapter Boards.

10.1.1   If dissolution of the association is adopted, the assets of the association shall be disbursed in accordance with the purposes of DECUS.

10.2   These By-laws shall be implemented on the first day of January nineteen hundred and eighty two, subject to ratification by the constituent Chapter Boards.

Appendix G

GUIDELINES FOR COMMERCIAL EXPLOITATION OF DECUS ACTIVITIES

G.1   INTRODUCTION

DECUS is a user organisation which exists for the benefit of its user members. The term "user" is intended in the broad sense, i.e. it includes individuals, companies, institutions and other organisations represented by members.

Any organisation is, by definition, based on some unifying concept. For DECUS, it is an interest in Digital's products. Members gain benefits from their involvement by the exchange of ideas, experiences, technical information and news relating to these products.

A valid DECUS activity is therefore one which :–

a) relates to the use of Digital's products, and

b) is likely to be of benefit to members other than those with a vested interest in activity.

As organised opportunities for information exchange are relatively few, it is desirable to have some guidelines on commercial exploitation of these opportunities in order that their value to the membership may be optimised.

G.2   INTERPRETATION OF THE GENERAL PRINCIPLE

G.2.1   Generally

An activity is *NOT* acceptable as a DECUS activity if one or more of the following is true:

a) its *ONLY* purpose is to promote sales

b) it relates to a product which does not interact with a Digital product

c) it involves an employment announcement or solicitation.

G.2.2   At Symposia and LUG Meetings

All presentations should be made by DECUS members or by guest speakers invited by the organisers of the Symposium or LUG meeting. In the case of Symposia, speakers must be registered delegates.

Presentations relating to hardware or software products, Digital's or otherwise, are preferably given by USERS of these products. If given by vendors or vendor's staff, a significant technical content is expected and the presenter will be expected to be able to handle technical questions.

To avoid DECUS activities turning into general "Trade Fairs", equipment exhibitions and demonstrations are limited to those organised by Digital, at the invitation of DECUS. Software demonstrations may be arranged with the Symposium Planning Committee or with LUG chairmen as appropriate.

Although no constraints can, of course, be placed on private arrangements between individual attendees, organised sales activities may be conducted only by Digital in the sense that sales representatives are in attendance at the exhibition, and by DECUS for the purpose of selling DECUS Library software, publications and souvenirs. Sales by Digital at the Exhibition of manuals, computer books, etc. are also acceptable.

Free publications or hand-outs on non-Digital products may be made available, provided distribution is under DECUS supervision.

G.2.3   Publications

In general, guidelines for newsletter articles are similar to those for Symposium presentations.

Reviews or announcements of software, hardware and services relating to the use of Digital's products are acceptable, as long as the emphasis is on technical considerations. User reviews are encouraged. Contact addresses and pricing information may be included. Such reviews and announcements are subject to the same editorial discretion as any other contributed article.

Publication of order forms other than for DECUS material is not considered appropriate.

To avoid the implication that DECUS endorses any products mentioned in its publications and to cover any other legal points, publications should contain the paragraph shown below.

The right to be on a DECUS mailing list is limited to DECUS members (of any Chapter).

G.3   RESPONSIBILITY FOR INTERPRETATION

The DECUS Board is responsible for the overall implementation of these Guidelines and is at all times available to offer advice and arbitration. Subject to this overall responsibility, supervision in specific areas is delegated as follows:

     o Symposia: Paper Reviewers
                                Session Chairmen
                                Symposium Planning Committee
     o LUG Meetings: LUG Chairmen
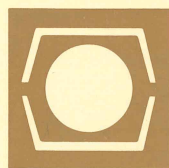   o DECUS Publications: Appointed Board Member

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