



CUG Members' Handbook

December 2002

Contents

Chapter

	Preface and Contact Information.....	1
1	Cray User Group, Incorporated Bylaws.....	2
2	Organizational Structure.....	3
3	Program Structure	4
4	Policies and Procedures	5
5	Site Representation	8

Appendices

- A. Membership Application and Change Request Form
- B. Nomination by Petition Form
- C. Substitute Voting Form

Preface

CUG (Cray User Group) is an independent, international association of member organizations that own or operate an associated Vendor(s)' high performance computer systems with emphasis on high-performance issues, technical computing, and visualization. High performance computer systems are defined as "the most powerful computers, or collections of computers acting together, available at a given time." According to the CUG Bylaws, the precise definitions of associated Vendor(s) and High Performance Computer systems (HPC) in the CUG related surroundings are given in Article 1 of this Handbook. These definitions follow the current version of the CUG Bylaws.

CUG's mission is to provide the high performance computing community with leadership and information exchange to enable the development and effective use of computational tools in achieving the business and research objectives of CUG Members.

Overall, CUG is the user organization that focuses on high-end computer systems, and high-end graphics systems.

The purpose of this CUG Member's Handbook is to provide descriptions of the organization of this Corporation, its Bylaws, policies, guidelines, and other general information.

Contact Information

The e-mail address for the organization is **cug@cug.org**.

You may also contact the

CUG Office

Bob Winget, Office Manager
CUG Office
186 Mandela Road
Shepherdstown, WV 25443 USA
(1-304) 263-1756 Fax: (1-509) 272-7239
bob@fpes.com

Email Reflector Definitions

bod@cug.org Board of Directors
cray_team@cug.org Cray SIG Vendor Liaisons
sgi_team@cug.org *sgi* SIG Vendor Liaisons
plc@cug.org Program Lead Committee: VP, SIG Group, Tutorials Chair, Associated Vendor Program Liaison(s), and CUG Office Manager
program@cug.org **plc@cug.org** and Focus Chairs
ac@cug.org Advisory Council: **bod@cug.org**, **cray_team@cug.org**, **sgi_team@cug.org**, **program@cug.org**, CUG Information Manager, CUG.log Editor/AC Secretary, Regional CUG Chairs, and LAC Representatives
cray-tech@cug.org for technical questions and discussions with a Cray focus
sgi-tech@cug.org for technical questions and discussions with an *sgi* focus
gen@cug.org for general discussions or suggestions about the corporation or the industry

Note: These last three reflectors (**cray-tech**, **sgi-tech**, and **gen**) are intended for anyone at a CUG member organization. Interested parties may automatically un/subscribe by sending an e-mail message to **cray-tech-request@cug.org**, **sgi-tech-request@cug.org**, or **gen-request@cug.org**. Put the single word "subscribe" or "unsubscribe" in the Subject Line.

1.0 Cray User Group, Incorporated Bylaws

Bylaws are linked from the CUG home page, <http://www.cug.org>

1.1 Associated Vendors

1.1.1 Current associated Vendors

The current associated Vendors, as of December 2002:

- Cray Inc (Cray)
- SGI

1.1.2 Historic associated Vendors

From inception until Spring 1996

- Cray Research, Inc.

From Spring 1996

- SGI

From March 2000

- Cray, Inc.
- SGI

1.2 High Performance Computer Systems

The CUG related definition of the High Performance Computing faces the high performance computing products of the associated Vendors. A CUG Member must run at least one of the following systems

1.2.1 High Performance equipment from Cray:

- C90 series
- J90 series
- MTA series
- SV1 series
- T3E series
- T90 series
- X-1 series

1.2.2 High Performance equipment from SGI:

- Origin 2000 series
- Origin 3000 series

In order to prevent frequent updates of the above list as an associated Vendor offers new (sub)models, the definitions contain lines or families only, but no distinct (sub)models.

2.0 Organizational Structure

Board of Directors

The CUG Board of Directors (BoD) consists of the following Officers and Directors:

Officers

- President
- Vice-President
- Secretary
- Treasurer

Directors

- Director, Americas
- Director, Asia/Pacific
- Director, Europe
- Director-at-Large

Advisory Council

The Advisory Council (AC) gives advice on technical and administrative matters that come before the organization. The Advisory Council meets at each General Meeting.

The CUG President serves as Chair of the Advisory Council. The CUG Secretary appoints the Advisory Council Secretary. The Advisory Council Secretary is responsible for the minutes, which are to be prepared and distributed to the Advisory Council members.

Membership on the Advisory Council includes of the following:

- Board of Directors
- Special Interest Group (SIG) Chairs
- Focus Group Chairs
- Tutorials Chair
- Associated Vendor Liaison Team(s)
- CUG.log Editor & AC Secretary
- CUG Information Manager
- CUG Office Manager
- Recent Past BoD members
- Regional (International) CUG Chapter Chairs
- Past, Current, and Next Local Arrangements Chairs (LAC)

Program Committee

The Program Committee is responsible for the Program of the General Meeting and for ensuring that all necessary arrangements are in place. It consists of the following members:

Vice President (VP) (Program Chair)

Responsible for entire program, call-for-participation, general layout, guidance for and coordination with all Program Chairs, General Sessions, coordination with the CUG Office for proofing/printing programs and other materials. Note: The Program Chair may call upon other members of the Program Committee as appropriate.

Tutorials Chair

Responsible for organizing and scheduling all tutorials; coordinates with the VP and other Program Committee members.

Associated Vendor Program Liaison

Responsible for assisting with the coordination of talks and presentations of associated Vendor participants. Particularly assists the VP with Associated Vendor General Session presentations.

Special Interest Group Chairs

Responsible for coordinating presentations within their interest group into sessions for the General Meeting.

Focus Group Chairs

Responsible for obtaining presentations for the General Meeting.

Program Lead Committee (PLC)

The Program Lead Committee is responsible for organizing the program into General Sessions and appropriate parallel tracks, including arrangements for any SIG or Focus Group meetings. It consists of the following members:

- VP (PLC Chair)
- SIG Chairs
- Tutorials Chair
- Associated Vendor Program Liaison(s)
- CUG Office

3.0 Program Structure

The Program at each General Meeting currently consists of General Sessions, appropriate parallel tracks, SIG/Focus Group meetings, and Interactive Sessions. It includes presentations that represent a balanced view of the interests of the membership.

Program Topics

There are five Special Interest Groups (SIGs) with broad technical scope. Within these SIGs, Focus Groups of a more dynamic nature are established in response to Member interest. Each of these groups is coordinated by a Chair (and possibly a Deputy Chair). These Chairs serve as champions of their areas. Currently this Special Interest and Focus Group structure is as follows:

- High Performance Solutions SIG
 - Applications Focus
 - Visualization Focus
 - Performance Focus
- Programming Environments SIG
 - Software Tools Focus
 - Compilers Focus
- Computer Services SIG
 - User Services Focus
 - Operations Focus
- Communications and Data Management SIG
 - Networking Focus
 - Mass Storage Focus
- Operating Systems SIG
 - UNICOS Focus
 - IRIX Focus
 - LINUX Focus
 - Security Focus

Notes:

- Each SIG should have one or more official associated Vendor Liaisons.
- SIG and Focus Chairs will be elected and will stand for re-election every two terms. (SIG Chairs should not also be Focus Chairs.)
- Chairs (SIG or Focus) not performing their specified duties will be replaced as needed.

4.0 Policies and Procedures

4.1 Policies with regard to CUG Meeting Visitors

CUG has the authority to approve attendance by non-Members through the Board of Directors, but this is not done often. CUG is *not* open to observers due to the relationship with the associated Vendor(s) (the fact is that they've been generally free with information and open to product criticism). Guests have always had some connection with the associated Vendor(s). When guests have been approved, the primary reasons were:

- An associated Vendor has requested the guest's attendance.
- A site was seriously considering purchasing a high end system, and the invitation was offered as courtesy to both the site and the associated Vendor.
- CUG had a special interest in having the person attend; for example, he/she was giving a paper but the site was not a CUG member site.

4.1.1 Provisions within the Bylaws

A visitor is described by Bylaw **Section 3.8** as "Any individual who is not an Installation Representative and who is invited to attend a specific function of the Corporation by an Installation Representative, Officer or Board of Directors member and whose attendance at such function shall have the prior approval of the Board of Directors."

Attention is also drawn to **Article II** of the Bylaws which states "The principal purposes of the Corporation shall be to provide an open forum to promote the free interchange of information and ideas which are of mutual interest and value to users of high performance computers produced by the associated Vendor(s) as defined in the handbook, and to provide a formal communications channel between members of the Corporation and members of the high performance computing vendor community."

Further, Bylaw **Section 5.10** states that "No Installation Delegate, Installation participant, CUG visitor or guest of the Corporation shall engage in employment recruiting or interviewing at any Meeting of Members. Meetings shall not be used for marketing or other commercial purposes".

4.1.2 CUG Meeting Visitor Authorization Process

4.1.2.1 The Board delegates authority to the Secretary, in combination with either the President or Vice President, to review and approve the attendance of CUG meeting visitors at CUG activities subject to the satisfaction of the Board.

4.1.2.2 Due to various reasons for attendance as a CUG visitor, visitors may be limited as to which session(s) they may attend and/or in which they may participate. It is the responsibility of the inviting Installation Representative, Officer or Board Member to inform the visitor of his/her rights and responsibilities and to ensure proper conduct. In addition, the content of formal presentations by such visitors will require advance approval by the appropriate Committee Chair.

4.1.3 Recommended Guidelines

Three categories of CUG meeting visitors can be considered. Other categories can be considered at the discretion of the Board, on a case-by-case basis.

Current categories are:

- Independent experts. These may come from either academia or from reputable consultancies. Provided they are truly independent and their presence can contribute to the purposes of CUG, then agreement should be given for them to attend some or all of the sessions. It may be necessary for them to sign some form of nondisclosure agreement. As a matter of courtesy and to avoid any embarrassment, it is recommended that the associated Vendor(s) be advised of the intention to invite these experts.
- Employees of commercial organizations with manufacturing or marketing agreements or other close association with the associated Vendor(s) or who provide products to be used with or in conjunction with the associated Vendor(s) products. For these organizations, there may be mutual benefit in permitting them to make presentations or attend selected sessions of General Meetings. In general, they must give an understanding in writing not to engage in

any marketing or other commercial activities. It is recommended that the associated Vendor(s) be consulted before invitations are finalized to ensure that there is no serious conflict of interest.

- The associated Vendor(s) or their subsidiaries, might ask to send a visitor to a CUG meeting. In this case the visitor might be considered as associated Vendor personnel if so desired by the associated Vendor(s), or as a regular visitor sponsored by some site belonging to CUG. In both cases, the Board of Directors (or the Delegate) should be informed.

4.2 General Meetings

4.2.1 General Meetings

A General Meeting will be held at least once a year and will last a minimum of three working days, preceded by one or two days (as necessary) of committee and Board of Directors meetings. At least two sessions shall be scheduled at each General Meeting for transacting the business of the Corporation. Where appropriate and feasible, one of these sessions shall be scheduled for the first half day of the General Meeting and the second for the last half-day. Other scheduled sessions may include reports by the associated Vendor(s), papers by Installation Representatives on applications experience with hardware and software, and workshops for SIGs or Focus Groups.

4.2.2 Smoking

Smoking shall not be permitted in any session of the General Meeting.

4.3 Future Meetings

The President shall appoint a member of the Board of Directors to be responsible for the following tasks relating to future General Meetings.

The appointee shall locate future meeting sites and dates through negotiation with potential hosts for such meetings either in reaction to invitations or through solicitations of invitations. The appointee shall negotiate appropriate accommodations, dates and arrangements with various potential hosts and shall maintain a contingency concern for the next three years. In recommending sites, careful consideration should be given to travel arrangements, hotel accommodations, and physical meeting facilities. The general principle should be to have a balance, which reflects the location of the member sites. Final approval is given by the Board of Directors; the President writes the final letter or contract.

4.4 CUG Resolutions

4.4.1 Any Installation Representative who desires to place a resolution before the membership at a General Meeting will submit a typewritten copy of the proposed resolution to the Secretary at least 24 hours prior to the scheduled plenary session for consideration by the Board of Directors.

4.4.2 The Board will submit the resolution to the membership for discussion at the plenary session together with the Board's recommendations.

4.4.3 The Board may defer action on the resolution pending further investigation by a CUG Committee or the Board. When such action occurs, the submitter is expected to participate in any committee activities relative to that resolution.

4.4.4 The Board may submit the resolution to the entire membership for consideration via mail ballot in which case one copy of the resolution and one ballot paper will be mailed to each Installation Delegate pursuant to **Sections 5.7** and **5.9** of the Bylaws.

4.4.5 Resolutions considered by the Board will be published in the minutes of the Board Meeting. Action taken with regard to resolutions referred to committees will be published in the reports prepared by those committees.

4.5 Board of Directors

It is the policy of the Corporation that every effort will be made to ensure that the Board of Directors is truly representative. In particular, every effort will be made to ensure that not more than two members of the Board are from the same organization. In addition, every effort will be

made to ensure that at least two Board members are from organizations within the United States and at least two Board members are from organizations outside the United States.

4.5.1 To ensure the international representation on the Board of Directors, three of the Director positions of the Board of Directors are designated as Regional Directors. One Director is chosen to represent sites in North, Central and South America. One Director is chosen to represent sites in Europe, Africa, and the Middle East. One Director is chosen to represent sites in Asia, Australia, and New Zealand. All sites vote for each position. Any substantive changes in these regional designations will be presented to the membership for vote. Interpretations of specific geographic boundary questions will be done by the Board.

4.5.2 It is the policy of the Board to limit service on the Board to two consecutive terms, except no one else is willing to run for the position. Then the Officer may continue in the position. The Secretary and the Treasurer are also considered exceptions from this limitation, because they have administrative functions that require long-term continuity.

4.5.3 The Board shall meet at least twice each year for the purpose of receiving reports from committees, and transacting any other Board business that may arise. In general, one of these meetings will take place prior to the General Meeting. Additional meetings of the Board of Directors will be arranged as required.

4.6 Travel Policy

It is the policy of the Corporation to reimburse Officers, Board Members and other members in any approved enterprise for travel expenses incurred in conjunction with activities on behalf of the Corporation where these expenses cannot be borne by the individual's parent organization. Travel expense funding is regarded as the exception and not the rule, and the cheapest form of travel should be used where possible. Expenses incurred by persons acting in their own name(s) or in the names of their parent organization shall not be reimbursed.

4.7 Special Devices at Meetings

4.7.1 Recording Devices

Recording devices that capture and record images and/or sound may not be employed at any of the open or closed meetings of the Corporation without the specific prior approval of the Board of Directors.

4.7.2 Cell Phones

The usage of cell phones is not permitted in any session of the meetings. Cell phones must be switched off, or moved to silent alarm.

4.8 Definition of an Installation

It is the policy of the Corporation that there should not be more than one Installation Membership per site of a high performance computer system. Where more than one organization could qualify for membership on the basis of a single high performance computer system, the conflict will be resolved by the Board of Directors.

4.8.1 For non-CUG members, and non-paid CUG members, valid CUG membership can be restored by paying dues and updating the membership form.

4.9 Publications

A subcommittee of the Board of Directors shall be formed to oversee the production of documents for the corporation. This shall be known as the Publications Committee.

CUG publishes the *Proceedings* of its General Meeting according to the following policy:

- The *Proceedings'* table of contents and abstracts of papers will be published on the CUG public web server, **www.cug.org**.
- *Proceedings* papers that authors wish to support on their own web server and then link those papers to the *Proceedings* table of contents will be published on the CUG server.
- *Proceedings* papers will be published on CD-ROM after each General Meeting.
- The CD-ROM will be distributed to all attendees of the CUG General Meeting and to Installation Delegates who were not able to attend the General Meeting.

- CD-ROMs will not be sold to the general public, only to persons from CUG member sites.

4.10 Election Procedures

4.10.1 The list of candidates for each office including those proposed by the nominating committee and those nominated by petition at that time will be made available to the members at least thirty days before the election. When candidates are nominated by the committee, a cutoff date is stated for their reply.

4.10.2 The final list of candidates and their statements will be posted on the conference notice board from not later than 6:30 PM on the day preceding the election.

4.10.3 A candidate for office is entitled to make a statement of maximum 400 words, which will be posted on the notice board. This statement may contain information about the candidate's background, his or her participation in CUG and plans when in office.

4.10.4 All persons who are opposed for office are entitled to address the General Meeting for not more than three minutes in the period just before the ballot. All candidates who are unopposed are encouraged, but not required, to address the General Meeting for up to three minutes in the period prior to the ballot.

4.10.5 The CUG President conducts the election unless he/she is running for an office. If the President is unable to run the election, the Vice-President conducts the election. If the Vice-President is unable to preside, the Board of Directors chooses one of its members, who is not running for office, to conduct the election. If this is not possible, the Chair of the Nominating Committee will conduct the election.

4.10.6 The CUG Secretary, who is responsible for distributing the ballots, should also ensure they are prepared properly and that the procedure for selecting the voting members is correct. The person conducting the election should appoint two persons to count the ballots.

4.10.7 All ballots should be retained for 30 days.

4.11 The CUG Logo

4.11.1 The Board of Directors shall provide a logo. This logo is currently to be in the form of the plan (top) view of three CRAY-1A's, each oriented so as to form the word: "**CUG.**" The three words "**CRAY USER GROUP**" are superimposed on and within the lower half of each symbol, one word per symbol. Beneath the three symbols the word "**Incorporated**" appears. The color of the CUG logo shall be PMS 287 blue or similar.

5.0 Site Representation

5.1 The Role of an Installation Delegate

5.1.1 The Installation Delegate is the official spokesperson for informing the CUG Secretary when the Delegate, the Technical Contact, the Operations Contact, or the User Services Contact changes. He/she is responsible for ensuring dues are paid to the Corporation.

5.1.2 The Installation Delegate is the contact for CUG to an installation and is responsible for forwarding CUG information to the interested members of his/her organization. The delegate will receive information concerning CUG meetings, changes in the CUG organization, special technical documents, and ballots for scheduled elections.

5.1.3 The purpose of CUG is best served if all installations take an active part in different activities. The Installation Delegate should, at a minimum, attend General Meetings on a regular basis.

5.2 Voting

5.2.1 The Installation Delegate has the exclusive right to cast the vote for his/her site on all general matters of the Corporation. (See Bylaws Sections 5.6–5.10 for voting procedures.)

5.3 Elections

5.3.1 The Installation Delegate can, together with at least two other Installation Delegates, nominate candidates for any office.



**Membership Application
and
Change Request Form**

Please complete the form and send it to:
CUG Office
186 Mandela Road
Shepherdstown, WV 25443 USA
(1-304) 263-1756 Fax: (1-509) 272-7239
bob@fpes.com

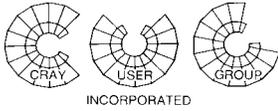
Any institution that owns or operates a high performance computer system as defined in the handbook may apply to join CUG and become a member site. Each member site designates an Installation Delegate who votes for that site in CUG elections and on other membership issues. The Installation Delegate is the principal point of contact for the site's ongoing relationship with CUG and with CUG members and assures that membership records are correct and fees are paid in a timely manner. The annual site membership fee is \$750 (USD) (a bill will be sent upon acceptance of the application).

Instructions: **Please print clearly in block letters, or complete electronically, then print and sign.**

- To apply for membership, complete all items below.
- To change information for an active CUG Member, complete only those items that have changed.
- All applications and change requests must bear the signature of the Installation Delegate. In case of a change of Installation Delegate, both the old and new delegates should sign.
- Contact the CUG Office at the address above for assistance.

To make it fit on one page, the form to be filled starts with a new page.

Please complete this form and send it to:
CUG Office
186 Mandela Road
Shepherdstown, WV 25443 USA
(1-304) 263-1756 Fax: (1-509) 272-7239
bob@fpes.com



**Membership Application
and
Change Request Form**

Instructions: **Please print clearly in block letters, or complete electronically, then print and sign.**

Please provide the name, phone number, and e-mail address for your associated Vendor(s) Sales Representative:

Associated Vendor Sales Representative _____ Phone _____
_____ E-mail _____

Please describe the makes and models of high performance computer systems that your organization operates:

Associated Vendor Sales Representative _____ Phone _____
_____ E-mail _____

Please describe the makes and models of high performance computer systems that your organization operates:

Your Organization

Installation Delegate

Street Address _____
City _____ State _____ Postal Code _____
Country _____ E-mail _____

Note: For phone numbers, please include country code, city/area code, and phone number. See phone numbers above for an example where "1" is the country code, "304" is the city/area code, and "263-1756" is the local phone number.

Phone _____ Fax _____

Technical Contact

Street Address _____
City _____ State _____ Postal Code _____
Country _____ E-mail _____
Phone _____ Fax _____

Operations Contact

Street Address _____
City _____ State _____ Postal Code _____
Country _____ E-mail _____
Phone _____ Fax _____

User Services Contact

Street Address _____
City _____ State _____ Postal Code _____
Country _____ E-mail _____
Phone _____ Fax _____

If bills are to be sent to someone other than the Installation Delegate, please provide that information below.

Billing Addressee

Street Address _____
City _____ State _____ Postal Code _____
Country _____ E-mail _____
Phone _____ Fax _____

Installation Delegate Signature _____

Date _____



Nomination by Petition

We the undersigned, being the Installation Delegates of the stated CUG Member Organizations, do hereby nominate:

(nominee's full name) _____

being a bona fide employee of (organization) _____

for the office or Board of Directors position of _____

for the election being held on (date) _____

1. Name _____ Site Code _____ Signature _____ Date _____

2. Name _____ Site Code _____ Signature _____ Date _____

3. Name _____ Site Code _____ Signature _____ Date _____

Optional

4. Name _____ Site Code _____ Signature _____ Date _____

Nomination Acceptance

I hereby declare that if I am duly elected to the above position I will diligently perform the duties of the office or the position on the Board of Directors for which nominated during the term thereof.

Signature _____ Date _____

CUG Members Handbook, Appendix C

=====

NOTE: If you use the substitute voting form, please bring it with you to the conference. Do not send it to the CUG Office.

SUBSTITUTE VOTING FORM

CUG SITE CODE _____

SITE NAME _____

SUBSTITUTE

Signature _____

Name (print) _____

INSTALLATION DELEGATE

Signature _____

Name (print) _____

Date _____