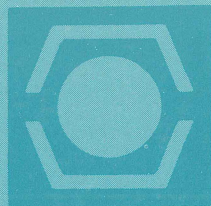# DECUS

DECUS AUSTRALIA
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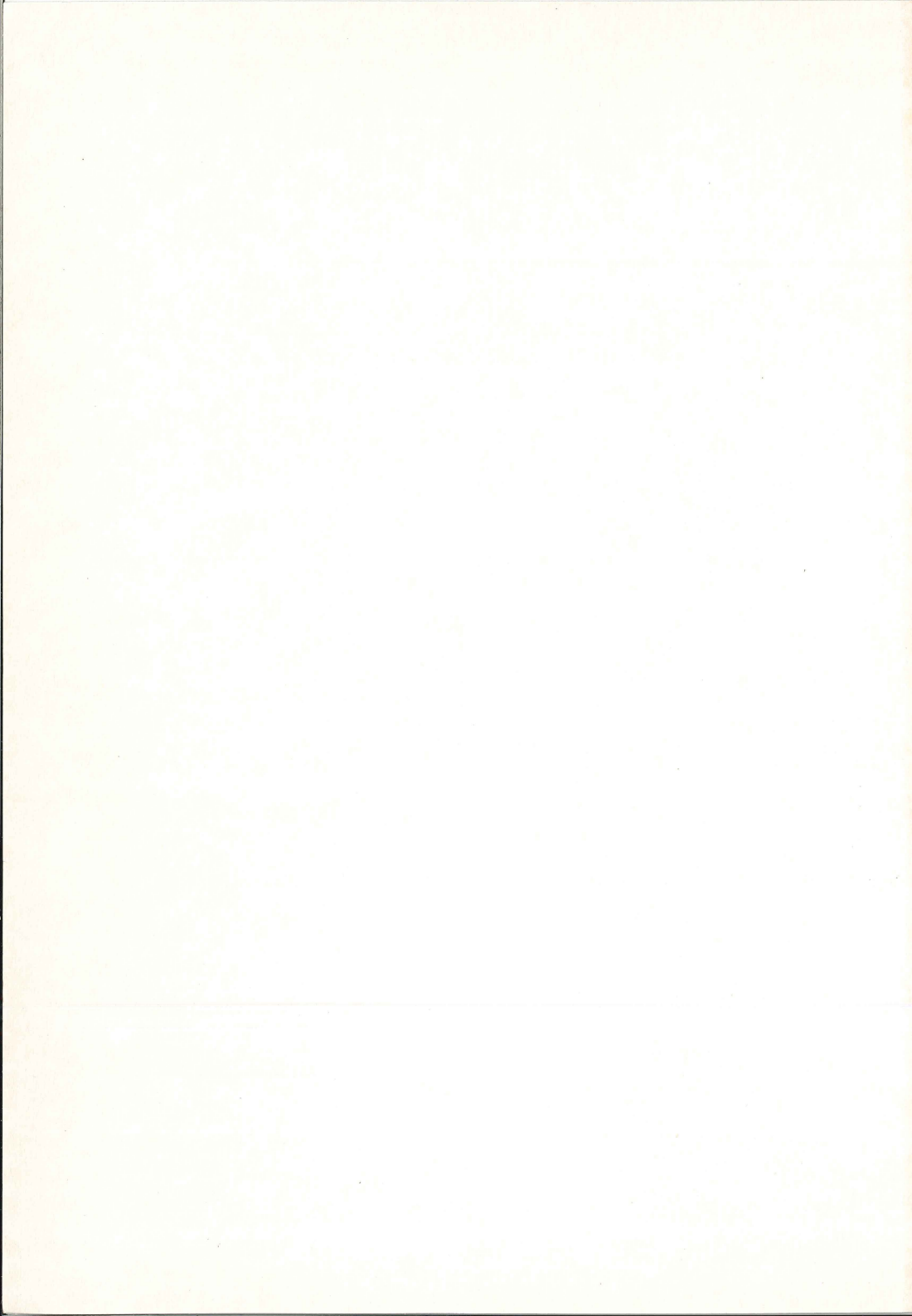
Digital Equipment Computer Users Society

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 contributions you can make. It provides information on the structure, services, policies and activities of DECUS, with particular reference to the DECUS Australia Chapter.

Written by Ian Hunter, 1983
Revised by Roger N. Caffin, 1987, 1988, 1991
Revised by Trevor Taylor and Ian Hunter, 1991

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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 DIGITAL 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. Information is deliberately repeated because it is intended that the sections can be read independently.

You may like to consider the Handbook as 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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                         DECUS will be changing to the
                         ORG domain, so the address will
                         become:
                         Office@DECUS.ORG.AU

Chapter 1

FOR THE NEW MEMBER

1.1 What is DECUS?

DECUS (Digital Equipment Computer Users Society) is an international organisation whose membership is in essence open to anyone who has a bona fide interest in Digital (Digital Equipment Corporation) products and their use. (Although the trade press usually refers to the company as "DEC", employees are instructed to use the name "Digital" in all external correspondence.)

DECUS is a non-profit organisation which relies heavily on revenue from activities such as Symposia and Seminars. Digital also contributes funds to cover administrative costs, exhibitions, etc.

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 and Papua Nuigini.

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

DECUS Australia exists to facilitate relevant information exchange amongst its members, Digital Equipment Corporation and the Information Technology industry.

Like any other volunteer organisation, DECUS is run by its members through committees elected or appointed from its membership. Each committee also has a representative from Digital 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 VAX and DECsystem 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 120 000 people worldwide, of whom approximately 4 400 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 their Digital products. It does this through local meetings, national Symposia, newsletters and other publications, electronic communications and the Program Library.

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 introduced a Corporate Membership subscription for which a fee is charged. This subscription includes a copy of all DECUS publications and allows any employee of a company or organisation to participate without being an individual member. It has proven very popular.

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

As a company, Digital does not exercise any 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 Digital, 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 and support staff, some of the personnel in the DECUS Library and so on) are paid by Digital and subject to normal company conditions of employment. In this sense the administrative structure of DECUS is not unlike a very small section of Digital's own structure, although its directions are controlled by DECUS, not Digital. As you may guess, the relationship between DECUS and Digital is not always a simple one.

1.2 Benefits of 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 Board and to stand as a candidate for election. The Board has the responsibility for driving the Chapter's operations and future.

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) by attending a Symposium, Regional Seminar or DECUS Workshop, and by making use of the Program Library. In addition, you will automatically receive copies of the DECUS Australia Chapter Newsletter which provides topical news, book reviews, feature articles, 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, Newsletter Edi-

tors and the Library Committees. 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 DECUS Publications

As mentioned above, you will automatically receive the DECUS Australia Chapter Newsletter — normally referred to as DECUS News. 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 Catalog. This Catalog, published more or less annually, will be sent to you free of charge if you make use of the Library or if you have a Corporate Membership. You can also buy a copy. 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 Catalog itself is standard worldwide. As a member of the DECUS Australia Chapter, you have access to all of the programs contained in the Library.

The SIGs in Australia publish their newsletters as columns in DECUS News. 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 SIG News 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 DECUS News, and you will have received current

details with this Handbook when you joined DECUS.

1.4 Local User Groups (LUGs)

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 Australia are Melbourne, Sydney City, Adelaide and North Queensland. The full list at the time of publication is given in Chapter 5. 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 DECUS News.

LUGs meet with varying frequency, mainly according to the enthusiasm of their members. The larger LUGs may meet every month 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 Digital 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 Digital 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 Digital 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.

A recent development in the DECUS Australia structure has been the creation of a LUG Council. This Council is made up of the Chairmen of all the LUGs, plus the appropriate Board member to act as liaison between the Council and the Board. The LUG Council has two main functions at present. The first is to act as a focus for the development of LUG-oriented activities, such as Regional Seminars. To accomodate this role, the Council can expand itself as the members wish, subject only to the need to fit into the rest of the DECUS structure. The second function is equally as important: the Council serves as a channel for the development of leaders in DECUS. An inevitable side benefit for the members themselves is the training they receive as part of the LUG Council.

1.5 Special Interest Groups (SIGs)

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. VMS), specialised hardware (e.g. VAX) or type of application (e.g. Office Automation) for example. You may belong to whichever SIGs are of interest to you.

A list of SIGs and their Chairmen can be found in DECUS News.

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.

Each SIG has a Chairman who is elected by postal ballot for a term of one year. The SIG Chairman appoints an appropriate number of positions to fulfil a specific range of tasks. Details of the committee structure are spelled out later in this Handbook. There should be an official Digital representative to each SIG as well.

Some Chapter SIGs are unusual in their structure in that they have local branches. Sometimes there are enough members interested to form such a group themselves, and these are called SLIGs (Special Local Interest Groups). 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 major means of communication between SIG members is the SIG column in the quarterly Chapter DECUS News. Not all SIGs publish a column in every issue, although contributions are always welcome. Contributions can be sent to the DECUS Office or directly by electronic mail to Chapternews@DECUS.ORG.AU. Communication in this manner is very valuable as all DECUS members receive DECUS News.

SIG members can also enter into electronic discussions using the DECUS News system. This distributed bulletin board system allows discussions within particular subject areas known as Newsgroups, and each SIG has at least one such Newsgroup. Electronic news can be distributed to any VAX site with appropriate communications facilities and the NEWS software (available from the DECUS Program Library). Members can also gain access to NEWS via the central DECUS MicroVAX by subscribing to the DECUSnet service.

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, ask the DECUS Office to let you see some issues of specific interest.

A recent development in DECUS Australia has been the formation of a SIG Council, along almost identical lines to the LUG Council. Again, the functions of the SIG Council are determined largely by the Council itself. For instance, it has taken responsibility for the annual DECUS Workshops.

1.6 The Program Library

The Program Library exists to benefit you and other members of DECUS. You may purchase software from the Library, enrol in 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 also contains a number of "obsolete" software packages donated by Digital to assist members with "obsolete" hardware. The sources to the operating system for the DECmate (or PDP-8) are there, for instance. All software in the Library can be freely copied by DECUS members.

The Library has been in existence for nearly 30 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.

A Library Catalog is produced each year and it can be purchased for a nominal fee. (Corporate Members and any Member who purchases a Library product receive it automatically.) Updates to the Catalog are published in the quarterly DECUS News, which usually also includes an order form. From time to time, DECUS News also contains reviews of Library packages and special offers.

If you wish to obtain a program from the Library you simply submit an order on a DECUS Library Order Form, (specifying the program you require and other necessary information) to the DECUS Office, accompanied by payment or Purchase Order. In particular, you must include your DECUS membership number. Programs are ordered from the U.S. and delivery may take from 5 to 6 weeks.

The Library Management Committee has introduced a subscription service for those who can never remember to write out the orders. This "Golden Service" for VAX owners automatically gives them just about all recent releases for the VAX. It is described fully in the Library section of the DECUS News. The savings in time and trouble 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 U.S. 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 The DECUS Symposium

The Symposium is one of the major DECUS activities. There is one full Symposium for the Chapter each year, covering all DECUS areas. A number of special workshops and seminars are also held throughout the year. 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 derive the greatest benefit from attendance at your first Symposium.

The Chapter Symposium is held in a major city in Australia with large enough facilities for 800-1000 attendees. It takes place over six days, Sunday to Friday. Sunday and Wednesday are occupied with DECUS Educational Seminars, and the Wednesday is also Digital's Exhibition Day, when local customers not registered for the Symposium may visit the exhibition. Monday, Tuesday, Thursday and Friday are the Symposium session days, with multiple parallel streams running from 8:30am to 6:00pm each day.

Before the formal commencement on the Monday, a "First Time Attendees" session is held to explain the structure of the Symposium. It is useful, albeit not critical, for you to attend this session if you can. The Symposium is large and there are many facilities provided to help you cope with up to a dozen simultaneous streams over 4 days of papers and two days of seminars — things like the Master Timetable, the Rogues Gallery and DECUS Daily. These things and more are explained at the First Timers session.

DECUS Educational Seminars are full day or half day professional training, conducted by an industry expert (often from overseas) and separately charged for. These seminars offer high quality learning in very specific Digital-related areas, and represent top value for the training dollar. Seminars are held on the Sunday preceding the Symposium proper, and the Wednesday of the Symposium. A special seminar is the Management Forum, a high quality full day plus dinner event targetted at MIS Managers, CIOs and CEOs, focussing on contemporary business issues in the DP industry generally and the Digital segment in particular.

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 Digital staff, from both the local organisation and from the USA. 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 occasionally some humour); even these can be useful and interesting to you as

a new user.

Then too there is the Exhibition, at which Digital 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 Digital personnel, either in formal sessions or more casually, is felt by many to be the most valuable feature of the Symposium. After all, some of 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.

Of recent times Digital have included third party cooperative software and hardware vendors inside the Exhibition, making the event even more of a single focal point for customers seeking complete solutions.

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 Workshops and Regional Seminars

DECUS in Australia organises Workshops and Regional Seminars throughout the year, providing alternatives to the Symposium for DECUS education. Workshops are aimed more at the technical programmer, and are held in the major Eastern cities on a rotational basis. They are usually held over a weekend in a University or college, and provide an inexpensive opportunity for people to get together in a "hands-on" environment to exchange knowledge and learn new skills in an interactive way.

Regional Seminars are conducted in locations from where members might find travel to Symposia difficult to afford —

for example, Darwin, Perth, or Townsville. These may take the form of a DECUS Educational Seminar or of a mini-symposium. They are usually held on a weekend in a prestige location and provide one or more invited industry experts conducting training or giving papers around a central theme. Some social element is also provided! The seminars provide quality training and are costed accordingly.

1.9 Electronic Communications

DECUS members can communicate with each other electronically using software available from the Program Library. VAX sites can make use of the Pascal Memo Distribution Facility software (PMDF), available from the University of Melbourne Computing Services, to exchange messages with the DECUS MicroVAX and other VAX sites throughout Australia. PMDF can make use of a variety of communication channels including dialup modems and Austpac (X.25).

The DECUS System Manager or Chairman of the Communications SIG will be pleased to provide assistance and advice to sites wishing to establish themselves within this communication network. PMDF alone will allow the exchange of electronic mail, so that for instance members of the DECUS Office or Leadership can be reached electronically.

Gateways also allow electronic mail to be exchanged with a wide range of other networks including the Australian Academic Research Network (AARNet), and overseas networks such as the ARPANET, Internet, CSnet and BITnet. Access to members in other DECUS Chapters is often possible in this way.

The addition of the NEWS software (available from the Program Library) allows members to participate in the open electronic discussions — rather like a Bulletin Board but dis-

tributed across as many sites as wish to join in. There is also a significant input to these news discussions from overseas, including the quite voluminous VMS and DECUS discussion groups from the USA.

For individual members who are unable to gain access to a suitably networked VAX but who wish to participate in these electronic communications activities, accounts can be made available on the central DECUS MicroVAX for a nominal fee. This allows members to send and receive electronic mail and to participate in NEWS discussions. Access can be gained via dialup modem directly to Sydney or via Austpac (a local call from anywhere in Australia).

1.10 Help from the DECUS Office

The DECUS Office is there to help you. The Australia Chapter Office at Rhodes is conveniently located for access by members in the Sydney area. Address details are given at the front of this book.

The office is run by a 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.

Other office responsibilities (which may be shared) include the following:

- Events Coordinator: administration of the Symposium and other events.

- Library & Publications Coordinator: administration work involved in the processing of library orders, library submissions, and issuing of catalogs, and the role of Production Editor for all DECUS Australia publications.

- Membership/Accounts Coordinator: processing membership applications and sending out membership kits, as

well as dealing with members queries on membership is-
sues and finance. This position is also responsible for
the accounts receivable/payable.

The Office holds copies of all DECUS publications, which
are available for you to browse through at your leisure.

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

Chapter 2
MORE DETAILS

2.1 DECUS Australia Chapter

DECUS is an international organisation with a relatively com-
plex structure, involving user-based committees and partici-
pation by Digital at all levels. Broadly speaking there is a
"Board" at each level which is responsible for policy matters,
and a series of parallel subordinate committees which are
responsible for the day-to-day operations. The precise struc-
ture 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 or-
ganisational charts. You will see that the three "top" levels
(Worldwide, General International Area and Chapter or Na-
tional) have a similar structure, with the major difference be-
ing the inclusion at Chapter level of activity areas such as
Symposia, SIG/LUG coordination and so on. Without enthu-
siastic leadership in these areas, which are the life-blood of
a Chapter, DECUS could not provide the benefits and serv-
ices 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, Fig-
ure 2 that of the General International Area (GIA) and Figure
3 the Australia Chapter. As you may notice the overall struc-

ture, in effect a federation of Chapters, closely follows Digital's international organisation. This is not entirely coincidental, as the interests of DECUS members and Digital often run on parallel lines.

However, as befits an organisation associated with a dynamic industry, DECUS 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 (GIA-DC). New National User Groups (NUGs) and Chapters have been formed as membership has grown, and further changes can be envisaged. (NUGs fall below Chapters in the hierarchy but do not exist at all in many Chapters.)

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.
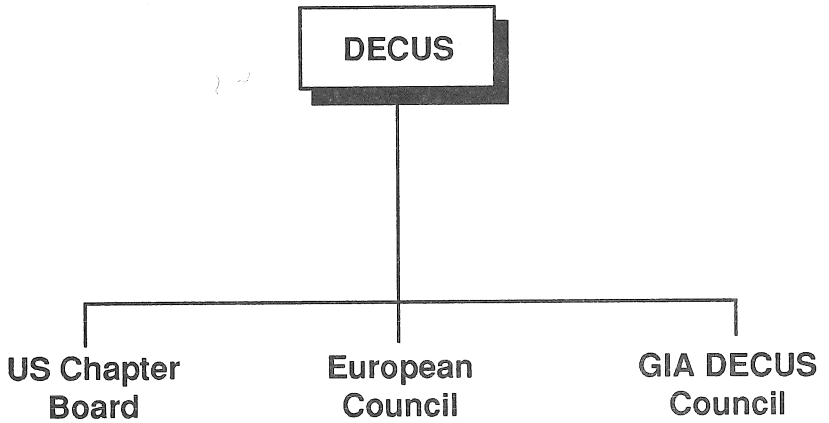
Figure 1   Worldwide DECUS Organisational Structure
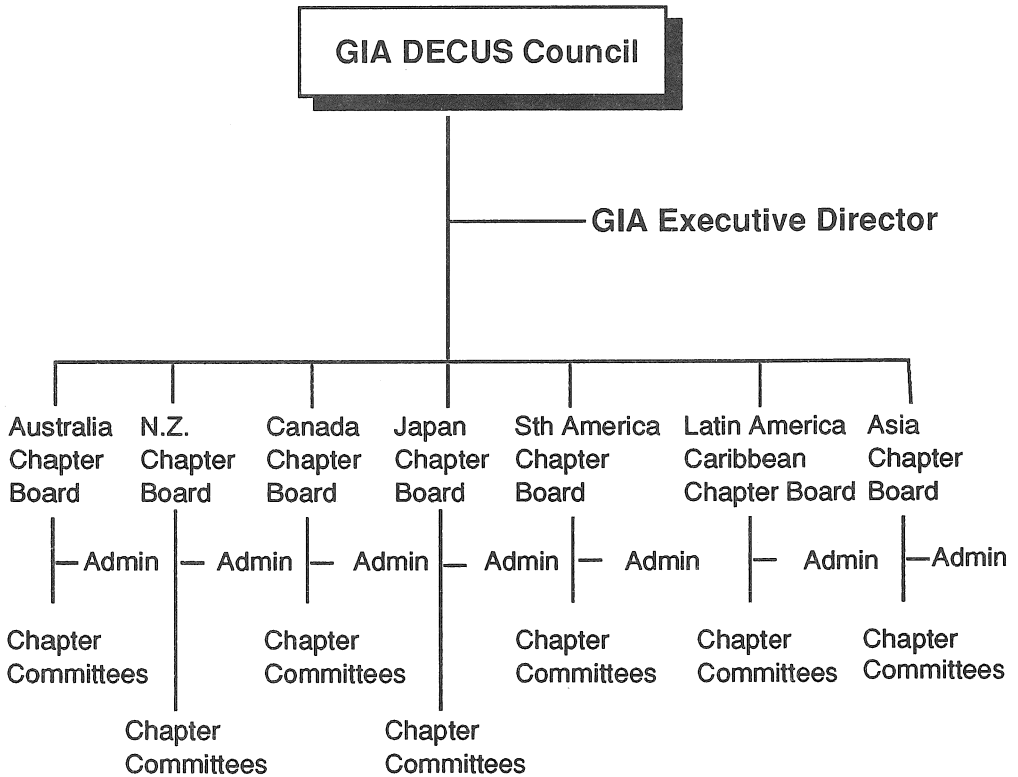
Figure 2 GIA DECUS Organisational Structure
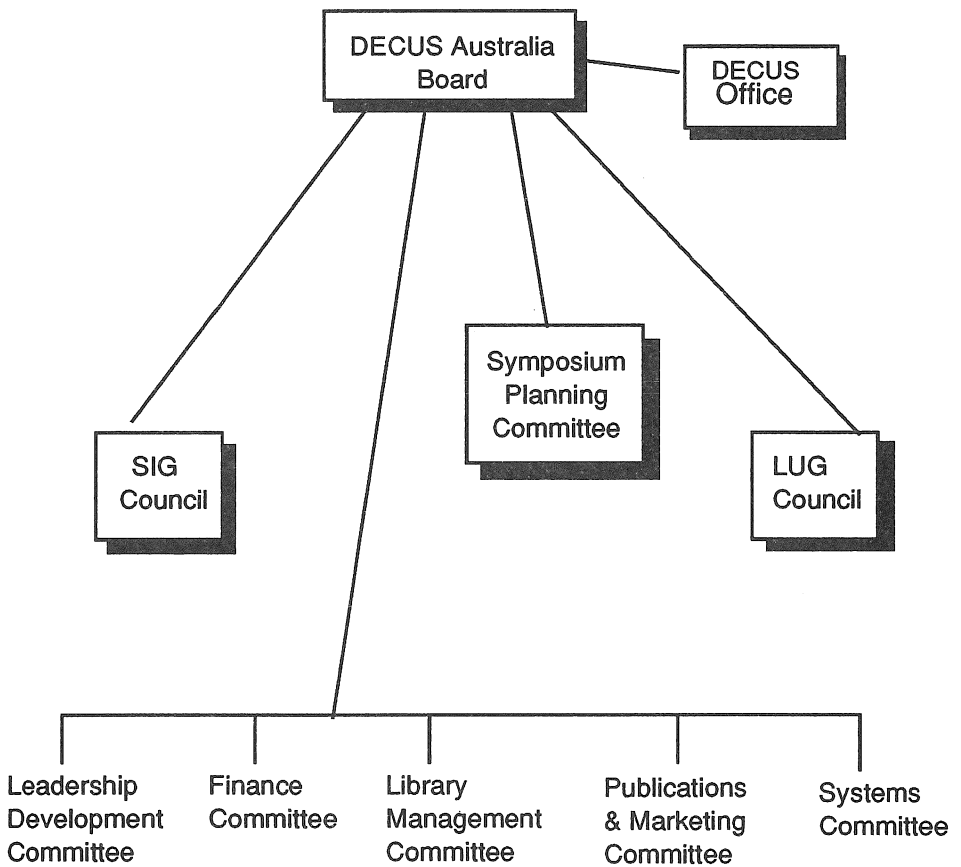
Figure 3 Australia Chapter Organisational Structure

The boxes in the diagram contain:

- DECUS Australia Board
- DECUS Office
- SIG Council
- Symposium Planning Committee
- LUG Council
- Leadership Development Committee
- Finance Committee
- Library Management Committee
- Publications & Marketing Committee
- Systems Committee

2.2 DECUS funding

Funding to maintain DECUS comes from two sources — Digital and members. In general most administrative and overhead costs are met by Digital — 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 Digital-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 Digital puzzling, arguing that since Digital funds DECUS so heavily they must exert enormous control over it. The argument is understandable, but false. There is corporate commitment to an independent and vigorous DECUS from the top of Digital down for two reasons. The first is that senior Digital 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 Digital, while a vocal and independent DECUS is of great value. The explanation of this is simple: when Digital acts in a manner unsatisfactory to DECUS members (or fails to act), DECUS does not hesitate to confront Digital with the problem, and to persist until the members (Digital's customers) are satisfied. The long-term value of this feedback to Digital is incalculable but clearly recognised on both sides. Apart from that, mutual respect and co-operation derived from long association is the ingredient which makes this concept work.

2.3 Cost Centre Responsibilities

The Cost Centre budget, provided by Digital, caters in general for the following costs:

- Staff salaries: DECUS Office staff, headed by the Chapter Administrator, are Digital 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 and Committee meetings.

- Equipment: Field service contracts at reduced internal rates on relevant equipment, some of which may be owned by DECUS.

- Publications: Printing and distribution costs of the general publications such as DECUS News, other than the proportion directly attributable to Symposia. In recent times, DECUS has chosen to supplement the amount in order to raise the quality of the publications.

- Computer 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 Digital such as accounting, facilities, printing and use of in-house computer services.

In addition to the above "visible" support, Digital funds the

cost of both local and U.S. personnel to attend Symposia, provides the Symposium 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.

2.4 DECUS Treasury Responsibilities

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/Workshop Registration Fees
- Seminar Fees
- Program Library charges
- Corporate Membership
- Interest on temporarily surplus funds

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

- Chapter Board Meetings: The Chapter Board meets about four times per year, incurring costs for travel, accommodation and sundry expenses.
- Chapter Leadership Meetings: Meetings of LUG and SIG Chairmen, Library, Publications 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/Digital 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 includes a number of appointed positions, a DECUS staff member, a Digital representative 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, usually twice a year.

- Library: Purchase and distribution of Library catalogs which are currently provided to members making use of the Library. Updates on recent additions are published in each DECUS News.

- LUG/SIG Support: LUG meeting costs on special request (with the exception of provision of food and drink), and costs related to the running of the LUG and SIG Councils.

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 this Chapter 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 Chapter 10. They are intended to limit such activity to levels which do not interfere with the interests of members or the relationship between DECUS and Digital, 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 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 Digital. In particular, DECUS does the actual mailing so that outside companies never see the actual mailing list. 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 been involved in exhibitions or other presentations of this type, except as permitted under the present Guidelines. However, recently there have been several experiments involving "Cooperative Selling Organisations" (CSOs) at Symposia. CSOs are effectively authorised distributors of Digital products, and this involvement has generally been accepted favourably by members, and now by Digital. Again, feedback on this from members is welcome.

Successful exhibitions have been held under the name of "DEXPO" in the U.S. by non-DECUS/non-Digital interests, in parallel with recent DECUS Symposia. Interest in having a similar exhibition here has often been expressed by both members of DECUS and third party vendors. The DECUS Board have been conscious that the Digital-organised exhibition is a valuable and integral part of the Symposium and that overall Digital 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. However, such events have been held in the past without deleterious effect.

2.6 The Chapter Board

The Chapter Board has the responsibility for overall direction of Chapter policy, including the appointment of the Chapter Administrator in conjunction with Digital, financial matters, implementation of GIA-DC policies, publications, Symposia, approval of the formation of new 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 four times per year for about a day and a half. With the increase in the size of the Society, the old DECUS Australia Board began to find it difficult to address all issues satisfactorily at Board meetings. The Board took several actions to resolve this problem as outlined below.

The first major step taken was increased delegation of authority and responsibility within the DECUS Australia Board. Each year the Chairman of the Board designates Directors to manage particular aspects of the Chapter resources. For example, the Director of Systems looks after the electronic mail system.

Continuing this concept, many activities were turned into "Financial Entities", with a Board member responsible for each one. There was one for Publications, one for the Library, one for the Symposium, and so on. Many of these have associated Management Committees appointed by the Board. The Board 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 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 reduces the time taken in Board meetings, and has had the effect of involving more members in the manage-

ment 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.

Long range financial planning leading to the budget, review of progress against budget, and any revision to it, is carried out by a subcommittee of the Board, the Finance Committee. The Finance Committee consists of the Director of Finance, the Chapter Administrator and nominated DECUS leaders with financial management skills.

The installation of the DECUS MicroVAX system as a general communications facility cut down on the need for physical meetings. Board members, members of the Leadership and a good many other DECUS members regularly communicate via electronic mail and participate in NEWS-based discussions using the DECUS communications network (centered around the DECUS MicroVAX). It would be difficult to imagine how the Board and Leadership could operate without the network today. It should 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 membership system and the Symposium system.

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

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. 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) in Chapters 4 and 6 respectively.

2.7 Board Elections

The formal details of the election process may be found in the By-Laws included as Chapter 8 of this Handbook. The formal mechanics are discussed further in Chapter 3. Put simply, the Board is elected by the members, with half the Board retiring each year. The overlap provides essential continuity of knowledge.

One of the indicators of the health and success of the Chapter is the number of members voting in each election. You are strongly urged to exercise your right to vote.

2.8 Symposium Organisation

The annual Chapter Symposium is planned in detail by a committee known as the Symposium Planning Committee (SPC). The SPC consists of a number of appointed members, the Events Coordinator from the DECUS Office, a Digital representative and a delegate from the Chapter Board. The Chapter Board is responsible for the selection of the members of the SPC from volunteers. The SPC Chairman then assigns responsibilities. Most of the work is in fact done by an executive committee formed by the Board: the SPCX, normally from members of the SPC. The actual content of the Symposium, i.e. papers topics, Seminar speakers, etc. is organised by the SIG Council. Overall planning in terms of location and timing of the Symposium remains in the hands

of the Chapter Board, which must also of course approve the plans prepared by the SPC and SIG Council.

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 attempts to hold the Symposium regularly in Sydney, Melbourne or Canberra as experience has shown that these centres generate the largest attendance; they are also less expensive for most members to travel to than outlying locations. The Chapter has, however, a responsibility to members not in these cities, so a less central location is also regularly chosen. Because of the size of the DECUS Symposium the decision is sometimes influenced by available facilities. Since the first South Pacific Region Symposium was held in Surfers Paradise in 1971, Adelaide, Auckland, Brisbane, Christchurch, Gold Coast, Hobart, Perth and Townsville have also been host cities.   With the split to separate Australia and New Zealand Chapters in 1992 future Symposia will be held independently in each country.

Timing is to some extent controlled or at least influenced by the venue. The availability of Digital personnel (particularly those from the USA.), potential clashes with other conferences and several other factors are all taken into account in the choice of a time, which 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 problem becomes 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 and should the Symposium have a general theme. Requests for Digital personnel are generated by the SIG Council (which organises speakers), although the final selection of these speakers is in the hands of Digital 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. In January a Call for Participation is sent out to members, requesting potential speakers to advise DECUS of their intent and to provide an abstract of their presentation. It also provides information on cost, location and timing of the Symposium. In May a registration package carries more detailed general information including a Registration Form which intending attendees are required to complete and return with the appropriate fees.

As the Symposium is the most public of DECUS activities it operates partly as a showcase and as a drawcard for new members, in addition to its more obvious role as a meeting place for members to acquire and exchange information. The total time spent on an entirely voluntary basis by members of the Board, SPC and SIG Council 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 assist in the planning.

2.9 SIG Organisation

Each SIG is organised by a committee which consists of an elected Chairman and other members who volunteer or are co-opted to perform specific tasks. An effective Chairman will delegate as much as possible, rather than become over-

loaded.

An Annual General Meeting is usually held during the annual Symposia, 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 electronic mail 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 effective.

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 Digital. In addition, with a large SIG someone must be responsible for each of the three major areas of activity — Newsletter, Library and Symposium planning.

As a member of the SIG Council, the Chairman is ultimately responsible for the SIG's stream at the Symposium.   All SIGs communicate with their members via the SIG columns in the DECUS News. The Chairman may appoint a Newsletter Editor, take on this role himself. Actively encouraging Library submissions and reviewing programs is another read of responsibility.

Most importantly, as with DECUS in general, activity in a SIG must be member-generated. It is not the role of the Digital Representative to keep the SIG alive, nor to control its activities: these are prime responsibilities of the SIG Chairman. The role of the Digital Representative is mainly one of liai-

son, of ensuring that when Digital assistance is requested by the SIG it is channelled in the right direction and that information from Digital reaches the SIG.

The 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.

2.10 LUG Organisation

Local User Groups, like SIGs, are run by an elected committee which includes a Digital 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 at meetings. LUGs in general do not publish a newsletter, though reports of LUG activities are published in DECUS News; 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 geographic area.

In addition to the Chairman and the Digital 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, as the members of a LUG come from a reasonably concentrated geographic area, it is possible for the committee to get together easily when needed; this is in contrast to the SIG committee as mentioned previously.

2.11 More on Publications

Looking at the DECUS Mission Statement in Chapter 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, some of which are outlined below.

The Chapter magazine, DECUS News, is published quarterly by the Editor, who reports to the Board member responsible for Publications. DECUS News 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 a lot of the cost of the publication is borne by Digital, there is no control over content by the company. In fact, the official reaction has always been one of support for independence. The only limitation placed on DECUS News has been one of budget: with the steadily increasing membership and increasing number of contributions, the Editor has had to observe a page limit and in-

crease efficiency. In recent years, the Chapter Board has added a subsidy to the budget from Treasury funds.

In the past the Chapter issued local SIG newsletters free to SIG members. For a number of reasons these were incorporated into DECUS News, and have thereby been made available to all members. There is the occasional very special SIG newsletter published separately where deemed appropriate — e.g. for the GAMMA-11 SIG. Local User Groups and Special Local Interest Groups do not have newsletters although the meeting notices are handled (printed and posted) by the DECUS Office.

Other publications include the Chapter 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.

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 excluded from 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 these people should perhaps be members but don't know enough about DECUS to join. Others might be interested in the Symposia if they knew about them. The Board maintains close links with the computer press and makes regular contributions to such computer publications as are interested.

2.12 DECUS Library funding

The Library, like most DECUS activities, is funded partly by Digital and partly by members. In this case, however, Digital funding is restricted to meeting the salary and other costs of the International Program Library Manager. All other costs, including the salary costs of the other staff employed in the Program Library in Shrewsbury (who like the Manager, are Digital 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 the Chapter activities.

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

Chapter 3
DECUS LEADERSHIP

3.1 Rights and Responsibilities

Membership of DECUS is governed by the Chapter By-Laws (see Chapter 8). These are required to be consistent with the By-Laws of GIA DECUS, which are also included (Chapter 9). 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 4, "MEMBERSHIP", the Chapter By-Laws state merely:

- 4.1 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.

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

- 4.3 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.

This has to be read in conjunction with Article 4 of the By-Laws of GIA DECUS which specifies the responsibilities of members, and makes provision for termination of member-

ship. Your rights as a member are:

- To vote on all matters brought before the general membership of the Chapter
- To elect representatives to the Board
- To stand for election to the 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 article 4.2, which are:

- Furthering the purposes of DECUS (through active participation in activities)
- 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 to take the responsibilities and rights of membership seriously, but perhaps more so if you are interested in a leadership role.

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 DECUS events without the need for them to join DECUS individually. A Corporate Member has one vote in DECUS elections.

3.2 The Governing Board

The function of the Chapter Board is one of upward representation to the GIA Board and of general coordination of Chapter-wide activities.

The Board strives to achieve and maintain a balanced membership. Pressure of business, however, sometimes precludes participation by members from the commercial sphere, with the result that Board membership has at times been dominated by the education and public service sectors.

The Board normally meets about four times per year for little more than a day on each occasion, and also spends time discussing issues outside of working hours 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 standing for the Board.

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 Digital 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. The fact 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.

3.2.1 The Australia Chapter Board

Originally Australia was part of the South Pacific Chapter. This was eventually divided into Australia and New Zealand National User Groups (NUGs), which in turn became Chapters in their own right.

The Australian Board consists of six to ten elected representatives, one Digital representative and the Chapter Administrator ex officio. Each of the elected representatives holds office for a two-year term, with half of these members retiring each year to maintain continuity. It has been traditional in the DECUS Australia Chapter for the Digital representative to hold office for long periods. This has proved to be in the best interests of DECUS.

In the early days the Chapter elections were held in the middle of the calendar year, just prior to the Symposium. In 1989 the DECUS Financial Year was moved to coincide with the calendar year, mainly to assist with accounting across the Symposium. The elections were moved to match, to allow the Board to have continuity across the Symposium and

the financial year.

Under the By-laws the Chapter Board has to report to the membership at an Annual Meeting, which is normally held at the Chapter Symposium. The intention is that the Annual Meeting should be accessible to as many DECUS members as possible.

Nominations for Chapter Board positions are sought through DECUS News. The ballot is conducted via direct mailings, usually in October/November and the results are reported back to the membership through DECUS News. A Board member not standing for election that year usually serves as Returning Officer and takes on all the normal responsibilities for this role. The new Board takes office on the 1st of January of each year.

The Chairman is formally elected by the new Board at its first meeting after the election results are announced. The usual procedure is for the Chairman, once elected, to discuss with Board members their interests and then to allocate portfolios. Portfolios have been established by custom and are not immutable: changes occur as the Society evolves. It should be noted that while a Board member is responsible for a particular area, or financial entity, that responsibility does not extend to having to do all the work. The bulk of the work is done by committees and the Office staff, who work in close liaison with the appropriate Board member.

The present portfolios include the following:

- Finance
- Symposium
- Library
- Leadership and Planning
- Publications
- Membership and Public Relations

- Systems
- National Activities (SIGs)
- Local Activities (LUGs)

GIA Board members are nominated by the Chapters, and the GIA Board meets mainly for international coordination. It is usual for the Chapter Chairman to be the GIA delegate.

3.3 More on 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 Digital representatives on the committees are spelt out. The Guidelines themselves can be located in Chapters 4 and 6. If you are interested in a leadership role in DECUS you should be familiar with both the Guidelines and the role of the Digital 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 DECUS News, 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. 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 Digital. The roles of the committee and the Digital representative in keeping a LUG healthy are vital.

In the Guidelines in Chapter 4 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, but an understanding of the overall principles can help to make a LUG run smoothly once it has been formed. The Check List for Formation of a LUG, also in Chapter 4, is of assistance if you are trying to get a new LUG off the ground.

The responsibilities of the Digital 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 Digital personnel involved, will understand them.

The primary rationale behind the appointment of a Digital representative arose from the difficulties faced by LUGs once the first flush of enthusiasm 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 Digital 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 Software and Field Service people are equally welcome. Their responsibilities include the following:

- Being a member of DECUS
- Getting to know the LUG Chairman and committee

members.

- If possible, offering facilities within the local Digital office — a 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 Digital Sales, Services and Education representatives and appropriate Digital 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 Digital offices DECUS has appointed a contact, usually a secretary, who has stocks of the latest DECUS forms, handles membership enquiries and liaises with the LUG Chairman and the DECUS Office on behalf of local members. He or she also provides a secretarial service for limited mailings, phone calls, photocopying, etc. The Digital 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 mail-

ings should be charged to the DECUS Cost Centre.

- Providing the 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 Digital representative, and most of the SIG's business other than at the Symposium is conducted over the network.

The SIG guidelines in Chapter 6 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 Digital representative's responsibilities, is essential background for all DECUS leadership.

The support which can be provided by Digital for a SIG is difficult to define precisely, due to the large geographic area covered by DECUS Australia. The Digital 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 Digital representative are:

- Being a member of DECUS, registered as a member of the relevant SIG, and preferably a subscriber to the combined US 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 DECUS News, 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 Digital office is aware of this in order that the appropriate specialist can attend meetings.

- Monitoring and participating in News discussions on the DECUS electronic communications network.

3.4 More on the 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 almost 30 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 is the Library Management Committee, consisting of the Board member plus several appointed members. The LMC is the policy maker for the Chapter with regard to library matters. The Board member responsible for the library presents the Committee's proposals to the Board for approval. The Board, through its representative, conveys the proposals to the GIA DECUS Council which consists of a representative from each of the Chapters of GIA DECUS — Australia, New Zealand, Canada, Japan, South America, Asia and Latin America Caribbean Chapters. In other parts of the world, namely the United States and Europe, there are similar committees.

The library itself (the physical collection of software) is held in Shrewsbury near Boston, U.S.A. It is managed by a Library Manager who has staff to carry out all library operations. While they are Digital employees, the cost of the staff is shared between Digital 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 information to the various committees to enable decisions to be made regarding the maintenance of existing programs.

The Manager also supervises the collection of data which is collated into an annual library catalog. This is divided into sections based on hardware, operating system and program type. The catalog 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 catalog 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 slightly more than self-supporting and that the pricing should be sufficient to allow the annual Library catalog to be distributed free to those members making active use of the Library and to Corporate members, and available for sale to others. The excess is used to help support the running of DECUS by being returned to the Treasury.

As indicated elsewhere, the Library is a vital element of DECUS activity. 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 The DECUS Chapter Office

The Australia Chapter DECUS Office has at present a staff of three: the Chapter Administrator, who has the overall responsibility for the organisation and management of the office, and two staff members who have roles assigned by the Administrator.

At present, the duties of the Chapter Administrator include the following:

- Selection and appointment of staff.
- Supervision of office operations and control of staff.
- Membership of and secretary to the Chapter Board, 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, and 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 Digital personnel on a wide range of issues covering the entire gamut of DECUS activities — 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 Australia.

- 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 Director, processing orders and submissions, general enquiries, issuing catalogs, etc.

- 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 the Chapter Newsletter, DECUS News, 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 full-time workloads outside DECUS. Thus most of the 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 Digital. 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 in Chapter 10.

3.6.2 By-Laws

The DECUS Australia Chapter is governed by By-Laws 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 the Chapter, and GIA DECUS can be found in Chapters 8 and 9. 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.

Chapter 4
Guidelines for LUGs

4.1 What is a LUG?

A Local Users Group (LUG) is a DECUS entity through which people who use Digital computers can exchange ideas. A LUG Meeting differs from a DECUS Symposium in that its emphasis is localised, 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 Digital product announcements 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 of 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.

4.2 How LUGS fit in

Many LUGs have been formed since the first ones in 1968. A list of current Chapter LUGs is found in the next Chapter.

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 DECUS News.

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.

All LUG Chairmen are members of the LUG Council, one of the major DECUS committees. The Council meets once or twice annually, and recommends policies, business activities and budgets in the LUG area to the Chapter Board through the representative Board Director, who is also a member of

the Council.

4.3 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 Digital contact may be within Sales, or Digital Services — both 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, approval by the Board and licence to use the DECUS trademark, using the appropriate form.

A detailed check list for all this is given below.

4.4 Office Services for LUGs

The DECUS Office helps LUGs to operate by providing the following services:

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

- Maintain a mailing list for each LUG.

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

- Circulate minutes and notices of meetings from each LUG to every chairman.

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

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

The LUG Chairman should send to the DECUS Office the master copy of the meeting notices to have the required number of copies printed, the mailing labels produced and the notices distributed. Chairmen should allow at least 10 working days for preparation and mailing of notices.

4.5 LUG Finances

It is expected that all LUG activities should be non-profit making. For this reason, it is not intended that LUGs maintain significant funds. A float is available from the DECUS Office to help with establishing a LUG, after which it should be self-funding, and the float should be repaid.

The 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, or via sponsorship. (See the Commercialism Guidelines in Chapter 10.)

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.

LUG Council meetings are funded by the Board. The LUG

Council is responsible for running Regional Seminars, which are intended to be held outside capital cities. These should run at a small profit which is returned to Treasury. The LUG Council may also fund speakers to talk at meetings, i.e. travel and accommodation costs, but speakers are not paid fees. In addition, the Board has funded speakers in the past.

4.6 Check List for Formation of a LUG

The following has been developed as a guide to forming a LUG:

A. Preparation

 1. Contact the DECUS Chapter Office and the local Digital Office for assistance in contacting users in the area.

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

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

B. Inaugural Meeting — Duties of the Committee Members

 1. Set a date for the meeting.

 2. Find a suitable conference room or location to hold the 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 Manager the provision of, and costing for, any extras such as chair hire, coffee, etc..

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

4. 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).

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

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

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

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

9. Determine how the meeting will be financially supported. Some Digital local offices have hosted the first meeting. DECUS does not usually assist financially in the formation of LUGs.

10. Send out an agenda for the meeting (if you have one) no later than ten days before the meeting.

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

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

C. Inaugural Meeting — Duties of the Chairman

1. Chair the meeting: open with a welcoming address and any general announcements.

2. Introduce speakers and monitor open discussions so

that most of the users will have an opportunity to say a few words.

3. 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 organise 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).

4. Elect or confirm the Chairman and committee.
   The LUG Council has agreed that the term of LUG committees should be one year, with elections normally held in January. Therefore, the new committee will remain in office until the next January following.

5. Ensure that arrangements are made to complete the Local User Group Formation Notice and forward it to the DECUS Office. This includes the names, affiliations and contact details of the Committee.

D. Follow-up Role of the Chairman

   1. 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.

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

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

4. Contribute from time to time with a presentation by
    yourself or arrange one by someone from Digital.

5. Make use of the Digital counterpart in co-ordinating
    Digital speakers and use of the Digital office for
    meetings.

6. Be available to advise or consult.

Chapter 5

DECUS Australia Local User Groups

The following is a list of DECUS Australia Local User Groups as at date of publication. Current Chairmen and contacts are given at the back of each issue of DECUS News:

Adelaide
Albury/Wodonga
Canberra
Darwin
Far North Queensland
Hobart
Hunter Valley
Illawarra
Mackay
Melbourne
Mount Gambier/Portland
North Queensland
Perth
Rockhampton
South East Queensland
Sydney City

Chapter 6

Guidelines for SIGs

6.1 What is a SIG?

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.

A third grouping has recently arisen which has been termed a Special Working Group (SWG). This is a smaller collection of members with a very specific interest which might normally fall under the umbrella of a larger SIG or SIC. In some instances it might be specific to a third party product which is being run on members' Digital hardware. While there may be external (non-DECUS) user groups for such products, a strong case has been made by DECUS members for the existence of such SWGs within DECUS. This is a new area for DECUS and feedback to the Board is welcome. This is discussed below.

SIG members derive considerable benefit from communicating via meetings and newsletters with others who share the same 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,

SICs and SWGs in the Australia Chapter is given in the next Chapter. In what follows the term SIG will be used to denote all forms as appropriate.

6.2 How SIGs fit in

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 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. Because SIGs cannot meet regularly, one avenue of communication is the DECUS News. Active SIGs contribute regularly, and may submit special feature articles.

SIG Chairmen are responsible for organising streams at the Symposium and the DECUS Educational Seminars. (As opposed to the SPC which organises the logistics of the Symposium. As the Symposium is both a major meeting place for DECUS members and, to some extent a public showcase, this role is very important.

All SIG Chairmen are members of the SIG Council, one of the major DECUS committees. The Council meets once or twice annually and recommends policies, business activities and budgets in the SIG area to the Chapter Board through the representative Board Director, who is also a member of the Council.

6.3 How to form a SIG

6.3.1 Requirements for a SIG

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

A. support a significant interest in the DECUS Community,

B. be a potential source of newsletter material,

C. 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 formalised. The SIG Council recommends the formation of new SIGs, SICs and SWGs, which are then approved by the Board. Similarly, the SIG Council will regularly review existing SIGs and may initiate a closing down process when they are moribund.

Nevertheless, it is the strong desire of the Chapter 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.

6.3.2 Development of a SWG

A SWG is the appropriate structure for a group which is either too small to ever become a SIC, is too specific for the current guidelines, or faces some other problem. Third party 4GL languages are a case in point: the number of users is

limited and the product is in competition with Digital products. However, within the community of users the activity may be quite high. The current policy places a SWG under the umbrella of a larger SIG, through which it organises Symposium sessions, DECUS News articles and so on. A 4GL language SWG could be within the Languages and Tools SIG, for instance, or perhaps the Information Systems SIG, depending on orientation. SWGs are seen as a potential expansion area within DECUS as more third party products are hosted on Digital machines, and the Chapter Board is interested in feedback on this area. What follows for SIGs and SICs applies in principle to SWGs as well.

6.3.3 Development of a SIG

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

A.   The recruitment stage

B.   The committee stage

C.   The fully developed stage

The first stage — recruitment, is where one or two members seek others of a like interest. This can be done by an article in DECUS News or (more often) by an informal meeting at a Symposium. If others are interested, they can 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). Using the guidelines outlined above, the Board may recognise the group as a SIC. At this stage a SIC committee is given the official right to use the DECUS logo (which is covered by trademark). In the SIC 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 SIC structure will completely satisfy the needs of some areas of special interest.

If the grouping seems to be already covered by an existing SIG or SIC the Board would seek to bring the SIG and the new group together, with the aim of either a merger or the formation of a SWG. Such amalgamations usually strengthen both parties.

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 DECUS News 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.

6.3.4 Changing a SIG into a SIC

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

A. As a result of a recommendation by the SIG Council to the Board, the interest area of a SIG is regarded as not being sufficient to warrant the full SIG status.

B. A SIG may resolve, at an AGM, not to elect formal officers, or to close itself down.

C. A SIG may fail to hold an AGM or fail to elect a chairman due to lack of nominations.

If any of these events occur, the whole DECUS membership will be informed by the Board Director of National Activities and will be invited to respond to the situation. The Director will discuss the resulting response with the SIG Council and will make a recommendation to the Board to either:

A.   Continue the SIG in a fully developed state.

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

C.   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 via DECUS News and 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.

6.4 The SIG Committee

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.   Note that the only elected position is the Chairman, who may fulfill all the roles if appropriate, or appoint other committee members.

A.   Chairman:

   1.   Co-ordinating and overseeing all SIG activities, including the AGM

   2.   Ensuring that DECUS policies are followed by the group

   3.   Reporting the activities of the group to the SIG Council

    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.

B. Newsletter Editor:

    1. Soliciting and co-ordinating articles from the SIG members for publication in DECUS News

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

C. 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

D. Symposium Representative (usually the Chairman):

    1. Organising DECUS Educational Seminar speakers at the Symposium

    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, and possibly editing abstracts

    4. Organising submissions received into an appropriate schedule

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

6. Providing publicity material for Chapter publications where possible.

7. Act as a Session Chairman and solicit others to do so.

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

6.5 Office Services for SIGs

The DECUS Office helps SIGs to operate by providing the following services:

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

- Circulate by the network announcements of items of news to all SIG and LUG Chairmen.

- Maintain a mailing list for the SIG and provide labels on request (but note that SIG information is usually published in DECUS News and there is no funding for separate newsletters.)

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

6.6 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. In addi-

tion, the Board funds SIG Council meetings.

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.

6.7 General

All SIGs operate under the By-Laws of the 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.

Chapter 7

Chapter SIGs

The following is a list of DECUS Australia Chapter Special Interest Groups (SIGs), Committees (SICs) and Special Working Groups (SWGs) as at the date of publication. Current Chairmen and contacts are printed at the back of each issue of DECUS News:

AI (Artificial Intelligence)	(SIC)
COMSIG (Communications)	(SIG)
GAMMA-11	(SIC)
Graphics	(SIG)
Hospital & Medical	(SIG)
Information Systems	(SIG)
Languages & Tools	(SIG)
Management	(SIG)
NOP	
(Nostalgic Obsolete Products)	(SIG)
Office Automation	(SIG)
PDP-11	(SIG)
Personal Workstations	(SIG)
ULTRIX	(SIC)
VAX Systems	(SIG)
dBase/Recital	(SWG)
High Performance Computing	(SWG)
Manufacturing and Mining	(SWG)
MASS-11	(SWG)
Powerhouse	(SWG)
Security	(SWG)

Chapter 8
DECUS Australia Chapter
By-Laws

Article 1 - Scope

1.1 These By-Laws are an extension of the By-Laws of GIA DECUS.

Article 2 - Name

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

2.2 In these By-Laws, the word "Chapter" implies "DECUS Australia Chapter".

Article 3 - Purpose

3.1 DECUS Australia is established to further the principle purposes of DECUS, as specified in the GIA By-Laws, by providing a locally based forum for cooperation.

Article 4 - Membership

4.1   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.

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

4.3   The jurisdiction of DECUS Australia shall be as determined by the Council of GIA DECUS from time to time, upon application by the DECUS Australia Board.

Article 5 - The DECUS Australia Board

5.1   DECUS Australia shall be governed by a Board elected by the members of the Chapter.

5.2   The Board shall consist of:

   5.2.1   Not fewer than six and not more than ten voting members elected by the Members and,

   5.2.2   The retiring Chairman who shall become the Immediate Past Chairman, an ex-officio voting member until 31 December in the year following retirement and,

   5.2.3   A representative of Digital Equipment Corporation (Australia) Limited (Digital) who shall be a permanent voting member and,

   5.2.4   The DECUS Australia Chapter Administrator who shall be a permanent non-voting member.

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

5.4　　A quorum shall be two-thirds of the Board's voting membership.

5.5　　Board Elections:

5.5.1　Elections will be held to fill Board positions becoming vacant due to the completion of terms of office as defined in paragraph 5.6.

5.5.2　All Members are entitled to vote in the elections.

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

5.6　　Terms of Office:

5.6.1　DECUS Australia Board members appointed under the provisions of paragraph 5.5 of this article shall normally take office on 1 January in the year following the election and shall retire no later than 31 December in the year next following.

5.6.2　Board members co-opted under paragraph 5.3 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 31 December in the year next following.

5.6.3　All terms of office, whether by election at any time or by appointment are renewable.

5.6.4　Any member of the Board may resign by written communication to the Chairman.

5.6.5 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.

5.6.6 Board retirements shall be so arranged that no fewer than one third and no more than two thirds of the Board positions will be vacated for election each year.

Article 6 - Officers of the DECUS Australia Board

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

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

6.3 All appointments to Board Offices terminate on 31 December in the year of appointment.

6.4 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.

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

6.6 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 of the Chairman of the DECUS Australia

Board.

Article 7 - Finance

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

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

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

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

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

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

Article 8 - Meetings

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

8.2   The Board shall report annually on its activities.

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

Article 9 - Amending These By-Laws

9.1   No part of these By-Laws may conflict with any provision of the By-Laws of GIA DECUS.

9.2   Amendments proposed by the DECUS Australia Board:

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

   9.2.2   Each such amendment shall be circulated to all DECUS Australia Members for approval. The amendment shall be deemed ratified by acclamation 30 days after circulation unless objections in writing are lodged with the Chapter Administrator by at least one percent of the Members.

   9.2.3   In the event such objections are lodged, ratification may be sought by the procedure of paragraph 9.4 of this article.

9.3   Amendment proposed by Members:

   9.3.1   Amendments to these By-Laws may be proposed by petition of 25 Members.

   9.3.2   The DECUS Australia Board shall consider such petition and shall at its option use either the provisions of paragraph 9.2 or of paragraph 9.4 of this article to seek ratification of

the proposed amendments.

9.4   By-Laws Amendment Ratification:

    9.4.1   Proposed amendments must be ratified by postal ballot of the entire Chapter Membership unless the provision of paragraph 9.2.2 has been used without due objection.

    9.4.2   The Chapter Administrator shall send to each Member a statement of the proposed amendments, a ballot paper and a notification of the closing date for return — which will not be less than 30 days after dispatch.

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

9.5   Implementation of Amended By-Laws:

    9.5.1   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 9.1 of this article.

    9.5.2   If conflict with the By-Laws of GIA DECUS is so determined, the DECUS Australia Board shall initiate appropriate amendments to the By-Laws of GIA DECUS.

    9.5.3   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.

Article 10 - Transitional Arrangements

10.1   These By-Laws will come into effect on 1 January 1992.

10.2   All members of the DECUS Australia National User Group shall be admitted as members of the DECUS Australia Chapter on its formation.

10.3   The initial Chapter Board shall be:

       10.3.1   Those elected members of the outgoing DECUS Australia National User Group Board whose term is due to expire on 31 December 1992 and,

       10.3.2   Those elected by an election conducted by the outgoing Australia National User Group Board in late 1991.

Chapter 9

GIA By-Laws

DECUS GIA BY-LAWS Approved by GIA-DC on 12 May 1990

Article 1 - Name And Duration

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

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

1.3   The duration of DECUS GIA is unlimited.

Article 2 - Purposes

2.1   The principal purposes of DECUS are :

    2.1.1   To advance the effective use of the products and services of Digital Equipment Corporation (Digital) by promoting the interchange of information and education concerning their use.

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

2.1.3   To provide feedback to Digital on its products and services.

2.1.4   To reduce the duplication of development efforts.

Article 3 - Definitions

3.1   "DECUS" includes all organisations worldwide formed and existing under the name DECUS and which are formed and exist to further the principal purposes of DECUS.

3.2   "General International Area" (GIA) is the geographic area defined by Digital Equipment Corporation as the GIA Marketing Area.

3.3   "GIA DECUS Council" (GIA-DC) is the Coordinating Council for Chapters within the General International geographic area.

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

3.4.1   When such a group encompasses only one country it shall be called a "National Chapter".

3.4.2   When such a group encompasses more than one country it shall be called a "Regional Chapter".

3.4.2.1 A Regional Chapter may be constituted from National User Groups. A National User Group encompasses

one or more of the countries comprising the Regional Chapter.

3.5 "Governing Board" is the applicable Board at the level appropriate to the matter in question as defined by the relevant By-laws. This may be a NUG Board or a Chapter Board.

3.6 Special User Groups.

    3.6.1 Special User Groups (SUGs) are groups of members within a Chapter who have a common interest. The principal SUGs are Local User Groups and Special Interest Groups.

        3.6.1.1 A "Local User Group" (LUG) is a group of members based on a common geographical location.

        3.6.1.2 A "Special Interest Group" (SIG) is a group of members based on a common application or technology area.

Article 4 - Membership

4.1 A person or organisation with a bona fide interest in the purposes of DECUS GIA may be admitted as a Member of DECUS by approval of the appropriate Governing Board.

4.2 Responsibilities of members.

    4.2.1 DECUS Members shall act to further the purposes of DECUS.

    4.2.2 Each Member shall hold DECUS its officers and its Members harmless for the member's

own actions performed beyond the scope of authority granted in these By-laws, in the applicable subordinate By-laws or by written consent of the applicable Governing Board or of the GIA DECUS Council. Such consent being granted prior to the action in question of the Member.

4.2.3 Each DECUS Member in GIA shall continue to fulfill the qualifications of membership and shall abide by these By-laws, applicable subordinate By-laws and administrative policies of DECUS GIA.

4.2.4 A DECUS Member in GIA who fails to abide by these By-laws, the applicable subordinate By-laws, or the administrative policies of DECUS GIA may have their rights terminated or suspended by a majority vote of the applicable Governing Board. Suspension or termination shall thereafter be carried out in accordance with procedures established by the applicable Governing Board.

Article 5 - GIA DECUS Council

5.1 The GIA DECUS Council's Responsibilities are :

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

5.1.2 To control and provide GIA-wide resources and services where it is practical and justifi-

able to do so.

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

5.1.4   To promote and recognize new Chapters and to identify the geographic and/or language boundaries for such Chapters.

5.1.5   To promote and recognize GIA-wide interests.

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

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

5.1.8   To interpret these By-laws.

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

5.2   The GIA-DC Membership shall consist of :

5.2.1   One voting member from each Chapter in GIA nominated by the Chapter Board.

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

5.2.3   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.

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

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

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

5.3　GIA-DC Officers.

5.3.1　The GIA-DC shall elect by majority vote from its current voting 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.

5.4　The Chairperson's Duties are :

5.4.1　To ensure the election of GIA-DC members to the position of Deputy Chairperson and other offices.

5.4.2　To preside at GIA-DC meetings.

5.4.3　To sign on behalf of the GIA-DC any GIA DECUS Council agreements with Digital.

5.4.4　To represent the GIA-DC as necessary.

5.5　The Deputy Chairperson's Duties are :

5.5.1　To act with full powers in the absence of the Chairperson.

5.5.2　To assume power on the written authority of the Chairperson or by the affirmative vote of two-thirds of the GIA-DC.

5.5.3 To act with full powers following the resignation of the Chairperson until the GIA-DC elects a new Chairperson.

5.6 The Digital Delegate's Duties are :

5.6.1 To represent the interests of Digital to the GIA-DC.

5.6.2 To advise the GIA-DC of any Digital policy affecting the DECUS GIA organisation.

5.7 The GIA-DC Executive Director's Duties are:

5.7.1 To administer and carry out the directives of the GIA-DC.

5.7.2 To administer and assure compliance with the terms and conditions of any agreements with Digital.

5.7.3 To provide a recording secretary for all meetings and transactions of the GIA DE-CUS Council.

5.7.4 To maintain liaison with DECUS organisations worldwide.

5.7.5 To provide backup support to DECUS GIA Chapters.

5.7.6 To ensure adequate financial record keeping.

5.7.7 To be responsible for the issuing to DECUS GIA, on behalf of Digital, licenses to use the DECUS trademark.

5.7.8 To ensure the election of a Chairperson of the GIA DECUS Council.

5.8   GIA-DC Financial Structure.

  5.8.1   DECUS GIA shall operate on a not-for-profit basis. The administrative expenses shall be funded by grants from Digital and its subsidiaries, and other costs shall be met from services and activities performed for members and/or by the constituent chapters as agreed by the GIA-DC.

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

  5.8.3   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.

5.9   GIA-DC Meetings.

  5.9.1   There shall be each year at least one ordinary meeting of the GIA-DC.

    5.9.1.1 One ordinary meeting shall be designated as an annual meeting.

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

  5.9.2   A quorum at a meeting of GIA-DC shall be two-thirds of the voting members who are authorized to attend such meeting.

  5.9.3   Notice of GIA-DC meetings should be given at least two months in advance to all members.

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

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

5.9.6 In votes on financial matters which directly impact Digital the GIA Delegate or his substitute or proxy must be present.

Article 6 - GIA DECUS Chapters

6.1 The Chapters within GIA shall be established and shall function in accordance with the provisions of these By-laws.

6.1.1 Each Chapter shall establish the necessary financial accounts to accomplish its business transactions. All monetary obligations and contractual commitments by a DECUS GIA Chapter shall bear no less than two signatures including at least one of the Chapter Administrator or the Chapter's Digital Delegate.

6.1.2 Each Chapter shall be governed by a Chapter Board which includes elected members, a Digital Delegate, and a Chapter Administrator. The Chapter 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.

6.1.2.1 A Regional Chapter may establish National User Groups and may delegate such responsibilities as it thinks fit to the Governing Boards of the National User Groups.

6.1.3 Each Chapter shall engage in activities, establish resources and provide services within its geographical boundaries which support the purposes of DECUS GIA.

6.1.4 Each Chapter Board shall report at least once annually to its members on the activities and finances of the Chapter.

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

6.1.6 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 to ensure compliance with all provisions of DECUS GIA policies and procedures, subordinate By-laws, agreements, and licenses.

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

6.1.8 An organisation or person applying for membership shall submit an application in writing to an office of the appropriate Chapter where applications shall be processed in accordance with DECUS GIA policies, these By-Laws and subordinate By-Laws.

6.1.9 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 GIA policy, good business practices, and local legal regulations.

6.2 New Chapters.

6.2.1 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 fulfills the requirements of Article 6.2.2.

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

6.2.2.1 The members of the Group are within the jurisdiction of the GIA DECUS Council.

6.2.2.2 Such members agree to adopt and maintain Chapter By-laws consistent with these Bylaws and GIA policies.

6.2.2.3 Such members have negotiated a support agreement with an appropriate Digital subsidiary or distributor.

6.2.3 The GIA-DC shall review such petition and shall upon a two-thirds affirmative vote of its members approve such Chapter.

Article 7 - Licensing Of Decus Trademark

7.1   The DECUS trademark is the property of Digital. Its use is licenced as follows :

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

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

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

Article 8 - Dissolution

8.1   Dissolution of the DECUS GIA requires a unanimous vote of all the voting members of the GIA-DC and ratification by all constituent Chapter Boards.

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

Article 9 - Amendment And Implementation Of By-Laws

9.1   Amendments to the By-laws may be proposed by any member of the GIA-DC.

9.2   Decisions to amend these By-laws require a unanimous vote of all the voting members of the GIA-DC and ratification by all constituent Chapter Boards.

9.3   These By-laws shall be implemented on the first day of July nineteen hundred and ninety subject to ratification by the constituent Chapter Boards.

Chapter 10
COMMERCIALISM
GUIDELINES

10.1 Introduction

DECUS is a user organisation which exists for the benefit of its members. The term "user" in the name 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.

An activity is acceptable in the DECUS environment if the following are true:

A. it relates to the use of Digital's products, and

B. it is likely to be of benefit to members other than those with a vested interest in the activity.

An activity is *NOT* acceptable as a DECUS activity if any of the following are 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.

10.2 Responsibilities

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

- Symposia:
    - -- Paper Reviewers
    - -- Session Chairmen
    - -- Symposium Planning Committee
    - -- Appointed Board Member
- LUG Meetings:
    - -- LUG Chairmen
- DECUS Publications:
    - -- DECUS News Editor
    - -- DECUS Daily Editor
    - -- Appointed Board Member
- Workshops
    - -- Workshop Committee
    - -- SIG Council
    - -- Appointed Board Member
- Regional Seminars
    - -- Seminar Committee

- -- LUG Council
- -- Appointed Board Member

Applying the above guidelines to a particular case sometimes requires a degree of interpretation. Three cases have received particular attention: DECUS meetings, DECUS Publications and the DECUS Mailing List. These are expanded below.

10.3 DECUS Meetings

The interpretations below are directed at the main Symposium, but also apply as appropriate to similar events such as conferences, seminars, workshops, forums and LUG meetings. They are intended to act as a guide rather than as a rigid rule, to aid in understanding. They have evolved over time, while staying within the general principles outlined at the start.

The term "captive" has a specific meaning in this context. Situations may be classified as either captive or non-captive. By captive situations we mean those where users are attending for a DECUS purpose, where it may be assumed that they will not be subject to commercial activity. These include attending a presentation in a lecture room, attending a function included in the registration fee or attending a LUG meeting. Non-captive situations are where users voluntarily participate in an activity, such as visiting a stand at the exhibition, picking up materials on a table or choosing to attend an optional function. Thus the aim of these Guidelines is to prevent commercial activities that may cause embarrassment or discomfort to our users when they are in a captive situation, while still providing them with the maximum information.

10.3.1 Acceptable Activity

Commercial activity may be rejected for a variety of reasons including, but not limited to, being non-relevant to DECUS, embarrassing to DECUS or Digital, misleading, sexist or in any way offensive to DECUS members. Any activity must conform to the Trade Practices Act and any other relevant or similar legislation of the host country and state or provincial governments. No activity may involve an employment announcement or solicitation.

10.3.2 Sessions

Presentations on non-Digital products are welcome provided the products discussed complement or enhance Digital products. Such presentations must be technical in content and preferably presented by a user of the product. Submissions for papers must be on the official Call For Participation form which is normally available in December. Submissions are examined by specialists from the Symposium Planning Committee, and may be rejected for a variety of reasons, including content, interest and commercialism. Reasons for rejection need not be stated.

10.3.3 Distribution of Materials

Material such as brochures may be distributed at the Symposium provided that it relates to products used in conjunction with Digital products and approval from the Chairman of the Symposium Planning Committee is obtained. An area separate from the exhibition area will be set aside for the placement of such material. Distributors of such material are asked to limit the volume and not to dominate the area. DECUS reserves the right to remove any material from anywhere within the Symposium. Hand distribution of material is not permitted.

Handouts are generally not permitted in sessions. Exceptions are copies of audio visual material used in the session or technical material relevant to the session. Permission must be obtained from the Chairman of the Symposium Planning Committee prior to the session. Sales material in any form is definitely not permitted.

10.3.4 Exhibition

The Exhibition is provided and organised by Digital, and any non-Digital participation in the exhibition is at the invitation and discretion of Digital. Conduct within the exhibition area is governed by guidelines set by Digital. Obviously, it is beneficial to DECUS members if some sales literature is available. However all exhibitors, including Digital, are expected to observe the general principles of these DECUS guidelines.

10.3.5 Announcements

Announcements related to products on display in the exhibition and in hospitality suites may be published in the Symposium daily newspaper DECUS Daily. The Editor of DECUS Daily shall determine if the material is suitable and "newsworthy". Notices may be placed on designated notice boards. Unsuitable notices will be removed. Advice on suitability of notices may be obtained from the Chairman of the Symposium Planning Committee.

10.3.6 Hospitality Suites

DECUS acknowledges the use of hospitality suites by suppliers. While DECUS cannot enforce its guidelines over hospitality suites, it is expected that the providers of these facilities will live up to the spirit of DECUS, and that they will register as delegates. With the approval of the Chairman of

the Symposium Planning Committee notices announcing the location and opening times of suites may be placed on designated boards, as well as in the DECUS Daily.

10.3.7 Sponsorship

Sponsorship may be invited for some events at or associated with the Symposium. Only events that are not included in the standard registration fee may be sponsored. Advertising signs, handouts and announcements giving the names of the sponsors are permitted. The fact that this is a sponsored event must be very clearly indicated in all promotional materials for the event, and if possible, the names of the major sponsors should also be printed.

Sponsorship will not be accepted from companies that directly compete with Digital or would otherwise compromise DECUS or its membership.

10.4 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.

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

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.

Clause for insertion in Newsletters:

"It is assumed that all articles submitted to the editor of this newsletter have the author's permission for publication in the public domain. All contributions are the responsibility of the authors, and neither DECUS nor the editor assume any responsibility or liability for articles or information appearing in this document, nor does mention of any product or service imply DECUS endorsement of such product or service. The views expressed are those of the authors and do not necessarily express the views of DECUS. Articles published in this newsletter may be freely reproduced in other DECUS publications, and in non-DECUS publications by permission from DECUS."

10.5 DECUS Mailing List

The DECUS membership list represents a select population of computer users, and as such is of considerable commercial value to vendors seeking to directly target potential customers. It is current DECUS policy to permit use of this mailing list by third party vendors, subject to certain conditions outlined below. A charge is made for this privilege, with the income being used to pay for other DECUS activities. The benefit is thus both to DECUS and to the individual members, who receive information which may be of value to them. Those members who do not wish to receive such material may ask the Office to remove their name from the list.

On meeting the required conditions, organisations may be approved for a direct mail campaign. The DECUS Office is able to arrange for a full or subset mailing, as requested, once this is approved. It should be noted that the approval is

for one mailing, and that the address list itself is not made available to the organisation. Instead, labels are produced by the office and delivered to a mailing house, where they are attached to the organisation's prepared envelopes. Normally the organisation is expected to use the mailing house currently used by DECUS for its own mailings. The applicant organisation will be responsible for all direct costs of the mailing, including enveloping, postage and freight. In addition DECUS will charge a per label component to cover office costs for preparing and co-ordinating the mailing, plus a profit margin. The rates will be adjusted from time to time as the market dictates. In the case of non-profit organisations, the profit component may be waived by approval of the DECUS Board. For approved mailings by Digital Equipment there will be no direct charge.

For 1991 charges are 20 cents per label for a total membership mailing (approx. 4000), and $2.00 per label for corporate membership mailings (approx. 160).

Organisations may be approved to include their material with the DECUS News mailing. In this case their direct costs will be reduced to the additional charges by the DECUS mailing house beyond what the newsletter would have cost DECUS. This component will be calculated by the mailing house and DECUS. The label charge will be the same as above.

Material mailed to members must be of direct advantage to DECUS members, through discount, special conditions or other benefit. Offers must apply equally to all members, even when a mailing is directed to a subset.

Applications for mailings need not necessarily be accepted by DECUS, at the discretion of the Chapter Administrator with reference to the delegated board member. All material to be mailed, including text, is subject to veto by the Chapter Administrator, with any rejections to be ratified by the appropriate Board via a delegated member. Doubtful cases will be referred to the delegated Board member, who at his discre-

tion may refer to the full Board. Material does not necessarily have to conform to the Chapter guidelines on commercialism, but must be in accordance with the following principles:

- Material must not annoy or embarrass recipients, DECUS or Digital Equipment Corporation;

- Material must include sufficient technical information to allow the recipient to decide whether to pursue the offer (this permits pricing information to be included);

- Material must relate to Digital Equipment products or services, but should not directly compete with an existing Digital product.

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