



# Policies & Procedures Manual

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## **INTRODUCTION**

The principal objective of UNITE is to promote and provide for the interchange of information among its members, including Unisys and complementary vendors, about the development and use of information technology to meet their current and future goals.

This manual is designed for use by all those interested in participating in the affairs of UNITE. It is not meant to be a detailed specification on all aspects of the organization nor is it intended to include detailed tasks for each position. The officers, working group officials, and committee members of UNITE, both appointed and elected, should develop and maintain working documents which detail the recommended procedures to be followed in their areas of responsibility.

**Chapter 1** describes the requirements, benefits, duties, and responsibilities for membership in UNITE. This chapter should be used by all current and potential members. Officially the term member is used as defined in the UNITE bylaws. However, for readability this manual sometimes uses the term member to refer to an individual employee or representative of a member. The context should be clear when this is the case. If not, the official meaning should be assumed.

**Chapter 2** deals with the structure of UNITE. UNITE is made up of the Board of Directors, Committees, Working Group Officials staffed by volunteers supported by members.

**Chapter 3** describes the work of UNITE. This section describes the activities that UNITE promotes to accomplish its objective.

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## **CHAPTER 1 – MEMBERSHIP**

### **REGULAR MEMBER**

Regular membership in UNITE is by organization. Any organization which has an interest in the success or promotion of solutions in environments that include Unisys hardware, software and/or services, and supports the purposes of UNITE may apply for membership.

The UNITE Business Office will maintain a list of members in good standing on the UNITE home page.

### **BENEFITS OF MEMBERSHIP IN UNITE**

Members may:

- Vote in all elections and on all issues submitted to the membership.
- Participate in all UNITE conferences and other sanctioned meetings.
- Participate in any UNITE sponsored program.
- Exhibit in the Expo Hall
- Submit Resolutions

### **DUTIES OF MEMBERS OF UNITE**

Members are expected to:

- Ensure that all membership information and forms are maintained and submitted to the UNITE Business Office as required.
- Promptly pay all dues and fees owed to UNITE.
- Immediately inform UNITE in a change of membership qualifications.

### **MEMBERSHIP FEE**

To become a member of UNITE, an organization must pay a fee of \$50 per year. This fee could be paid separately or, for greater convenience, at the time of conference registration. Payment of the membership fee will entitle a member organization to one registration at the annual conference at a discount of \$50 from the normal delegate fee. Any additional registrations from this member organization will be at the normal delegate fee. All such registrations would be eligible for speaker discounts or other discounts which happen to be in effect for that conference. Thus, there is no change in the amount of money paid by an organization which sends one or more delegates to the UNITE Annual Conference.

Member organizations which pay the annual fee but are not able to attend the Annual Conference will be provided with a user code and password in order to access the current Conference Proceedings published on the UNITE web site.

Delegates attending the Annual Conference will be provided access to the Conference Proceedings as part of the registration fee. A user code and password will be included in the registration packet. The term of membership shall be from the start of the paid opening business session of one annual conference until the start of the opening business session of the next annual conference.

## MEMBERSHIP COMPLIMENTARY

The following UNITE members are granted complimentary lifetime membership in UNITE:

- UNITE Original Board Members
- UNITE Star Award recipients
- USE Lifetime Members
- CUBE Tom Grier Award recipients
- Past Presidents from UNITE, USE, CUBE

## APPLICATIONS FOR NEW MEMBERSHIP

Registration for a conference by a delegate from a new site will be presumed to be an application for an organization membership.

## MEMBERSHIP APPROVAL

As needed, the Business Office will prepare a list of potential members for review by the Board of Directors Membership Chairperson. The Membership Chairperson will review the application in a timely manner and, if necessary, investigate the applicant organization to make an initial determination of the applicant's suitability for membership in UNITE according to the BYLAWS OF UNITE and the UNITE POLICIES AND PROCEDURES. Assistance in review and investigation may be requested as needed from other Board members or UNITE officials.

The Membership Chairperson will then recommend the applicant for approval or rejection by the Board.

## RENEWALS

A membership will be automatically renewed whenever a delegate from the member attends a conference. Members must continue to meet all membership requirements. Any Member or UNITE official may request a review of a new membership application or of a membership renewal.

## MEMBERSHIP VERIFICATION PROCESS

Objectives - Clarify membership requirements for voting in UNITE elections, nominating and supporting candidates for the Board of Directors, filing as a candidate for the Board of Directors.

Prior to the annual meeting of UNITE, the Board of Directors shall approve the membership of UNITE for purposes of voting and exercising other privileges.

If the Board rejects an application for membership, then an appropriate letter will be sent to the applicant as soon as possible and any registration fees paid will be returned.

Since the membership approval or rejection will be by action of the Board of Directors, no appeal process is needed. Rejected applicants may always submit a registration for a future conference or submit a separate application for membership for future consideration.

Instead of approving or rejecting an application for membership, the Board may approve attendance by an organization at a conference as a non-member so long as such attendance will not conflict with the PURPOSE of UNITE as defined in the BYLAWS OF UNITE. Such attendance will be in accordance with the Conference Procedures and Rules as published in CHAPTER 3 – ACTIVITIES OF UNITE in these UNITE POLICIES AND PROCEDURES.

The term of membership shall be from the start of the opening business session of one annual

conference until the start of the opening business session of the next annual conference.

The Board may approve the membership of current members, those organizations who attended the prior annual conference, at any convenient time but no later than 30 days prior to the filing deadline for an election for the Board of Directors.

The Board shall approve or reject the membership of new and renewing members, those organizations who did not attend the prior annual conference, who have registered for and paid the annual conference registration fee or paid the annual membership fee, at a Board Meeting held at a convenient time prior to and in close proximity to the annual conference.

Any organization who wishes to nominate or support a candidate for the Board of Directors must be a current member in good standing. An organization which is not a current member in good standing must register for and pay the annual conference registration fee or pay the annual membership fee and if their membership status has not already been acted upon by the Board, may petition the Board for approval of their membership.

Only a delegate of a current member organization in good standing who meets all other candidate qualifications may file as a candidate for the Board of Directors.

#### MEMBERSHIP VERIFICATION PROCESS DURING ON-SITE CONFERENCE REGISTRATION

Organizations applying as RENEWAL members through on-site registration will not be granted full voting membership and will attend the conference as non-voting members unless and until the UNITE Board acts to approve their membership in accordance with the UNITE POLICIES AND PROCEDURES. Any organization registering on-site may petition the Board for approval of their membership.

Organizations applying as NEW members through on-site registration will not be granted membership and if approved to attend the conference will do so as non-members unless and until the UNITE Board acts to approve their membership in accordance with the UNITE POLICIES AND PROCEDURES. Any organization registering on-site may petition the Board for approval of their membership.

The Membership Chairperson, the Chairman of the Board, or other designated Director must be available to the on-site UNITE staff during conference registration hours in order to quickly respond to registration issues.

The Director supporting On-site Registration will review all registration application forms and if necessary will also interview the on-site applicant to determine if they and their organization qualify for membership in UNITE.

If there is any question of the applicant's suitability for UNITE membership, the registration must be postponed and referred to the Chairman of the Board or any Membership Sub-Committee of the Board of Directors for action. The Chairman or Membership Sub-Committee may consult with other Directors as appropriate to form a consensus on the suitability of the applicant.

The action of the Chairman or Membership Sub-Committee on the registration approval, rejection, or registration as a non-member may be appealed by the applicant to the full Board of Directors.

The Board is not required to meet during the conference or to act on any petitions for membership approval or conference attendance prior to its next regularly scheduled meeting.

## EXHIBITOR QUALIFICATION PROCESS

The purpose of the UNITE Annual Technology Exposition is to expose UNITE delegates to products and services that promote the continuing use of Unisys computer systems operating environments and services or solutions within the Unisys environment. In order to adhere to this purpose and pursuant to paragraphs 18 and 20 of the UNITE Exhibitor Rules and Regulations, UNITE reserves the right to review the qualifications of all Exhibit applicants to participate in the exposition. Since Exhibitors are also members of UNITE, any new Exhibitor applications should also be referred to the Membership Chairperson for review in conjunction with the Director of the Display Room.

### Qualification of All Exhibitors

All Exhibitors must provide a description of the products and services to be exhibited and samples of the marketing materials for those products and services to support their Exhibit Application.

The products and services offered must, in the opinion of UNITE:

1. Deliver a business service or business problem solution that primarily operates on Unisys platforms and in Unisys operating environments and supports the continuing use of those platforms and operating environments; or
2. Supports, enhances, or improves the usefulness, efficiency, and effectiveness of users' Unisys platforms, operating environments, or services; or
3. Improves the integration of Unisys platforms or operating environments with other information technology environments.

### Periodic Review of Current Exhibitors

UNITE will periodically review the company profile and marketing and sales materials of current exhibitors and prospective exhibitors and may request updated descriptions and updated marketing and sales materials of the products and services that will be exhibited at an exposition.

### Acceptance of Exhibit Application and Contract

Exhibit applicants will be notified of UNITE acceptance or rejection within 30 days of submission of a properly completed application, all supporting materials, and payment of any required application fees. UNITE reserves the right to request additional clarification of product and services descriptions and of applicant marketing and sales materials. Said materials include those published in hardcopy, electronic or any other form.

Determination of UNITE acceptance of an Exhibit Application and Contract will be made by the Director of the Display Room (DDR).

### Revocation of Previously Accepted Exhibit Applications

Applications, including supporting materials, will be evaluated on their face. UNITE reserves the right to reconsider and revoke a previously accepted application based on review by the DDR or the Board of Directors.

Appeal Process

Applicants whose Exhibit Application and Contract is rejected or revoked may request a review by the Director – Display Room. The DDR will respond in writing within two weeks, accepting the application, rejecting it, or forwarding it to the Board of Directors for final determination.

Applicants may appeal the decision of the DDR to the Board of Directors who will act on the appeal within 30 days of receipt of any supporting information and materials requested by the Board for examination. The disposition of the application by the Board is final and no further appeal is available.

TERMINATION OF MEMBERSHIP

There are three reasons for membership termination:

1. Withdrawal by the member – Any member may withdraw from membership in UNITE at any time for any reason. Withdrawing members are asked to give notice sufficient to avoid disruption, particularly if the organization has been supporting officials of UNITE.
2. Failure of a Member delegate to attend a conference or pay the membership fee annually – If a Member fails to send a delegate to a conference or pay the membership fee prior to the start of the next annual conference the member will be presumed to have withdrawn from UNITE. At least annually, the UNITE Business Office will prepare a list of all members whose membership will lapse within the next year.
3. Termination of Membership by action of board – The bylaws of UNITE provide for the termination of a membership by action of the Board of Directors. Upon termination by action of the Board of Directors, the Chief Operating Officer will advise the terminated member in writing of the reasons for the action, and of any options available.

SPECIAL AWARDS RECIPIENTS

UNITE may, from time to time, award individuals for their service to UNITE. The following award designations are currently recognized by UNITE:

Star of Excellence Award – UNITE established the "Star of Excellence Award" in 1994 in recognition of individuals who have unselfishly given of their time and talent to benefit UNITE. Recipients of the award may not be current members of the Board of Directors, Working Group Officials or Committee Members. Individuals are nominated by a member of the Board of Directors.

Best Presentation Awards are given to recognize excellence in both content and presentation by speakers at UNITE conferences. Generally one award is made by each Conference Planning Working Group at each conference.

The awards are based on conference attendee evaluation forms turned in for each session. Speakers are rated on session content, topic knowledge, presentation skills and ability to communicate to the audience. In addition, heavy weight is given to the session attendees' recommendation to consider a session/speaker for a Best Presentation Award.

Recipients of the Best Presentation Award are honored in a public presentation at the Technology Conference opening session and are easily recognized at the conference by the Best Presentation ribbons attached to their name badges. Give a presentation and you may be recognized as a leader in our industry!

Avinash Thukral Award, established in 2001 in memory of Avinash Thukral, is given for outstanding contributions to the UNITE/Unisys Community. Avinash Thukral was a major supporter of and contributor to UNITE and a tireless worker for the Unisys user community at large. Avinash's contributions were many, including coordinating Unisys sessions at UNITE, working with the NFS process and UNITE requirements, production and distribution of the Unisys User Conference Notes, and organizing User Advisory Councils. Avinash attended every UNITE conference and every UUA conference and was a beloved presence at the conferences.

The award is presented from time to time and is given to the recipient at the opening business session at the annual UNITE Technology Conference.

UNITE invites nominations for this award from any member of UNITE. The nominee should be a current or former employee of Unisys, a Unisys third party vendor, or an organization using Unisys hardware, software, or services. The nomination should be supported by a minimum of three letters describing the nominee's contributions and explaining why these contributions are deserving of this special recognition. It is important that the letters contain information describing the candidate's specific accomplishments. Explain why this person's achievements merit this special recognition. How has this person's work changed the landscape? How has what this person did made an impact?

Letters supporting the nominations should be sent to the UNITE Business Office. Nominations and supporting letters are due at least 3 months prior to the opening date of the annual conference. Any nominations received after that date may be carried over and considered for the following year's award.

Letters supporting the nomination may be used as sources for quotations about the recipient and his/her accomplishments in published articles and during the award ceremony.

## CHAPTER 2 - THE ORGANIZATION OF UNITE

UNITE is made up of the Board of Directors, Committees, and Working Groups staffed by volunteers supported by member organizations. The Board of Directors is elected by the membership. Members of Committees and Working Groups are appointed by the Chairman or by the Board of Directors. The Chief Operating Officer is an employee of UNITE.

### GENERAL

- Regular Board, Committee and Working Group meeting schedules are published in advance of the meetings.
- Regular meetings are open to all members.
- Meetings will be run in accordance with Robert's Rules of Order.
- All Committee and Working Group Vice Chairs shall assume the duties of the Chair in his/her absence. If no Vice Chair exists, the Chair's responsibilities will be passed to an appointed Chair by the Chairman of the UNITE Board of Directors.
- Positions vacated prior to the end of the appointed term shall be filled by the Chairman of the UNITE Board of Directors for the remainder of the original term.
- Meeting Attendance and Participation.
  - Non-members may be invited to attend and/or participate by the Chairperson of the session.
  - Comments and input to the Board are to be confined to the issue and discussion currently before the Board.
- Minutes of all non-executive Board meetings will be taken.
- Minutes of all UNITE meetings will be made available to all UNITE members.
- The Board of Directors must approve all changes to this manual.
- All actions by Committees and Working Groups are subject to approval by the Board of Directors.

### BOARD OF DIRECTORS

The Board of Directors is the governing body of UNITE and holds ultimate responsibility for all UNITE matters.

#### Meeting Policies

The Board of Directors may hold an executive session, subject to the following restrictions:

- Executive sessions will be confined to personnel matters and matters of litigation which involve the UNITE organization.
- A simple majority of the Board Members present will be required for approval of the motion.
- Only members of the Board of Directors and anyone selected by the Board may attend an executive session.
- Any member of the Board of Directors may make a motion to enter Executive Session. This motion must state any other individuals who will be allowed to attend and the approximate time limit for the session.
- Any action taken in executive session will be affirmed in the open session immediately following the executive session.

#### Recall of Elected Officials

Any official duly elected in accordance with the bylaws of UNITE may be recalled in accordance with the following procedures:

A member site, the Requesting Member, shall notify the UNITE office, in writing and signed by the voting member representative, of its desire to recall UNITE elected official(s). The recall must be supported by two member sites. UNITE will post such a request along with any statement indicating the reason for such a request, on UNITE's website. Following posting, UNITE will accept, for a period of 45 days, the Solicitation Period, written support of such a recall. UNITE will schedule a recall election, at the next annual meeting of UNITE, if at least twenty Regular Members notify the UNITE office, in writing, of their concurrence to recall prior to the end of the Solicitation Period.

Upon receipt and verification of a member's desire to recall an elected official, the Board of Directors will appoint a "Recall Oversight Committee" chairperson. Within 30 days from his/her appointment, the chairperson will select two additional committee members. It will be the responsibility of the Recall Oversight Committee to oversee all further aspects of the recall procedure including membership voting if required.

Immediately following the end of the 45 day solicitation period, UNITE will notify the Requesting Member and the Board of Directors, in writing, of the results of the solicitation for recall and will notify the membership via official UNITE publications and the UNITE home page.

The UNITE office, under the control of the Recall Oversight Committee, will verify all supporting letters to insure that each letter is from a current member and is signed by the members' official voting representative.

#### Voting For Recall of Elected Official

Voting for the recall of an elected official is restricted to regular members as defined in the bylaws, (Article IV, Section 1 and Section 6). The designated delegate for regular members is permitted to cast one (1) vote for the recall of each official being recalled (Article IV, Section 6). Proxy votes will be permitted. Proxies must be granted in writing on the regular member's letterhead signed by the voting member's delegate identifying who the proxy is assigned to and the extent to which the proxy is granted (Article IV, Section 4).

The voting procedure will be published in detail at a later date as directed by the Board of Directors. Further, it has been determined that the voting shall be by paper ballot, cast onsite. The recall of UNITE official(s) shall be successful by simple majority of the voting sites if a quorum, as defined in the bylaws (Article VI, Section 4) is present at the time voting takes place. The results of the recall election are to be announced during the conference at which the recall vote occurs.

#### Response to Recall

The elected official(s) being recalled will have an opportunity to address the membership in all of the following manners:

- A written statement posted on the Internet.
- A written statement posted in all official UNITE publications.
- A written statement posted at the UNITE conference where the recall election shall take place.
- Prior to any recall election and at the UNITE annual meeting where the recall election is to take place, any official being recalled may request an officially scheduled meeting time where he/she may address the membership and answer questions posed by the membership.

Bringing Business to the Board of Directors

The Board of Directors has delegated authority to various individuals and groups to conduct the activities of UNITE. Normally such individuals and groups will be able to resolve matters within their jurisdiction. However, in such cases where this is not possible, or where it is appropriate to formally advise the Board of Directors, the person or parties involved may bring the matter to the attention of the Board of Directors by formally requesting a hearing.

Any Member may bring an item of business to the Board of Directors by notifying the Chairman of the UNITE Board of Directors or by asking any Director to add an item of new business to the published agenda.

Formal notice to the Board of Directors must be made with respect to such matters as:

- A petition to rectify unjust or unfair treatment.
- A grievance.
- An appeal.

A written statement detailing the problem must be made available to the members of the Board of Directors at least 24 hours in advance of the next scheduled meeting.

The Board of Directors will advise the member(s) that it will either hear or dismiss the request.

The minutes of the Board of Directors meeting shall document the ruling on the notice. In addition, the Chief Operating Officer shall give the parties involved in the matter written notice of the Board of Directors' decision.

Emergency Contact

The Chief Operating Officer will compile a list of the Board of Directors members with their addresses and home and office phone numbers. The list will also include the Chief Operating Officer and a Unisys representative. The list will be mailed to the Board of Directors only and updated as necessary.

Officers and Duties of the BoardGeneral

The members of the board shall:

- Attend conferences and interim meetings
- Carry out the Bylaws and Policies of the Corporation.
- Make recommendations regarding specific service awards to individuals as may be adopted by the Board from time to time.
- Discharge duties as defined in the bylaws.
- Attend the annual visit with Unisys executives to discuss issues of importance to UNITE.
- Act as liaison to other Committees/Working Groups as assigned by the Chairman of the UNITE Board of Directors; liaison activities include:
  - Approval of budget spending to the assigned Committee/Working Group
  - Resolution of any problem not requiring Board Action
  - Communication of important information between the Committee/Working Group and the Board
  - Resolution of problems between Unisys and the Committee/Working Group

### Chairman of the UNITE Board of Directors

The Chairman of the UNITE Board of Directors shall:

- Represent UNITE to other user groups.
- Represent UNITE to Unisys Corporation.
- Act as the official spokesperson for UNITE to all outside agencies.
- Prepare articles for UNITE publications.
- Appoint an Election Committee for the annual conference elections at least 90 days in advance.
- Appoint a Vice Chairman of the Board, Secretary/Treasurer, Membership Director, Marketing Director, User Advocacy Director, Director of the Display Room (DDR) and Board Working Group Liaisons.
- Form other ad hoc committees as required by the Board.
- Chair Board of Directors meetings.
- Create the Board of Directors agenda in advance of the meeting, with sufficient lead-time for the Business Office to transmit it to other members of the Board of Directors, other UNITE officials where appropriate and when time permits, publish it on the UNITE home page.
- Prepare the agenda for the opening and closing sessions at conferences and oversee all arrangements for speakers.
- Chair the Opening and Closing Sessions at conferences.
- Prepare and present to the Board an employment contract for the Chief Operating Officer.

### Vice Chairman of the UNITE Board of Directors

The Vice Chairman of the Board, appointed by the Chairman of the Board, will perform the duties of the Chairman of the Board in the absence of the Chairman of the Board or when the Chairman of the Board is unable to act. In addition, the Vice Chairman of the Board will:

- Along with the Chairman of the UNITE Board of Directors, represent UNITE to other user groups.

### Secretary/Treasurer

The Chairman of the Board, at the first meeting following the annual election or at the resignation of the incumbent, will appoint from among the sitting Directors a Secretary/Treasurer.

The Secretary/Treasurer will perform duties as outlined in the bylaws as well as the following:

- Direct the Chief Operating Officer per the duties listed for the finances of the organization.
- Supervise the preparation of financial performance reports.
- Review financial reports for accuracy and conformance to plan and policy.
- Review audit with auditors as required.
- Review financial account balances to ensure that 1) the expense (bank) account(s) are funded to cover expected disbursements. 2) all funds are deposited in interest bearing accounts offering the best return on investment commensurate with safety and required liquidity.
- Ensure that local, state, and federal tax reports are filed as required.
- Ensure that the Social Security Administration Employer Informational Schedule (Form 00A-100) is filed as required.
- Review fiscal procedures and policies of the Corporation for inefficiencies and problem areas.
- Provide a report on the state of the organization at each scheduled meeting.
- Prepare an annual review of the Chief Operating Officer and present it to the Board for review and approval.

### Director of the Display Room (DDR)

The DDR will be responsible for being the Board representative to the UNITE vendors who display. The DDR is empowered to make any administrative decisions as relates to the display room. The DDR shall:

- Attend Vendor meetings.
- Recommend a Vendor Representative for approval by the Chairman of the Board.

### Marketing Director

- Responsible for marketing of the conference
- Works with business office and Unisys to develop and execute marketing campaign

### Membership Director

- Responsible for membership qualification
- Recommends members for approval to the Board
- Responsible for membership denial
- Represents the Board for membership denial

### User Advocacy Director

- Responsible for user requirements
- Responsible for user advocacy
- Responsible for local user groups

### Local User Group Director

- Responsible for chairing the Local User Group Meeting at the Annual Conference
- Responsible for maintaining the Local User Group attendance sheet at the Annual Conference
- Responsible for either assigning someone or taking the Local User Group minutes at the Annual Conference
- Responsible for submitting the completed attendance list and either a written or electronic copy of the Minutes to the Chief Operating Officer within 30 days from the close of the Annual Meeting
- Responsible for reporting the results of the Local User Group meeting and any issues to the Board of Directors at the first meeting of the Board at the close of the Annual Meeting

### Succession of Chairman of the Board

If the Chairman of the Board resigns or can no longer fulfill the duties of the Office of Chairman of the Board then the Vice Chairman of the Board shall assume such duties. Should the Vice Chairman of the Board be unable to fulfill the duties of the office of Chairman of the Board then the Office of Chairman of the Board shall be filled for the remaining term from the Directors at large.

### Succession of Vice Chairman of the Board

If the Vice Chairman of the Board becomes Chairman of the Board, resigns or is no longer able to fulfill the duties of the Office of Vice Chairman of the Board, then the Office shall be filled for the remaining term from the Directors at large.

### Election of the Board of Directors

The Board of Directors are elected by the membership in accordance with the bylaws of UNITE. As designated by the bylaws of UNITE, the Board of Directors has designated the Annual Conference as the annual meeting at which all elections shall take place.

### Election Committee

The Chairman of the Board will appoint an Election Committee Chair at least 3 months prior to any election, who will then select, within 30 days from his/her appointment, two additional committee members.

Candidates may be nominated by others or by themselves. Nominations must be received in the UNITE Business Office not less than thirty (30) days prior to the opening day of the Annual Meeting. As provided for in the bylaws (Article VII, Section 3), each nomination must include a letter from the candidate's employer supporting the candidate's participation and letters of nomination from three (3) regular members signed by the voting delegates.

Qualifications for election are specified in the bylaws (Article VII, Section 3).

The Election Committee will verify the qualifications of each candidate according to the Bylaws of UNITE. All decisions of the Election Committee are final.

Voting for candidates for office is restricted to regular members as defined in the bylaws, (Article IV, Section 1 and Section 6). The designated delegate for regular members is permitted to cast one (1) vote for each office up for election (Article IV, Section 6).

Proxy votes will be permitted. A member site may assign its voting privilege to another member site by giving the assigned member representative a letter of authorization written on the member site's legal business stationary and signed by the Primary Contact as listed on the UNITE membership application. Such proxy letters are subject to verification by the UNITE Business Office. Proxies must be submitted in writing, via fax, or e-mail attachment and identify who the proxy is assigned to and the extent to which the proxy is granted (Article IV, Section 4). It is the responsibility of the member granting the proxy to verify that the proxy has been received by the UNITE Business Office prior to the beginning of the voting period.

The voting shall be by paper ballot, cast on-site. The results of the election are to be announced during the conference time.

Voting shall be available to Members not later than the second day of the Annual Conference and will remain open during normal business hours, until the close of the second day of the Annual Meeting at which elections will be held. Balloting will take place at the on-site UNITE Business Office. Each ballot packet shall be signed for by the Official Member designee or a person so designated to represent the Member. One and only one ballot packet will be given to each Member site.

Tabulation of ballots will be conducted by the Election Committee and such individuals designated by the Election Committee to assist in the tabulation process immediately following the close of balloting.

The candidate for an office receiving a simple plurality vote shall be declared the winner. Should additional balloting be required, balloting shall be held at the on-site UNITE Business Office beginning on the last day of the Annual Meeting at which elections will be held. Additional balloting will be held in the following cases:

TWO CANDIDATES FOR ONE OFFICE RECEIVING SAME NUMBER OF VOTES (TIE). In such a case another vote will be taken. The winner is the one who receives a simple plurality vote. If there is a second tie vote, the selection of one of the two candidates will be delegated to the Board of Directors who will meet as soon as possible for the purpose of breaking the tie.

MORE THAN TWO CANDIDATES FOR ONE OFFICE. THE CANDIDATES RECEIVING THE HIGHEST NUMBER OF VOTES (TIE). In the absence of a winner as defined above, the candidate(s) receiving the fewer votes will be deleted from the list of candidates and a second balloting conducted. If there is a second tie vote, the selection of one candidate will be delegated to the Board of Directors who will meet as soon as possible for the purpose of breaking the tie.

### Election Results

The results of all balloting will be prominently posted by the morning of the third day of the Annual Meeting at which elections were held and will be published in the first publication of UNITE following that Annual Meeting. Should additional balloting be required as described above a notice of such will be prominently posted along with the initial ballot results.

### Submission and Posting of Candidate Information

Each Candidate for any position will be permitted to submit a photograph not to exceed 3" by 2" and written candidate statement of not more than 600 words which will be published within a reasonable time, without editing, on the UNITE website until the beginning of the Annual Meeting at which the election will be held. Such photograph and statement shall be replaceable at any time by the candidate for publication on the UNITE website.

Each candidate will be permitted to post a single sheet (8.5" by 11") written statement not to exceed 600 words and a photograph of themselves not to exceed 5" by 7" in an area set aside especially for such purpose immediately adjacent to the delegate registration area at the Annual Meeting at which elections will be held.

Each candidate shall be entitled to place a single sheet of 8.5" by 11" paper containing any information of their choosing in an area set aside for this purpose.

Candidates are not permitted to distribute campaign buttons or any other form of campaign material other than stated above.

The Election Committee will verify that the candidate's employer supports the nomination. This verification will enumerate the following time commitments:

1. Approximately one to two weeks per calendar year away from the office to attend the UNITE conference, Board of Directors meetings, UNITE/Unisys Executive meetings, and any other meetings as directed by the UNITE Chairman of the Board.
2. Time during office hours that is required to work with individual Working Groups as Board Liaison, and any other assignments designated by the Chairman of the Board.
3. Time during office hours for teleconference meetings, and any other assignments as designated by the Chairman of the Board. A minimum of one call a month.

## CHIEF OPERATING OFFICER

The Chief Operating Officer is an employee of UNITE. He/she is responsible to the Board of Directors for all administration and operation of the corporation. The Chief Operating Officer is responsible for the establishment and operation of the UNITE Business Office. The Chief Operating Officer will review proposed conference site locations and enter into preliminary negotiations with the sites. No contracts will be finalized, or financial commitments entered into, without the approval of the Board of Directors. Once site selection has been completed and UNITE has signed the contracts, all dealings with the sites will be conducted through the UNITE Business Office.

The Chief Operating Officer and Business Office shall:

- Manage the UNITE office staff
- Ensure that all Board of Directors meetings are recorded and that the Minutes are kept and published.
- Ensure that an annual audit of UNITE is conducted by an independent auditing organization and arrange for the proper materials to be forwarded to the auditors.
- Review audit with auditors as required.
- Review audit and suggestions from auditors for better procedures with Board of Directors and principals involved.
- Review proposed conference site locations and enter into preliminary negotiations with the sites.
- Execute conference contracts after conference location has been approved by the Board of Directors.
- Prepare an annual budget with the Secretary/Treasurer for Board approval.
- Maintain the Membership database and ensure that it is not used without the express consent of UNITE.
- Notify members when they have been dropped from the membership by action of the Board of Directors.
- Recommend employee compensation changes to the Secretary/Treasurer.
- Recommend changes in office and organization procedures.
- Maintain master copies of UNITE official documents and all UNITE publications.
- Make arrangements for the storage of UNITE's archives and see to it that all pertinent information is stored.
- Account for conference registration and ancillary fees.
- Conduct all pre-conference registration activities.
- Establish an on-site office at conferences and ensure that it is staffed as required.
- Conduct all conference and workshop registration activities during the conference.
- Provide full accounting services and checking accounts for UNITE.
- Work with accountants for year-end financial statements and other accounting services as required throughout the year.
- Disburse funds when a proper voucher is received and ensure that the authorized owner of that account has approved the expenditure, and that sufficient funds are available in the account.
- Prepare and submit monthly financial statements to the Secretary/Treasurer.
- Submit all legal documents to the Secretary/Treasurer for review.
- Edit and publish UNITE publications.
- Maintain the UNITE home page.
- Maintain the UNITE list server mail lists.
- Process new membership requests.
- Notify the prospective member of the Board action.
- Publish Conference Proceedings for each conference.
- Conduct promotional/marketing activities and arrange for conference announcements in industry publications.
- Carry out the termination of membership policy as stated in Chapter 1.

WORKING GROUPS/COMMITTEESGeneral

The Chair of a committee/working group shall:

- Ensure that an agenda is available prior to the start of any scheduled meeting.
- Submit a detailed budget for approval by the Board of Director or Liaison, if additional funding is required outside of the normal funding levels set by the Board of Directors.
- Coordinate meeting and room requirements with the Business Office.
- Keep the assigned Liaison of the Board of Directors informed of committee/working group activities.

Local User Groups Committee – *Effective October, 2006 the activities of the Local User Groups Committee is suspended until further notice. The infrastructure of the Committee remains in place.*

The Local User Groups Committee (LUG) exists to provide a forum for the interchange of ideas and information concerning issues important to UNITE members at a local or regional level.

The Local User Groups Committee oversees and assists in the creation of new Local Users Groups (LUGs), and reviews and approves new and revised charters for presentation to the Board of Directors for final approval. The Local User Groups Committee also exists to provide a path for communications between the LUGs and the national organization.

Membership (Local User Groups)

The Local User Groups Committee consists of representatives of each LUG, who are elected or appointed by each LUG according to its Charter or Bylaws. New representatives are seated at the next meeting of the Local User Groups Committee.

LUG Representatives shall

- Submit a LUG report to the Chair of the Local User Groups at each Conference meeting.
- Send a meeting schedule, agenda, meeting minutes, and attendee list to the Business Office.
- Keep the Chair of the Local User Groups Committee and the Business Office informed of changes in the LUG officials.
- Submit written minutes of at least their last two meetings along with a list of the attendees to the Business Office.
- Each representative must attend the scheduled meeting with the Local User Group Committee at the annual UNITE conference.
- Each Local User Group must have at least three sites represented at their local meetings.
- Only representatives of recognized LUGs that have complied with above may hold office on the Local User Groups Committee and are authorized to vote on Local User Groups issues.

LUGs still in the process of formation may be represented at the Local User Groups Committee by an interested member of the formation committee or group. Such LUGs are not entitled to vote on Local User Groups Committee issues until their charter has been approved by the Board of Directors.

Local User Groups Chair

The Local User Group Chair is appointed by the UNITE Chairman of the Board for a one-year term. The Local User Group Chair is appointed from the current members of the Board of Directors. Reference Chapter 2 – The Organization of UNITE, Officers and Duties of the Board under Local User

Group Director for the list of responsibilities.

### Local User Groups Committee Meetings

The Local User Groups Committee meets at the Annual Conferences to conduct business that may come before it. Additional meetings may be called by the Chair of the Local User Groups Committee as needed.

### Local User Groups Committee Functions

The Local User Groups Committee (with the assistance of the UNITE Board of Directors, Vendor representative, and others) helps the LUG and vendors develop procedures which make technical talks available at LUG meetings.

The Local User Groups Committee and the UNITE Business Office will provide assistance in forming new LUGs.

No funding will come from UNITE. All LUGs are responsible for their own mechanisms to establish a treasury and funding sources if desired.

### Formation of Local User Groups

Complete and submit to the UNITE Business Office a "Request for Formation of New Local User Group". Following submission, the UNITE Business Office will forward the application to the:

- Local User Groups Chair
- Liaison from the Board of Directors to the Local User Groups Committee

Requests must be received not less than thirty (30) days prior to the meeting of the Local User Groups Committee where action is desired, and must be accompanied by the following documentation:

- Minutes of all formation meetings.
- Proposed Charter or Bylaws

### Minimum Requirement for New Local User Group

Confirmed membership of at least three (3) sites that could otherwise qualify for membership in UNITE.

Formation meetings must have been held and the following actions taken:

- A suitable Charter/Bylaws were adopted.
- A group name was adopted (In the absence of other guidance, the name should reflect the geographical area the LUG intends to serve).
- Election or appointment of LUG officials as required by the proposed charter.

### Model LUG Charter

The UNITE Business office will supply to newly forming LUGs the UNITE LUG Model Charter as approved by the Board of Directors. It should be understood that this is a model and can be modified as required.

## CONFERENCE PLANNING COMMITTEE (CPC)

The Conference Planning Committee is responsible for the programs presented during the UNITE conferences, the content of any workshops sponsored by UNITE, and other tasks that may be assigned by the Chairman or the Board of Directors.

The Conference Planning Committee is composed of a Chairperson and Vice Chairperson, Working Group Officers and other committees as required. The Conference Planning Committee is comprised of individuals knowledgeable in areas of interest to UNITE members.

The Conference Planning Committee Chair and Vice Chair shall be selected from the members of the Conference Planning Committee with approval of the Chairman of the Board. Once confirmed, the Chair and Vice Chair shall hold office for a period of three years.

### Conference Planning Committee Chair

- Attend all Board of Directors meetings.
- Plan the structure of conferences and allocation of sessions to the working groups within the framework established by the Board and the location and length of said conferences.
- Ensure that the Conference Planning Committee Vice Chair is aware of all pertinent information regarding the conferences so that he may act in the absence of the Conference Planning Committee Chair.
- Delegate appropriate activities to the Conference Planning Committee Vice Chair to ensure an effective planning process for the conferences.
- Chair all Conference Planning Committee meetings.
- Prepare agendas for Conference Planning Committee meetings.
- Ensure that any significant items of Conference Planning Committee business are brought to the Board of Directors by the Board of Directors/Conference Planning Committee Liaison. Bring budget requests to the Board of Directors only when they exceed the Conference Planning Committee budget or a policy issue is involved.
- Ensure that a rough draft of the proposed conference agenda is sent to the UNITE Business Office for distribution immediately following the conference planning meeting.
- Monitor any substantive changes requested by chairpersons or speakers and coordinate the production of the pre-conference flyer.
- Ensure that agenda changes are available before the conference and distributed by the Chief Operating Officer as part of the registration packages.
- Ensure that any agenda changes are prepared and placed on each of the tables at lunch during the conference.
- Ensure that letters of appreciation are sent to appropriate persons, contract personnel, and Unisys.
- Ensure that letters of appreciation are sent to speakers.
- Ensure that letters of acknowledgment, stating acceptance or rejection are sent to the author of submitted presentation.
- Ensure that letters of acknowledgment for Best Presentation Awards are sent to the author of the submitted presentation.
- Ensure that letters of congratulations are sent to best award recipients
- Work with Working Groups to qualify speakers
- Work with Working Group Chairs, Unisys Liaisons, and Unisys to resolve any speaker or abstract related issues

Working Group Structure

Each Working Group is directed by a Working Group Chair. Upon expiration of the Chair's term of office, the Chair shall recommend a successor to the Conference Planning Committee Chair, who in turn makes a recommendation to the Chairman of the Board who has the final approval authority. Working Groups may form committees, which are subsets of the Working Group and are responsible for soliciting, scheduling, and moderating sessions in their topic areas. The Committee Chairs of the Working Group will be appointed by the Working Group officials. The Working Group Chair will appoint, if authorized, a Vice Chair with approval of the Conference Planning Committee Chair and the Chairman of the Board.

Working Group Chairs

- Chair the working group opening and closing sessions, if any, at the conference.
- Coordinate the selection and scheduling of all sessions.
- Solicit presentations from Unisys and users.
- Attend the conference planning meetings.
- Consolidate comment card evaluations and forward comments via the Excel Worksheet Statistics vehicle to appropriate individuals.
- Encourage speakers to submit papers for the conference proceedings.
- Recommend to the CPC candidates to fill open positions.
- Develop wish list for future conferences.
- Keep Conference Planning, Board Liaison, and Vice Chair (if applicable) informed of key activities.

Working Group Vice Chairs (if applicable)

- Assist chair as needed
- Appoint, as needed, session moderators
- Develop Virtual Tracks
- Develop a list of Cross References
- Fill-in for Chair in his/her absence

Unisys Contacts

Unisys will assign a representative to support the Conference Planning Committee and attend all Conference Planning Committee meetings. In addition, Unisys will identify specific contacts to each Working Group. These contacts will be identified by name and will be responsible for working directly with the Working Group in the scheduling of presentations and other issues of concern to the UNITE membership.

Conference Planning Procedures – General

The Board of Directors will determine the location and length of conferences.

Within the constraints of the conference location and length, the Conference Planning Committee Chair will decide the number of sessions and their length and allocate sessions to the Working Groups.

Presentations may be cross-listed between Working Groups if it is determined cross-listing the presentation would be beneficial to the conference attendees.

Round Table sessions may be requested by any member representative. Scheduling will be determined by Conference Planning. The last time slot in each day is specifically reserved for Round Tables in order to ensure that there are slots available on an ad hoc basis. These sessions may be used for informal discussion by any group of members or as unscheduled continuation of discussions from the formal sessions. The only requirement is that some member representative take responsibility for chairing the session, taking attendance, and submitting the attendance list as well as a brief synopsis of the discussion to the UNITE Business Office for inclusion in the conference proceedings.

The Opening General Session and the Closing General Session are managed by the Conference Planning Committee.

### Conference Planning Procedures – Timetable

All dates are approximate. Exact dates for each cycle will be set by the UNITE Business Office with concurrence of Conference Planning and The Board.

12 months ahead (at previous conference) – Working Groups prepare outlines of conference to be held at this time next year, request input from working group members for wish-list items for conference to be held at this time next year, and recruit presentations from conference attendees.

10 months ahead – Working Groups send wish-lists to the UNITE office for publication in the Cool ICE Call for Presentations page.

8 months ahead – The Conference Planning Committee Chair creates and distributes Conference Planning Templates to each Working Group. Available abstracts will be entered in Cool ICE for Working Group Chairs to review. The UNITE Business Office assigns session numbers to all abstracts entered on the web site. The Working Groups will propose a list of the available abstracts to be assigned to their group.

7½ months ahead – Working Groups receive proposed abstracts from Unisys via the Cool ICE web page, review abstracts for intelligibility, request modifications to existing abstracts and/or additional abstracts for subjects requested but not covered. In consultation with session presenters and Unisys conference liaison, Working Groups re-write any abstracts which are inaccurate, unclear, uninformative, or too long. Working Groups remind other vendors to submit proposed abstracts to the UNITE Web Page. The Conference Planning Committee Chair allocates session slots among the Working Groups. Abstracts are allocated to working groups by general consensus, supervised by the Conference Planning Committee Chair. Working Group Chair, Vice Chair, Board liaison, and Unisys Liaison prepare the planning template for the track based upon the abstracts received. Working Groups prepare slate of sessions for next conference, including audio-visual requirements and estimated attendance for each session based on past history or current estimates. Working Groups check pool of abstracts rejected by other working groups to see if there are any to be claimed by this working group. The Working Group Chair will complete the planning template and send it to Conference Planning before the Planning Meeting. Working Group Chair sends list of highlighted sessions to Conference Planning.

7 months ahead – Planning Meeting for next conference. The UNITE board, Conference Planning Chair, Conference Planning Vice Chair, and Unisys representatives will meet to complete a master template for the conference

6½ months ahead – The UNITE Business Office creates a Master Conference Planning Template. The master template is distributed to UNITE officials, Unisys Liaisons and Unisys Board Liaison.

6 months ahead – Working Groups review preliminary agenda as prepared by UNITE Business

Office and correct any errors or omissions. Board Liaisons to the Working Groups review all non-Unisys abstracts which were rejected and compare them with accepted abstracts.

5 months ahead – The UNITE Business office will notify the authors of all proposed abstracts whether their presentations have been accepted or rejected and distribute a "Speaker Kit" to the speaker of each accepted non-Unisys abstract.

4 months ahead – Working Groups solicit session moderators.

1 month ahead – Working Groups verify availability of speakers and moderators and remind moderators about the training session to be held at conference.

1 week ahead – Working Groups remind speakers to bring handouts.

Day before or first day – Working Groups attend pre-conference planning meeting. Working Groups and moderators attend moderator training session.

During conference – Working Groups gather session summary forms; review summary forms and comment cards for best presentation possibilities and suggestions/leads on sessions for future conferences.

End of conference – Working Groups prepare summary reports for conference closing session, stating number of sessions scheduled, number actually held, and range of session attendance. Working Groups select sessions to be designated best session and inform UNITE Business Office.

#### USER ADVOCACY (Resolutions Coordinating Committee – RCC)

The User Advocacy Committee is responsible for reviewing and presenting information relative to ongoing dealings with Unisys and other vendors related to Resolutions. This committee is to review responses and track and monitor compliance.

A resolution is a formal request to a vendor to respond to a concern of a member.

The User Advocacy Committee is composed of a Chair, who is a member of the Board of Directors and members appointed by the Chairman of the UNITE Board of Directors.

The User Advocacy Committee is responsible for the maintenance of a register of all prior conference requirements and associated responses from vendors. It will monitor the compliance of Unisys with the commitments made to the users in these responses.

The Chair is responsible to present a written report to the Board of Directors on the status of all rejected resolutions by vendors along with a recommendation for a course of action.

#### SPECIAL INTEREST GROUPS (SIG)

A Special Interest Group is formed by a request to and approval of the Chairman of the Board. A Special Interest Group can be formed if its purpose falls outside the scope of other Working Groups or Committees within UNITE. The existence of such a group shall be at the discretion of the Chairman of the Board.

**FUNDING/REIMBURSEMENT POLICY**

The funding/reimbursement for officials of UNITE is shown in the following table:

<b>Official(s)</b>	<b>Complimentary Conference Registration</b>	<b>Conference Registration at Speaker Discount Rate</b>	<b>Hotel</b>	<b>Air Fare for Non-Conference Meetings Interim Board Meetings</b>	<b>Air Fare for Conference</b>	<b>Ground Transportation Non-Conference</b>
Board of Directors	Yes	N/A	Yes	Yes	No	Yes
Immediate Past Chairman of the Board	See Note 1	No	No	No	No	No
Conference Planning Chair and Vice Chair	Yes	N/A	Yes	Yes	No	Yes
Working Group Chairs	Yes	N/A	Yes	N/A	No	No
Working Group Vice Chairs	No	Yes	No	N/A	No	No

Note 1: The Immediate Past Chairman of the Board shall receive complimentary conference registration for attendance at the Annual Technology Conference for the year immediately following his term of office.

At the conference, ground transportation is not reimbursed for any official.

September 13, 2007 Board of Directors Meeting – The Board of Directors and Conference Planning Chair and Vice Chair - no air fare reimbursement for Interim Board of Directors Meetings.

February 6, 2008 Board of Directors Meeting – The Board of Directors and Conference Planning Chair and Vice Chair – reinstated air fare reimbursement for Interim Board of Directors Meetings.

## CHAPTER 3 - ACTIVITIES OF UNITE

UNITE accomplishes its objectives through various activities. This chapter will describe the activities, the opportunities for member involvement, and the procedures associated with the activities.

### CONFERENCES

The primary activity UNITE uses to accomplish its objectives is conducting conferences.

The UNITE Business Office is responsible for arranging accommodations and for on-site conference management.

Where possible, an effort should be made to move the conference locations around the country in such a way as to allow member organizations with restricted travel distances to attend a conference in their region.

The conferences should provide education in new areas of information technology and advance information on new products and solutions. Conferences give members the ability to make known to the vendors and Unisys what issues are important to them. They provide an opportunity for Unisys and vendors to work with attendees in the definition of new products and services.

### Conference Procedures and Rules

- All conference attendees and/or speakers must register for the conference. This includes the UNITE Board of Directors and Working Group Officials.
- A registrant may register his or her spouse or guest under the category of spouse/guest registration.
- The Membership Chairperson, the Chairman of the Board, or other designated Director must be available to the on-site UNITE staff during conference registration hours in order to quickly respond to registration issues as outlined under MEMBERSHIP VERIFICATION PROCESS DURING ON-SITE REGISTRATION in CHAPTER 1 of these UNITE POLICIES AND PROCEDURES.
- At the discretion of the Board of Directors, others may register as non-members for a separate fee and may receive reduced benefits as determined by the Board of Directors.
- Advance Registration must be prepaid and received at the UNITE Business Office by the published deadline date.
- Registrants whose cancellation requests are received in the Business Office will receive a refund based on the current published refund policy established by the Board of Directors prior to each conference.
- Vendor meetings (outside of the vendor display room) with more than one member shall not be held during the time period of conference functions.
- Hospitality suites shall not be open during conference functions.
- Hospitality suites must be registered with the UNITE Business Office.
- Speakers must pay for any visual aid equipment and facilities not normally provided by UNITE. Requests for these facilities must be submitted at least two months prior to the conference for review and disposition by the Conference Planning Committee.
- Speakers are required to submit their presentations to the UNITE Business Office via diskette or e-mail attachment at the end of the conference.

- Closed Sessions are permitted by UNITE. A session may be designed as "CLOSED" upon request of presenter and acceptance by the Conference Planning Committee. The UNITE Business Office will indicate on Conference Agenda those sessions to be "CLOSED." At commencement of the session, the session chairperson will state that the session concerns matters deemed privileged, and is open only to delegates with proper identification and announce whether tape recording is permitted. The UNITE Business Office shall designate the make-up of identification badges of members for that conference in order to properly mark the badges of those able to attend the closed sessions. Details for handling the determination of proprietary agreements must be negotiated between the vendor and the UNITE Business Office before submission of the talk and the request for closure. The procedures will be approved based on fairness to the UNITE membership, logistics required by UNITE to implement, and costs.
- UNITE funds may be used to pay for the services of speakers from outside the UNITE membership only with prior approval of the Working Group Board Liaison and only if funds are available in the approved budget.
- UNITE prohibits the use of the conference as a forum for recruitment of members for job positions. The message board is not to be used at any time for position announcements or other recruiting purposes.
- The Business Office will supply speakers with the projected attendance for each session. Speakers should bring a sufficient number of handouts for the projected attendance.
- Handouts may not contain pricing information.
- Recording of Sessions – With the approval of the speaker and moderator, audio recording is permitted as long as it is done unobtrusively and does not impede the progress of the session.
- The videotaping of conference sessions is prohibited except as authorized by the Board of Directors.

### Workshops

UNITE may, from time to time, sponsor educational workshops. The workshops will have fees set by the Board of Directors during the UNITE budget process.

### Vendor Display Room

At each conference, UNITE may hold a trade show that allows its members who have products and services for sale and of interest to the UNITE membership to display these products. The show is operated under procedures approved by the Board of Directors. The Director of the Display Room (DDR) is a member of the UNITE Board, appointed by the Chairman of the Board, who represents UNITE to the vendors.

The Director of the Display Room is responsible for the conduct of the show. All rules, schedules, etc. are set by the DDR and distributed to the vendor participants prior to each show.

A vendor representative is selected by the vendor members to work with the DDR as an interface to the vendors.

At each conference, and other times as needed, the vendor representative in consultation with the DDR will schedule a session at which the vendors will discuss with the DDR concerns and suggestions regarding the conduct of the show and its procedures.

### PUBLICATIONS

Official minutes, conference agendas, and conference proceedings are available on the UNITE website ([www.unite.org](http://www.unite.org)). UNITE members may reproduce UNITE publications and materials for their private use or for UNITE related activities. Permission to reproduce UNITE publications protected by copyright, other than specifically granted above, must be obtained in writing from the Chief Operating Officer.