

HAL-PC POLICY FOR SPECIAL INTEREST GROUPS (SIGs)

Overview

A HAL-PC Special Interest Group (SIG) is a club within HAL-PC. It is a group of HAL-PC members who meet together at scheduled times to work with and discuss special software, hardware, applications or other uses of the personal computer. Typically meetings are held at HAL-PC Headquarters once per month but can be held more frequently and at other locations. Attendance records are maintained and are used to determine allocation of resources and to keep track of CPE credit hours. A listing, known as the *SIG Log*, of SIGs available for members to attend, complete with meeting time, date, place and a contact for further information is published monthly in the *HAL-PC Magazine*. The graphical representation of this appears as the *SIG and Event Calendar* on the facing page. It also appears as an *On-Line Calendar* on the *HAL-PC Website* located at: www.hal-pc.org:

Obligations of HAL-PC to each SIG

For SIG meetings held at HAL-PC Headquarters, HAL-PC will furnish:

- Meeting room with chairs, lights and heat/air conditioning.
- Personal computer with monitor, mouse and keyboard.
- Projection equipment (if required).
- Basic audio/video equipment (if required).
- *SIG Sign in Sheet*. To be filled out completely.
- Listing in the *SIG Log*, and *SIG and Event Calendar* sections of the *HAL-PC Magazine*.
- Space in the *SIG Notes* section of the *HAL-PC Magazine* ... hopefully 200 words or less.
- Listings on the *On-Line Calendar* and *On-Line Directory* of the *HAL-PC Website*.
- A HALNet administrative account. (For more information see “On-Line Resources for SIGs” below.)

For SIG meetings held at other locations, HAL-PC will provide:

- *SIG Sign in Sheet*. To be filled out completely.
- Listing in the *SIG Log*, and *SIG and Event Calendar* sections of the *HAL-PC Magazine*.
- Space in the *SIG Notes* section of the *HAL-PC Magazine* ... hopefully 200 words or less.
- Listings on the *On-Line Calendar* and *On-Line Directory* of the *HAL-PC Website*.
- A HALNet administrative account. (For more information see “On-Line Resources for SIGs” below.)

Obligations of each SIG to HAL-PC

Each SIG functions as a club within HAL-PC and as such the SIG Leader is expected to:

- Take attendance and submit a completed copy of the *SIG Sign in Sheet* to HAL-PC at the end of each meeting.
- Note which members are to receive CPE credit.
- Notify the First VP - SIGs of any request for changes to its name, charter/mission, time, date or place of assembly with sufficient lead-time to permit changes in publications. This includes scheduled cancellations.
- Notify the Volunteer Coordinator and Front Desk of any unforeseen cancellations.
- Maintain and update information for the *HAL-PC Magazine* and *HAL-PC Website* through proper channels.
- Furnish his/her own legally obtained software, as necessary, for each meeting.
- Promptly report (preferably by e-mail) any equipment difficulties to the First VP - SIGs or their Assistant.
- Follow prescribed procedures in powering down equipment and clean up SIG rooms after every meeting.
Note: See Appendix “A”
- Encourage guests and “returning visitors” to join HAL-PC
- Conduct an annual SIG Leader election, as required by HAL-PC’s Bylaws, and report the results on the proper form to the First VP - SIGs.

HAL-PC is specifically NOT responsible for:

- Protecting the integrity of any software left on HAL-PC’s computers.
- Payment for any SIG expenses such as handouts, advertisement, meeting notices, postage, computer disks, photocopies, or other expenses unique to that SIG. Soliciting SIG members for donations to cover incurred expenses on an “as needed basis” is acceptable. If you have a question, contact the First VP - SIGs.

- Guaranteeing the capacity or adequacy of the SIG room, computers, monitors, or displays for any specific SIG's need. The demands on our SIG rooms are great. HAL-PC reserves the right to move or re-schedule any SIG meeting at any time.

On-Line Resources for SIGs

SIG Leaders are provided three primary on-line resources to promote their SIG, keep members up-to-date on SIG meetings and interests, and maintain communications with HAL-PC. These resources are:

- A HALNet Administrative Account.
- A listing on the SIG On-Line Calendar
- A listing on the SIG On-Line Directory

HALNet Administrative Account

As of fiscal year 2001 all "free" HALNet accounts, including SIG Leader accounts, must be accounted for and budgeted for by the Department head. Because HAL-PC Bylaws call for the annual election of "A chairperson" (Leader) to administer the SIG, there will only be one (1) Administrative HALNet account assigned per SIG. SIG Leaders are given a "free" Administrative HALNet account for the following reasons:

1. To facilitate communication with the SIG Leaders, primarily by the VP-SIGs or others at the HAL-PC office who need to contact them, and by HAL-PC members if the SIG Leader chooses to publish this e-mail address in the Magazine or on the website. As such those with administrative accounts are expected to read their e-mail and to communicate SIG cancellations or changes to the VP-SIGs in a timely manner.
2. To provide the SIG with space to maintain a web site to promote their SIG and keep members updated on its schedule and activities. If a SIG chooses to have a web site it should be maintained with current information and updated regularly.

Administrative HALNet accounts are not a reward, or payment, for being a SIG Leader and they cannot be assigned to anyone other than the SIG Leader as noted on the most recent SIG Leader Election form. Other persons who do substantial volunteer work for the SIG can receive credit toward their personal HALNet account through the Volunteer Coordinator. The current policy is that a minimum of 8 hours volunteer work in a month earns credit good for 1 month of HALNet service. Please note that the work for which credit is to be claimed must be "substantial", for instance, maintaining the SIG's web page or regularly preparing presentations for the SIG - merely attending a SIG or passing out handouts does not meet this requirement.

The SIG On-Line Calendar

The *SIG On-Line Calendar* lists the meeting dates and times of all active SIGs, We want this calendar to be a reliable resource for our members seeking the most up-to-date information on the SIGs they wish to attend. Therefore, any time there is a change or cancellation of a SIG meeting date it should be reported to the First VP - SIGs < vp-sigs@hal-pc.org >. If the change or cancellation is the day of the meeting, or a day or two before, the SIG Leader should also contact the HAL-PC Front Desk at (713) 993-3300 so they can inform the Office staff.

The URL for the calendar is: <http://hal-pc.org/cgi-bin/we3.07/webevent.cgi>

The SIG On-Line Directory

The *SIG On-Line Directory* lists the name, normal meeting day(s) and time of each active SIG. Each listing is linked to the SIG's web site, if they have one.

The URL for the directory is: <http://www.hal-pc.org/~SIG/>

SIG Web Sites

SIGs are **strongly encouraged** to maintain and regularly update a SIG web site. Each SIG has space on HALNet for a web site as part of the SIG Leader's administrative account.

Each SIG is responsible for maintaining its own web page(s) [HTML] and uploading them to HALNet using FTP. Some SIG Leaders may wish to designate a "webmaster" for their SIG who will write and maintain the HTML documents. However since only the SIG Leader may have the password to the administrative account the SIG

Leader themselves will have to FTP the pages to HALNet. NOTE: Sharing passwords is a violation of the *HALNet Acceptable Use Policy* and Texas law and will result in termination of your account.

SIGs may elect to house their web pages some place other than the HALNet administrative account either to take advantage of features HALNet does not offer (ASP, FrontPage extensions) or to allow someone other than the SIG Leader to maintain and upload the pages. In any case it is the SIG Leader's responsibility to keep the First VP - SIGs informed of the current URL (web address) of the SIG's web site.

If you need to create a basic SIG web page there is a template at: <http://hal-pc.org/~SIG/stencil.html>

If you need help FTP'ing your pages to HALNet see the information at: <http://www.hal-pc.org/~SIG/ftp/>

If you need to learn more about creating web sites you should attend the Web Design and Web Technologies SIGs and take a hands-on HTML class in our Learning Center.

Collection of Fees or Selling of Goods and Services:

HAL-PC is a 501 (c) 3 not for profit organization. This is not an easy status to obtain and each SIG is expected to exercise caution not to jeopardize HAL-PC's tax-free status. To ensure this:

- SIGs should not sell goods or services in the name of HAL-PC as a part of their meeting.
- It is proper for vendors to sell their products at a SIG meeting so long as it is clear to all that the vendor is responsible for collecting any applicable taxes and will honor any guarantee or warranty.
- It is proper for a SIG to give away items of value and to then request a donation to cover the cost. (I.e. give away non copyrighted software and then ask each member to donate \$X.XX to cover the cost of the disks.)

Lab 1 (Sometimes referred to as the Internet Browsing room)

Unlike SIG rooms A, B and C, Lab 1 is equipped with multiple computers for members to access during normal business hours and for SIGs that do hands-on lab work as part of their regular meetings. It also serves as a SIG room when we occasionally exceed our capacity. Because of the unique nature of this Lab, some special rules apply.

- The Lab 1 computers are expensive to maintain. Proper care should be exercised when using these systems. Equipment in Lab 1 is to be used "as is" or not at all, do not disconnect mouse, keyboard, power or video cables from the computers. Some PCs in Lab 1 are equipped with removable hard-drive bays, these drives are only to be removed/swapped by persons directly authorized by the First VP - SIGs.
- SIGs that use Lab 1 as a meeting place only, and thus do not require the computers, are asked to remind their members not to 'play' with the computers as they may accidentally disable them.
- Promptly report (preferably by e-mail) any equipment difficulties to the First VP - SIGs or their Assistant.
- Follow prescribed procedures in powering down equipment and clean up the Lab after every meeting. Note: See Appendix "A"

Workshop

This is a multi-purpose room. It serves as a backup "Internet Browsing" room if Lab1 is not available due to a scheduled SIG meeting or other legitimate reason. It is the location of the "Saturday Workshop" where members may bring their personal systems in to be worked on if they are experiencing problems connecting to HALNet. It is the meeting place of SIG's that do hands-on work on computer systems. Due to the ability of members to connect their personal computers to the Internet, this room is also used by the Game SIG and by individual members who want to surf the Internet on their own PCs.

- Monitors, power and connectivity are in place Members bringing their own computers to hook up should bring their own keyboards, mice, network cables, speakers/headphones, etc.
- The PC's that are in place on the rear tables in this room should not be disconnected, disassembled, tampered with or pilfered in any way, whatsoever. Members bringing in their personal computers to connect should use the front tables, where monitors are provided.
- Promptly report (preferably by e-mail) any equipment difficulties to the First VP - SIGs or their Assistant.
- Follow prescribed procedures in powering down any equipment and clean up the room after every meeting. Note: See Appendix "A"

CPE Credit reporting:

As a part of SIG attendance reporting, HAL-PC will maintain records of CPE credit hours upon request. HAL-PC will provide members with a report of properly recorded CPE attendance that the member may submit to their professional organization. Any fees, which may be required by this reporting, will be paid by the individual member.

While HAL-PC will make every effort to report CPE credit in a correct and timely manner, HAL-PC can not be responsible for errors. Each SIG Leader is urged to keep a backup of CPE credit data to protect against errors. It is the responsibility of the member wishing to have CPE credit recorded to fill in their Name, Membership number, Phone number, Email address, CPE type, Time in and Time out on the SIG Sign-in sheet, no credit will be reported if this information is not fully and legibly recorded.

Posting information and updates to the *HAL-PC Magazine*, and *HAL-PC Website*

It is the responsibility of each SIG Leader to provide information for publication concerning their SIG. With regard to any printed publications, information and updates should be forwarded to the responsible designee. Information and updates for the *HAL-PC Website* should be forwarded to the Webmaster or their designee. Information and updates for any given SIG's webpage should be posted by the SIG Leader him/herself. Because of the long lead times encountered when dealing with printed publications, we encourage SIGs to post generic descriptions to the *SIG Notes* section of the *HAL-PC Magazine* that can be updated quarterly and to post more specific meeting news to their SIG's webpage on a monthly basis. It is extremely important to update the information on any website so that it appears to be current and vibrant. All reasonable efforts will be made to work with SIG Leaders to facilitate this action. However, HAL-PC will not keep your SIG's webpage updated for you!

Mike Mashburn < vp-sigs@hal-pc.org >
First VP - SIGs
HAL-PC, Inc.
March 9, 2002

Appendix “A”

Proper Use of SIG Rooms and Fixtures.

The SIG Rooms (A, B, C, Lab1, Workroom and Learning Center) and their fixtures (PC's, monitors, projectors, etc.) are a common resource used by many of our members. To maintain these resources it is important that everyone using these rooms follow proper procedures as outlined below.

1. The SIG computers are not to be turned off. Power for the SIG computer is at the computer itself.
2. Power for the main monitor, guest computer & monitor, audio system and microphone receiver is at the power center that sits under the main monitor. At the end of each SIG the **master switch** on the power center should be turned **OFF**. Do not power off the individual components. *NOTE: Since the SIG computer is not controlled by the power center turning off the master switch will not turn the SIG computer off.*
3. Power for the projector is controlled by the remote. **The projector should be powered off as soon as you are finished with it.** Projector lamps have a limited life and cost \$400 – 500. to replace, so SIG's are expected to take particular care to preserve this resource.
4. Power for the VCR is controlled by the remote and at the VCR. Turn the VCR off when you are through.
5. **NO FOOD** is allowed in SIG Rooms! Beverages are allowed only in covered containers. In the case of the Learning Center no food or beverages are allowed.
6. If anything is spilled it should be cleaned up immediately so as to minimize damage to the carpet. Members should not expect someone else to clean up after them.
7. The rooms should be cleaned up after use. If handouts are given out during the meeting any extras should be collected and disposed of, do not leave them on the tables. Members should be reminded to pick up any beverage containers, papers, etc. that they have brought to the meeting. If tables or chairs have been rearranged they should be returned to their proper positions.