



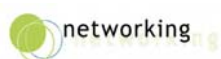
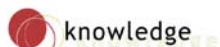
SAP Australian User Group Inc  
ABN97983361500

## Guidelines for SAUG Members V0.5

1<sup>st</sup> February 2008

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## SAP Australian User Group Inc

### SAUG Overview

The purpose of this document is to provide information to members of the SAP Australian User Group Inc (SAUG).

The SAP Australian User Group was started by a dedicated group of IT Professionals with a vision to expand their knowledge base through networking with other SAP Users. As a united group they also sought to gain leverage in influencing the decisions SAP made in regards to the solutions that were the core of their organisations. The group was incorporated in 1998.

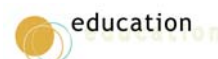
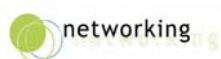
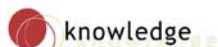
The SAUG membership base has since grown to include over one half of SAP Australia's largest private companies and public sector organisations, including a number of New Zealand operations. Membership is open to any organisation in Australia and New Zealand who have installed SAP Solutions. SAUG membership opened to SAP Certified Partners and interested individuals as of July 2004.

The two main aims of the SAUG are to:

- encourage the exchange of knowledge, ideas and experience between members
- improve communication between SAP Australia Pty Ltd and members and vice versa.

The primary objectives of the Association are to:

- provide for a mutual exchange of ideas and experience between the users of SAP products
- provide a forum to facilitate the exchange of information between members
- provide opportunity to communicate with other groups, associations or societies having similar aims and objectives
- improve communication between SAP Australia Pty Ltd and members
- provide a base for formulation of ideas to be presented to the SAP User Conference
- establish improvement strategies for training, updates, consultant skills, quality and other issues of concern to the members



## SAUG Rules

### Acceptance of SAUG Rules

Membership of the SAP Australian User Group Inc is governed by the SAUG Rules established in accordance with the Associations Incorporation Act 1984 (NSW), the Associations Incorporation Regulation 1999, and to any resolution passed by the Association in general meetings. Members are required to adhere to the Rules of the SAUG and the SAUG Code of Conduct.

### Disclaimer of Liability

The following disclaimer of liability statement is provided for SAUG Members.

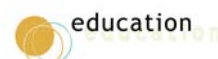
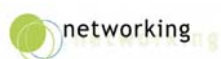
"The information provided as a member service through such SAUG programs and services as conferences, newsletters, electronic communications, or any other SAUG program or service are derived from many sources believed to be reliable. However, such programs and services may not provide the best information available. In addition to, SAUG does not control the source or check the accuracy of such information. As such, SAUG makes no warranty, guarantee, or representation whatsoever as to the absolute validity or sufficiency of any representation of information, and disclaims as a condition of their participation and all responsibility for the use or misuse of such representations or information.

Further, users of SAUG programs and services waive any claims for damages they may have against SAUG or its individual members and their members' agents and employees with respect to the information and representations provided through those SAUG programs and services."

### Code of Conduct

In order that SAUG may better achieve its purposes, the following Codes of Conduct is adopted and shall govern the conduct of all members, member representatives and conference attendees. All members, member representatives and attendees at SAUG events shall:

- Conduct themselves and their activities in a professional manner marked by integrity and a spirit of fair play
- Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of their employers, SAUG, or any other person or organisation
- Abide by the Constitution and policies of SAUG
- Properly register and display appropriate credentials at SAUG activities
- Not engage in sales activity, including direct or indirect solicitation, or conduct any other activity contrary to the purposes or policies of SAUG
- Not distribute any materials or post displays of any kind at SAUG activities without prior approval
- Not engage in any form of personnel recruiting at, or using, SAUG facilities or resources unless through prior approval of the Executive Committee
- Not use the SAUG name other than in the conduct of SAUG business without prior approval by the Executive Committee
- Should you be privy to it, not use the SAUG membership or conference attendee lists or any part thereof except in the conduct of SAUG business as determined by the Executive Committee
- Restrict the use of SAUG documents and other data or information presented to the purposes defined in the SAUG Rules and/or as authorised by the SAUG Executive Committee or SAUG Policies. Conduct themselves in a manner that is consistent with and not disruptive to the business and social activities sponsored by SAUG



## Membership

### Membership Categories

There are 4 types of membership available as of February 1<sup>st</sup> 2008:

Ordinary Membership, Consultant Membership, Business One and Associate Membership.

- **Ordinary Membership** covers all organisations, except SAP, which in the opinion of the Committee is a licensed user of SAP products, or has contracted to install such SAP products – this would include A1 customers
- **Consultant Membership** covers organisations licensed to use SAP products where the SAP products are used in the conduct of their consultancy practices and organisations associated with the use of SAP products in a professional capacity, but not holding a licence for such SAP products
- **Associate Membership** covers individuals who in the opinion of the Committee are neither a professional (licensed) user of SAP products nor a Professional Adviser of SAP products
- **Business One** Active February 2008, Business One membership is open to any organisation, which in the opinion of the Committee is a licensed user of the SAP Business One product, or has contracted to install SAP Business One in the near future

### SAP License

Under Ordinary & Business One Membership, each Company, Institution or Government Organisation may apply for membership for each SAP license they hold. The precise definition of a current SAP license and a Member Company will be determined by the Executive Committee from time to time as technology and SAP product lines change. Consultant Members fall under this rule if they are an SAP customer. If not, they may apply for each ABN they hold. Individuals under Associate membership are limited to one membership per person.

### SAUG Events

Individuals representing SAUG Ordinary, Consultant, Business One or Associate Members may participate in all SAUG sponsored events, with the exception of co-sponsored events, which may have special restrictions.

**Ordinary Members** are entitled to send unlimited delegates to SAUG Plenaries or Forums. The first **six** delegates may attend free of charge, additional delegates will incur a nominal registration fee.

**Consultant Members** may send up to two delegates to Plenaries and Forums at no charge. **Please Note:** Consultant members are limited to a maximum of 2 attendees unless additional delegates are Exhibitors or Speakers.

**Associate Members and Business One** members are entitled to send one delegate at no cost to **Plenaries and Forums**.

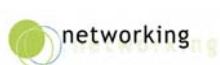
SAUG Summits are a chargeable event and have no limits for attendance for any membership category.

SIG attendance guidelines are discussed later in this document.

**Code of Conduct** must be adhered to at all SAUG events.

### Membership Subscription Fees

An SAP licensee, SAP Partner, Company or Organisation desiring to become an SAUG Member shall complete and submit an on-line membership application. Acceptance of membership is the responsibility of the Executive Committee in accordance with SAUG Constitution. All membership fees, dues and assessments and the time of payment thereof



shall be established by a majority vote of the Executive Committee. Such amounts must be paid in a timely manner to obtain or retain membership status.

Each SAUG Member company or individual shall designate one (1) primary contact for their membership. Annual membership dues must be paid within 30 days of invoicing and it is considered the responsibility of the primary contact to ensure fees are paid on time.

#### Use of Membership Data

The membership database is the confidential, proprietary information of the SAP Australian User Group. To protect members from solicitation, and recruiting, and to fulfill obligations of confidentiality expressed herein and in the various SAUG rules and constitution, the membership database, and any form thereof, may not be distributed to any person, business or organisation without the prior approval of the Executive Committee.

Use of membership data by SAUG leadership requires approval from the SAUG Executive Committee.

Special Interest Group Leads may have access to mailing lists for use in communicating amongst their group only.

SAUG Member Company names only are open to the public.

#### Non-members

Non-members may attend SIG meetings as guests if invited by the SAUG Committee or a SIG Lead for the purposes of presenting education or member specific information to the group. On occasion, special guests may be invited as well. Non-members may also attend SAUG events however Non-Member delegate rates will apply.

#### SAP

Currently SAP has assigned one member of staff as the SAP Executive Liaison officer to effectively administer and manage the relationship between SAUG and SAP. Other staff positions may be established if deemed necessary by the Executive Committee with approval of SAP. The SAP Executive Liaison shall work with SAUG Committee on activities related to official meetings of the membership including, but not limited to, being the primary contact for coordinating SAP resources in regard to the Plenaries as well as SAUG SIG requirements as necessary. The SAP Executive Liaison shall also interface with SAUG Committee to validate SAUG membership and will work with other SAP contacts as required for the business needs of SAUG. SAP will coordinate with SAUG regarding enhancement request submissions from the user community and responses to those requirements from SAP.

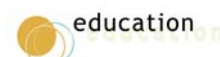
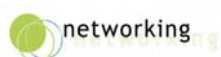
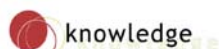
#### SAUG Special Interest Groups (SIGs)

SAUG Special Interest Groups will serve as a forum for the exchange of information with respect to particular application areas of SAP products; to share ideas and experiences related to implementation; provide for SAP and members to submit and discuss future concepts & and to influence SAP enhancement direction.

To effectively administer and manage the SIG Groups within the bylaws of SAUG, the SAUG Committee SIG Coordinator may recommend an appropriate number of SIG Groups. SIGs are formed based on sufficient customer interest and willingness of volunteers to serve as leaders. The SIGs generally meet quarterly at the SAUG Plenaries. Other meetings may be scheduled according to the Groups needs.

All SIG Group leaders shall be selected from Ordinary Member companies. SIG Group leaders shall act as stewards of the SIG, representing the individual needs of each group, balanced with the collective interests of the organisation. SAUG will provide new SIG Leads with the information to serve as guidelines for the position. For a copy of these guidelines, please email [project.officer@saug.com.au](mailto:project.officer@saug.com.au)

The following are eligible to attend SAUG meetings: representatives of all Member categories in good standing with no restriction to the number of participants, and any SAP speaker, liaison, or other invitee. Some SIG groups may have restricted entry for consultant members and external invitees – please check with the group lead before attending if you fall into this category.



All member lists are restricted for communication use only between group members. It is the responsibility of each SIG Group to maintain a list of current members and to ensure the SAUG is kept updated as to their group affiliations by sending regular updates to the SAUG Project Officer.

SAP actively supports all Groups by providing a SAP Group Lead who will supply advisors and speakers; ensuring developer contact; helping to source venues if necessary and acting as a liaison between SAUG and SAP.

### **SAUG Website**

The SAP Australian User Group (SAUG) Web site, [www.saug.com.au](http://www.saug.com.au) is the organisation's flagship communication vehicle. [www.saug.com.au](http://www.saug.com.au) supports SAUG's goals of facilitating networking among its constituencies and providing opportunities for influencing SAP by acting as a conduit for the multi-directional information sharing between SAUG, its members, SAP, and the SAP user community at-large. As a dynamic communication mechanism, it also supports SAUG's goal of educating its members by offering solutions-oriented information.

All SAUG User Account registrants should be aware that:

- Broadcast e-mails are sent to SAUG members in an effort to provide timely information about SAUG initiatives.
- SAUG uses e-mail to communicate with its membership in the most cost-effective and timely manner.
- SAUG Ordinary Members' information is shared in the SAUG discussion forum unless you have chosen otherwise on your account application.

All SAUG Members may update original choices made on their account applications via the Network/My Details area on the website.

### **Annual General Meeting and Plenaries**

#### **AGM**

The Annual General Meeting of the SAUG is normally held in November. Only Ordinary Members have voting rights at the SAUG AGM. Consultant, Business One and Associate members may attend but are not entitled to vote.

#### **Vendor/Consultant Presentations at SAUG Sanctioned Events**

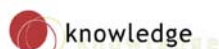
SAUG and all participants in SAUG activities will refrain from engaging in any activity which would violate confidentiality commitments and/or the proprietary rights of any person or organisation.

Any material submitted for distribution (conference presentation handouts, bulletin board information, & membership directory) through any SAUG channel should be non-proprietary, non-classified in nature, and suitable for public distribution. Material that is either personal or company proprietary information will not be distributed by SAUG unless SAUG is authorised by the owner to distribute freely and to disseminate such information.

SAUG assumes that any material submitted for distribution at an SAUG event is not proprietary or classified, and SAUG does not assume any liability for its publication. SAUG will acknowledge ownership of rights in any previously copyrighted material, by duplicating owners' copyright markings at the owner's request at the time of submission. In the absence of such request, SAUG assumes that such acknowledgment will not be necessary. Submission of material is permission granted to SAUG to publish this material in its publications. The author retains the ownership and the right to republish and distribute copies of such material to whomever it chooses. SAUG will not be responsible for the return of submitted documents.

#### **Access for Individuals with Disabilities**

SAUG shall make every reasonable effort to schedule facilities for all meetings which have complete and convenient access for attendees with disabilities.



### Plenary Registration Fees

During the annual budgeting process, the SAUG Executive Committee and approve the membership fees and non-member fees for attendance at Plenary events. Once fees are established, the following special fees and discounts will apply:

1. Members – as per membership category, refer section on SAUG Events
2. Speakers for any given session (i.e. a panel situation) are admitted free of charge for the conference
3. Paid speakers receive a complimentary registration
4. Non-members shall be charged
5. Sponsor Vendors will be allowed either 2 or 3 free entries determined by sponsorship category

