

PREMIER ETITLELIEN™ USERS' GROUP BY LAWS

- I. Membership
 - a. The membership shall consist of the current users of the Premier eTitle Lien system.

- II. Officers
 - a. The officers shall consist of a President, Vice President, Secretary, and Past President that have been elected by the membership.
 - b. Elected officers shall serve a term of two years.
 - c. The President shall preside at all Users' Group meetings, and perform other duties as outlined in the DDI Users' Group Roles and Responsibilities.
 - d. The Vice President shall assume the duties of the President in case of the President's absence, and perform other duties as outlined in the DDI Users' Group Roles and Responsibilities.
 - e. The Secretary shall be responsible for the minutes of the Users' Group meetings; and perform other duties as outlined in the DDI Users' Group Roles and Responsibilities.
 - f. The Past President will be responsible for helping the other officers as needed.

- III. Meetings
 - a. Regular meetings shall be held once a year (unless more are deemed necessary).
 - b. The location of the meetings shall be agreed upon by the Officers of the Users' Group and DDI.
 - c. Special meetings may be held when called for by DDI.

- d. Agendas shall be provided by DDI with the help of the Officers.

IV. Elections

- a. Elections shall be held at the end of the Users' Group meeting after the officers have served their two year term.
 - i. Nominations for Officers will be by either self nomination or someone else nominating an individual.
 - ii. All nominations must have the approval of the person being nominated.
 - iii. Only one person per institution may vote.
 - iv. Only members present may vote (no absentee votes permitted)
 - v. Voting shall be conducted by secret written ballot.
- b. Officers may run for re-election after their current term for their current office or another office.
- c. Passage of a motion requires 51% of the Users' Group approval and signature of approval of at least two of the Officers (DDI is the only one who can veto a motion).
- d. Officers can be impeached for failure to do his or her assigned duties or for misconduct but only through the Users' Group approval (DDI may override any decision).
- e. Misrepresentation of DDI or its affiliates in any way is grounds for immediate termination of an officer's position.
- f. Officers and members must resign from the group if employment where the use of Premier eTitle Lien is not in their job function.

V. Parliamentary Authority

- a. Members are encouraged to submit basic user questions to the Officers; and if a satisfactory solution is not found the Officers will present the issue to DDI for resolution.
- b. In the event that an Officer resigns, the following will take place according to their position:
 - i. President Resigns: Vice President will then become President and Secretary will become Vice President. Nominations/ elections will take place for Secretary.
 - ii. Vice President Resigns: Secretary will become Vice President and nominations/elections will take place for Secretary.
 - iii. Secretary Resigns: Nominations/ elections will take place for Secretary.