

# FortLUG Bylaws (2023 Update)

1. Article 1 – Name
  - 1.1. The name of this organization is Fort Wayne LEGO Users Group, hereafter abbreviated as “FortLUG.”
2. Article 2 – Purpose
  - 2.1. The primary purpose of FortLUG is to promote the hobby of LEGO building among adult fans of LEGO (“AFOLs”) in and around the Fort Wayne, Indiana area
3. Article 3 – Welcoming and Inclusive Community
  - 3.1. FortLUG will strive to be welcoming and inclusive to everyone, and will in no way discriminate against, deny membership to, or exclude from participation any person for reasons of race, ethnicity, physical ability, sex, gender, gender identity, sexual orientation, political affiliation, familial status, religion, or national origin. For a variety of practical purposes, FortLUG does have a minimum age restriction for Membership, but age will otherwise not be a relevant consideration for participation by Members.
4. Article 4 – Membership
  - 4.1. Membership in FortLUG is open to any person meeting the requirements of one of three tiers described below and who agrees to these Bylaws by signing the Rules of Participation document found in Exhibit A
    - 4.1.1. Active members are participants who are at least 18 years of age and have a combination of four attended meetings and participation in an event, with a minimum of one each, in the preceding twelve-month period. Meeting attendance can be in-person or virtually (via Zoom, for example). FortLUG will strive to maintain at least 20 Active Members at all times. Active Members are allowed to vote for Officers and to hold office, vote on business, provide input on FortLUG’s functions, receive financial benefits from participating in Events, participate in special events, and take part in official LEGO activities such as LUG Bulk.
    - 4.1.2. Prospective Members are participants who are at least 18 years of age and who have not met the requirements to be an Active Member. A Prospective Member will automatically become an Active Member at the time the requirements to do so are met, as determined by the Officers. Prospective Members may participate in official FortLUG Meetings, Events, and other activities but cannot vote on business or for Officers and cannot hold Office or any other position. Prospective Members may receive financial benefits from participating in Events at the discretion of Officers based on the Prospective Member’s contribution to the event. Prospective Members will not be able to participate in certain activities restricted by official LEGO rules (such as LUG Bulk).
    - 4.1.3. TFOL (“Teen Fan of LEGO”) Members are participants who are between the ages of 13 and 17. Upon turning 18, a TFOL Member can become either an Active Member or Prospective Member, depending on their participation. TFOL Members may participate in official FortLUG Meetings, Events and other activities but cannot vote, hold Office or any other position, receive financial benefits from participating in Events, or participate in activities restricted by official LEGO rules (such as LUG Bulk).
  - 4.2. FortLUG’s Officers will have the discretion to declare any Prospective Member an Active Member based on that individual’s significant contribution to the group or for other reasons as decided by the Officers. In this case, the Prospective Member must still sign the Rules of Participation document to become an Active Member.
  - 4.3. Due to the nature of FortLUG as a group for adult hobbyists, children younger than 13 years of age will not be allowed to participate as Members of FortLUG. Exceptions may be made in instances

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where children accompany their Member parent or guardian to Meetings and Events, but in general, children's abilities to participate will be limited.

4.4. There will be no specific geographic limitation for membership in FortLUG, but Officers will have the discretion to restrict the membership of persons whose distance from Fort Wayne or Northeast Indiana is considered to be unreasonable.

### 5. Article 5 – Officers, Other Positions, and Committees

5.1. FortLUG will be governed by four Officers, a President, Vice President, Secretary, and Treasurer, whose roles are defined below. All Officers must meet the requirements for Active Membership immediately preceding and concurrent with their term as an Officer. No Officer may hold more than one Officer position at any one time. From time to time, some Officer positions might not be filled depending on current circumstances, but in the case of a vacancy FortLUG will work to fill a position as soon as is practical. If any officer is unable to fulfill his or her duties, the president may appoint an Active Member to act in that Officer's place. Whenever possible, family members will be discouraged from holding Officer positions at the same time. However, the President, Vice President, and Treasurer positions may never be held concurrently by members of the same immediate family.

5.2. The roles of all Officers will require that they conduct themselves in a professional and responsible manner, especially in events while representing FortLUG, and to attend all FortLUG meetings and Events whenever possible, or to notify the other Officers, including providing them necessary information related to their responsibilities, if they cannot attend. It may be necessary for Officers to meet together outside of regular Meetings to accomplish tasks related to the business of FortLUG. The responsibilities of each Officer may include, as needed on a case-by-case basis, any responsibility not listed below. Specific duties are as follows:

5.2.1. The President will have responsibilities as follows:

- 5.2.1.1. Attend all Meetings whenever possible
- 5.2.1.2. Set the tone for FortLUG in a professional manner and lead and guide the group
- 5.2.1.3. Use Member input to create Meeting agendas
- 5.2.1.4. Manage and oversee all group activities, delegating responsibility as needed
- 5.2.1.5. Keep order at all Meetings and prevent digression by guiding discussion
- 5.2.1.6. Act as and/or designate a non-family member signatory for FortLUG financial accounts in collaboration with the Treasurer

5.2.2. The Vice President will have responsibilities as follows:

- 5.2.2.1. Attend all Meetings whenever possible
- 5.2.2.2. Act as the President in the President's absence
- 5.2.2.3. Act as the public relations contact for FortLUG
- 5.2.2.4. Research events that FortLUG may host or participate in
- 5.2.2.5. Assist the Website Manager, Social Media Administrator, and Members with other non-Officer roles to provide support as needed to accomplish those roles

5.2.3. The Secretary will have responsibilities as follows:

- 5.2.3.1. Attend all Meetings whenever possible
- 5.2.3.2. Keep all official FortLUG records, including signed Rules of Participation documents
- 5.2.3.3. Schedule Meeting locations and times and communicate Meeting information to Members
- 5.2.3.4. Take notes and create minutes for all Meetings and distribute them to Members

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- 5.2.3.5. Assist new and Prospective Members in understanding the requirements to participate in FortLUG
- 5.2.3.6. Act as the primary distributor of official FortLUG information to Members
- 5.2.3.7. Update and maintain these Bylaws as needed
- 5.2.3.8. If the Membership Coordinator position is not actively filled, the Secretary will be responsible for those duties as well
- 5.2.4. The Treasurer will have responsibilities as follows:
  - 5.2.4.1. Attend all Meetings whenever possible
  - 5.2.4.2. Keep track of all money that FortLUG receives or owes
  - 5.2.4.3. Manage all FortLUG financial accounts and act as a signatory
  - 5.2.4.4. Keep track of all Members involved in Events where there is a payout or fee requirement
- 5.3. There will be other non-elected positions to further the activities of FortLUG which may be held by or shared between Active Members, but which will not be considered Officer positions. These roles may be voted on or appointed by the Officers as the Officers see fit depending on circumstances. Any Active Member, including an Officer, may hold one or more of these positions as appropriate.
  - 5.3.1. LEGO Ambassador:
    - 5.3.1.1. Act as the official FortLUG representative to The LEGO Group and the LEGO Ambassador Network, with responsibilities defined by those entities
    - 5.3.1.2. Understand the requirements to be an official LUG and assist the Officers to ensure FortLUG's compliance
  - 5.3.2. The Website Manager will oversee all functions of and will maintain the official FortLUG website
  - 5.3.3. The Forums Manager will oversee all functions of the official FortLUG forums, including moderating posts and maintaining the service
  - 5.3.4. The Social Media Administrator will implement the social media strategy and oversee all administrative duties of various FortLUG social media accounts, including Facebook, Instagram, Twitter, YouTube, and similar platforms
  - 5.3.5. The Membership Coordinator:
    - 5.3.5.1. Track meeting attendance, both virtual and in-person
    - 5.3.5.2. Track membership status for active and prospective members
    - 5.3.5.3. Maintain current contact information for FortLUG Members
    - 5.3.5.4. Share this information with the Secretary
  - 5.3.6. The Event Coordinator will be the primary contact person and liaison for any specific Event(s) in which FortLUG is participating
  - 5.3.7. Additional positions may be created by Officers or proposed by Members as appropriate
- 5.4. Committees may be formed by any Active Members for any purpose, including, but not limited to, tracking membership, planning Events, or for any other reason relevant to FortLUG. Committees may be temporary or permanent.
- 6. Article 6 – Election of Officers and Voting Procedures
  - 6.1. Election of Officers will occur every calendar year, and all Officer positions will be elected. Any Active Member may run for any Officer position. Officers will be elected by a majority vote of Active Members, including current Officers. Members unable to vote in person may cast an electronic vote. A position with three or more interested people seeking election that does not result in one person

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receiving a majority of votes will result in a run-off. The two people who received the most votes will be voted on for a second time so that one may receive a majority of votes. In the case of a tie vote, the current President's vote will break the tie.

- 6.2. No Officer may serve in the same position for more than two consecutive years.
- 6.3. Regular FortLUG business requiring a vote will be voted on by Active Members who are present at the time such business is discussed. Official voting may only occur when a quorum is present, which will be defined as at least five Active Members including at least one Officer.
- 6.4. Electronic voting on FortLUG business may take place at the discretion of the Officers. When electronic voting is conducted, Active Members will have at least one week to cast an electronic vote in a manner designated by the Officers.
- 6.5. Unless otherwise stated in the Bylaws, voting on official FortLUG business will be done by majority vote by those active members or officers in attendance or online by the stated deadline.
7. Article 7 – Termination of Participation
  - 7.1. At any time, any participant, including Officers and Members, may have their membership, participation, or duties terminated by a vote of the Officers. Termination may be for any reason, including any intentional or unintentional behavior or action resulting in damage to FortLUG or its reputation, including personal or online behavior outside of FortLUG activities. It will be at the discretion of the Officers to allow for reinstatement or continuing participation of the offending person depending on the circumstances.
8. Article 8 – Meetings
  - 8.1. FortLUG's goal will be to have at least one regular Meeting in each calendar month, but this may not always be possible or practical. Meetings will be scheduled by the Secretary, who will make their best effort to have the meeting in a publicly accessible place at a time and location that is convenient for the most possible Members. When practical, a Zoom meeting option will be made available so that attendees can still participate if they are unable to attend in person.
  - 8.2. Officers should attend as many Meetings as possible and should consider this in their decision to run for or commit to any Officer position.
  - 8.3. Meetings will be where most of the regular activities of FortLUG occur, including conducting official FortLUG business such as Officer elections, planning for Events, making decisions about future activities, and sharing best practices and furthering the hobby of LEGO building among Members.
  - 8.4. The President will be responsible for guiding Meetings, and the attendees should focus on the subject at hand with minimal distraction. Any Member may participate in a Meeting. Occasionally, a special function or social event may be counted as a Meeting at the discretion of the Officers.
9. Article 9 – Events
  - 9.1. FortLUG will define an Event as either a LEGO display/activity that is open to the general public in which 5 or more FortLUG members participate or per the following definition of what constitutes an official Event by the LEGO Ambassador Network.
    - 9.1.1. AFOL Exhibition. An event where the public audience can interact with AFOLs while browsing the MOC ("My Own Creation") exhibition and various activities driven by the event's responsible LUG. The event is temporary and most often set to last a couple of days with a public exhibition, after-hours workshops, and social interaction for the AFOLs.
    - 9.1.2. AFOL Display. A showcase where a display built by the LUG is shown to the public with no interaction between the AFOLs and public audience. It is most often a model displayed in a window or behind a fence with the public passing by.

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- 9.1.3. AFOL Convention. A formal assembly of AFOLs and TFOLs that spans across multiple days to allow discussion about, and action on, promoting the LEGO hobby. In addition to offering various activities to registered attendees (such as presentations, workshops, and seminars) time is allocated to promote the LEGO hobby to a public audience. An AFOL Convention is expected to host a minimum of one full day for the registered attendees and one full day for the public audience.
  - 9.2. In the case where an Event involves a payout to FortLUG and/or its Members, Active Members and significantly contributing Prospective Members are permitted to receive financial benefit, regardless of participation by other Prospective or TFOL members. The Treasurer will be primarily responsible for determining and disbursing the shares of the payout that accrue to each participant.
  - 9.3. Event participation for FortLUG would include, but is not limited to, volunteering, organizing, and active displaying in a FortLUG Event. Only providing a build for an exhibition does not generally constitute active participation nor does simply attending an event. It is up to the officers to resolve any issues related to a member's event participation.
10. Article 10 – Fees and Payments
  - 10.1. At the time of the writing of these Bylaws, no fee will be required for any Member to participate in FortLUG. However, if it becomes prudent for any purpose for a membership fee to be established, it must first be voted on by Active Members.
  - 10.2. From time to time, FortLUG may participate in activities that require fees or payments. Examples of this may include LEGO set or parts drafts or participating in Events that require participation fees. In all cases such as these, Members are not obligated to participate. However, Members should be aware of their opportunities to fulfill the participation requirements for membership, which could include participating in activities requiring a participation fee.
  - 10.3. The Treasurer will maintain payment records for fees paid to or on behalf of FortLUG.
11. Article 11 – Modification and Severability
  - 11.1. These Bylaws are a dynamic document meant to reflect the best interests of FortLUG at any given time and are therefore meant to be changed from time to time. Modification of these Bylaws will happen when a change is proposed in writing by any Active Member to the Officers, at which point it may be introduced by the Officers to all Active Members for a vote. A majority vote will establish the proposed change as an official part of the Bylaws, and any portion of the Bylaws made obsolete by the change will be removed.
  - 11.2. If at any time any portion of these Bylaws is found to be obsolete, irrelevant, or incorrect, that portion will be removed from the Bylaws with no effect on any other portion within or on the validity of the Bylaws as a whole.
  - 11.3. The Secretary will be responsible for maintaining the Bylaws.
12. Article 12 – Official LUG Status
  - 12.1. At all times, FortLUG will strive to obtain or maintain status as an official LUG as per The LEGO Group and the LEGO Ambassador Network. Any requirement for FortLUG to be or become an official LUG will supersede these Bylaws in the case of conflicting statements or ambiguity.
  - 12.2. When necessary, an Ambassador will be chosen or elected, and will be responsible for being aware of LUG requirements and for helping FortLUG meet or adhere to them.

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13. Article 13 – Approval

13.1. The original version of these Bylaws was in effect starting on March 24, 2018

13.2. These Bylaws are hereby approved on the 13th day of October, 2023 by the undersigned:

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Signature (current President)

Printed Name

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Signature (current Vice-President)

Printed Name

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Signature (current Secretary)

Printed Name

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Signature (current Treasurer)

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### 14. Exhibit A – Rules of Participation Document

14.1. This documents states that by signing it, the person signing certifies the following:

14.1.1. They have read and will abide by the FortLUG Bylaws

14.1.2. They will respect the opinions of all FortLUG members and the decisions of the Officers

14.1.3. They will contribute to FortLUG in a positive manner

14.1.4. They will act in a civil and courteous manner during all online and in-person interactions to all people as a Member or participant of FortLUG

14.1.5. They recognize that failure to comply with any of the above points may result in removal of membership benefits up to and including dismissal from FortLUG

14.2. The following items are requested:

14.2.1. Signature (required)

14.2.2. Date (required)

14.2.3. Printed Name (required)

14.2.4. Date of Birth (required)

14.2.5. Email Address (optional)

14.2.6. Phone Number (optional)



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14.3. The document looks like the following:

<b>FortLUG RULES OF PARTICIPATION</b>	
<p>By signing below, I certify that:</p> <ul style="list-style-type: none"><li>• I have read and will abide by the FortLUG Bylaws</li><li>• I will respect the opinions of all FortLUG members and the decisions of the Officers</li><li>• I will contribute to FortLUG in a positive manner</li><li>• I will act in a civil and courteous manner during all online and in-person interactions with all people as a Member or participant of FortLUG</li><li>• I recognize that my failure to comply with any of the above points may result in removal of membership benefits up to and including dismissal from FortLUG</li></ul>	
_____	_____
<b>Signed</b> (required)	<b>Date</b> (required)
_____	_____
<b>Printed Name</b> (required)	<b>Date of Birth</b> (required)
_____	_____
<b>Email Address</b> (optional)	<b>Phone Number</b> (optional)