

CHARM CITY LEGO USER GROUP

BYLAWS

Updated 4/24/2026

ARTICLE 1 – MEMBERSHIP

1.1 Eligibility of Membership

No person shall be excluded or deterred from membership based on race, religion, sexual orientation, political affiliation, etc.

Charm City LUG members must adhere to the following to be considered eligible for membership:

1. Be an Adult (18+) Fan of LEGO (AFOL).
2. Treat AFOL community and The Lego Group (TLG) in a positive and respectful manner.
3. Respect the rights of fellow Charm City LUG members.
4. Adhere to [TLG Policies](#) of Fair Play, Novelty, IP Guidelines, or Brand values.
5. Adhere to State and Federal law whenever acting as an agent of the LUG (this includes in meetings, at events, and the results of organizing an event, contest, build initiative, etcetera)
6. Adhere to Charm City LUG Bylaws and Behavioral Code of Conduct whenever acting as an agent of the LUG (this includes in meetings, at events, and the results of organizing an event, contest, build initiative, etcetera)
7. Failure to meet the requirements of eligibility will result in loss of Active Membership.

1.2. Active Membership

1. Active Members are required to meet all eligibility requirements for membership.
2. Members are considered Active if they have accumulated a minimum of 4 activity points within the previous 12 months.
3. Active Members of Charm City LUG are eligible to:
 - a. Participate in any/all LUG Support Programs from LEGO.
 - b. Run for/hold Office.
 - c. Vote in the Annual Election and/or Special Election of Officers.
 - d. Vote on changes to the Charm City LUG Bylaws.

1.3. Activity Points

Activity in Charm City LUG shall be measured via a point system. The record of these points shall be used to determine the Active status of its members and subsequent benefits of such.

1. Award of Activity Points is as follows:
 - a. One (1) activity point per Charm City LUG meeting attended in person or online when applicable
 - b. One (1) activity point for each Charm City LUG event participated (participation can include displaying MOCs, attending events without displaying, volunteering at the event).
 - c. One (1) activity point per 6 months held in office.
 - d. One (1) activity point per each event lead.
 - e. Additional bonus activity points may be awarded by a simple majority vote of officers in recognition of outstanding contribution to the LUG, not to exceed 2 bonus activity points per member per calendar year.

1.4. Voting Rights

While the means to vote may change, i.e., general consent, show of hands, written ballot vote, or electronic vote, all Active Members of Charm City LUG shall have the right to:

1. Vote in the Annual Election of Officers held each November at the monthly meeting.
2. Vote in any Special Election of Officers held as deemed necessary by majority vote of the Active Members.
3. Be notified of the Annual Elections and/or Special Elections in advance, via email at a minimum, by the LUG President.
4. Have means to vote anonymously.
5. Have means to vote via proxy. To execute a proxy, the Active Member must:
 - a. Notify the Charm City LUG President, with the name of said proxy and the election for which the proxy may vote on their behalf prior to said vote.
 - b. The proxy must attend the meeting specified to exercise the proxy vote.
6. Have means to vote via absentee ballot. To execute an absentee ballot, the Active Member must:
 - a. Make a request for an absentee ballot, from one of the incumbent officers, prior to the election.
 - b. Turn in absentee ballot, to one of the incumbent officers, prior to the scheduled election to be counted with the regular ballots.

1.5. Guests of Members

Active Members of Charm City LUG are welcome to bring guests (18+) to meetings and events, but must adhere to the following Host responsibilities:

1. Be responsible for the behavior of the guest in accordance with Charm City LUG Bylaws.
2. Charm City LUG participants in events organized by other RLUGS and organizations. In these situations, follow the age guidelines specified by the event coordinator. (Please note, any guests under the age of 18 *will not* be counted as a participant in LUG records)

ARTICLE 2 - OFFICERS

2.1. General Powers

The management of the affairs of Charm City LUG shall be vested in the officers of the organization. Officers may delegate assignments to members but are ultimately responsible for completing tasks on time.

2.2. Compensation

Officers shall not receive any stated salary for their services performed on behalf of or to benefit Charm City LUG within the definitions of the office for which they serve whether or not dues are now or in the future collected by Charm City LUG.

2.3. Election, Term of Office, and Vacancies

1. The officers of Charm City LUG shall be elected annually, in the month of November, by the Active Members only.
2. All officers must be Active Members.
3. Any office vacancy arising because of the death, resignation, loss of eligibility or failure to meet the office requirements shall be filled by special election at the next available monthly meeting of members.
4. Special elections shall not extend the term of office for the vacancy being filled.
5. During the month prior to an election, all candidates (new and incumbent) will submit a paragraph to introduce themselves and announce their interest in holding office.

2.4. Responsibilities of Elected Officers

1. **LUG President –**
 - a. Identify and secure monthly meeting locations.

- b. Request agenda items from the Charm City LUG members in advance of each monthly meeting via email and Discord.
- c. Develop monthly meeting agendas including item requests from LUG members.
- d. Convey meeting agendas & announcements to LUG members via email and Discord.
- e. Serve as meeting chair for all monthly meetings and special sessions as needed.
- f. Respond in a timely manner to emails sent to the CharmCityLUG@gmail.com account.
- g. Maintain and update the Charm City LUG Google account contacts and mailing list.
- h. Take meeting attendance and special event attendance for Charm City LUG use and for the Ambassador to report to The LEGO Group (TLG).
- i. Work with Charm City LUG Special Event Coordinators for LUG Events.
- j. Work with other Charm City LUG officers to ensure the rules and regulations outlined in the Charm City LUG bylaws are upheld.

2. Ambassador – Note: The Ambassador must fulfill their role and responsibilities as outlined in this document as it reflects the requirements of TLG and is subject to change only by TLG. [TLG Ambassador](#)

- a. Act as the single point of contact with TLG.
- b. Must be 18+ and appointed by the community to represent the community and its members actively on the LAN.
- c. The Ambassador does not represent TLG.
- d. Bring forward relevant topics, raised by Charm City LUG, to the LAN in order for everyone to benefit from the experience of the other Ambassadors.
- e. Take information from the LAN to Charm City LUG.
- f. Ensure all formal requirements related to reporting, sign up for support, etc. are met. Coordinate all LUG Support from TLG
- g. Actively engage and participate on the LAN.
- h. Distribute and/or participate in surveys that are generated by the LEGO Group.
- i. Keep the LAN team updated on any changes to the community, be it address changes, change in Ambassador, structure, inability to meet requirements or other relevant information.
- j. Must submit Activity [aka attendance] and Event Reports on time.
- k. Comply with [TLG Fair Play Policy](#) and [TLG Brand Values](#).

- l. Engage the AFOL Community and TLG in a positive and respectful manner.
- m. Plan and drive activities of value to and impact on the AFOL Community.
- n. Ensure an optimal relationship and interaction between the Ambassadors and TLG.
- o. Must act in a constructive and respectful manner and be, in all actions and activities, a role model for other Ambassadors as well as members.
- p. It is considered a breach of agreement if responsibilities cannot be met or an unacceptable behavior is demonstrated by the Ambassador or the RLUG/RLFM/RLOC. This will initiate a review of the status of the Ambassador, or the RLUG/RLFM/RLOC.
- q. **Failure to meet the above requirements to maintain recognized state or behavior may result in loss of Charm City LUG recognition, support and participation on the LAN.**
- r. The exclusion may lead to the RLUG/RLFM/RLOC being asked to elect a new Ambassador to represent them but it may also lead to the RLUG/RLFM/RLOC being excluded as well.
- s. Exclusion can happen with no prior warning.

3. **Treasurer –**

- a. Oversee and manage the financial affairs of Charm City LUG.
- b. Manage and track all Charm City LUG income, revenue, and proceeds from dues, garage sales, donations, fees, etc.
- c. Responsible for drafting and presenting an Annual Budget for Charm City LUG.
- d. Manage and track all Charm City LUG expenses approved by the Annual Budget or by a majority vote of Active Members.
- e. Maintain a funding account, the status of which will be made available to Charm City LUG Officers at any time.
- f. Provide immediate turn over for funds access, receipts, and management documents upon termination of office to any successor.
- g. Disperse funds in a timely manner in accordance with approved Budget items, or additional expenses approved by a majority vote of Active Members.

4. **Social Media Manager –**

- a. Manage all Charm City LUG affiliated content on public forums/social media.
- b. Maintain up-to-date social media accounts

- c. Ensure all Charm City LUG content adheres to the RLUG regulations and TLG brand standards.
- d. Confirm photo rights for all content posted prior to publication.
- e. Ensure appropriateness of all content within posts including background content.
- f. Utilize social media to promote Charm City LUG activities, meetings, and recruit/encourage membership.
- g. Coordinate with source content from members
- h. If member-sourced content is unavailable the social media manager must source content to ensure socials remain up-to-date per TLG's requirements
- i. **Failure to meet the above requirements to maintain recognized state or behavior may result in loss of Charm City LUG recognition, support and participation on the LAN.**
- j. The exclusion may lead to the RLUG/RLFM/RLOC being asked to elect a new Ambassador to represent them but it may also lead to the RLUG/RLFM/RLOC being excluded as well.
- k. Exclusion can happen with no prior warning.

ARTICLE 3 – NON-ELECTED LEADERSHIP POSITIONS

3.1 Event Coordinator –

1. A volunteer position required for each Charm City LUG event.
2. In the event the event is founded by a member of Charm City LUG, this person ensures the event details adhere to the standards laid out by the RLUG regulations, TLG brand standards, Charm City LUG Bylaws and Charm City LUG Behavioral Code of Conduct.
3. In the event Charm City LUG is participating in an event hosted by a 3rd party, this person ensures Charm City LUG's presentation adheres to the standards laid out by the RLUG regulations, TLG brand standards, Charm City LUG Bylaws and Charm City LUG Behavioral Code of Conduct.
4. Event coordinators must notify the Charm City LUG ambassador of the proposed event and supply them with the necessary information required per the ambassador's requests (within reasonable expectation) This information will be used to notify event coordinators of the LEGO required reporting inputs.
5. Event coordinators are responsible for ensuring that the reporting requirements are submitted to the ambassador within 15 days on the conclusion of the event per the ambassador's requests (within reasonable expectation)

ARTICLE 4 – FINANCIALS

4.1 Annual Budget

The projected annual operating expenses will be calculated by the Treasurer and presented to the Charm City LUG Officers and Active Membership in the form of a proposed Annual Budget for majority approval by Active Members.

4.2 Annual Dues

The cost of Annual Dues will be determined as part of the Annual Budget, each year by the Treasurer, to cover the cost of projected annual operating expenses.

1. Dues will be collected annually in January from all Charm City LUG Members, by the Treasurer.
2. Dues will be pro-rated for new members who join later in the membership year.
3. Members who fail to pay Annual Dues will forfeit membership benefits in the LUG until their Dues are paid in full.

ARTICLE 5 – BYLAW AMENDMENTS

5.1 Amending the Bylaws

Prior to the June meeting, members can provide written amendment suggestions to the bylaws to be submitted for discussion at the June meeting.