

ETAP Nuclear Utility Users Group (NUUG)



Charter Document

(Established July 25, 2000)

Constitution And Charter

Governing

THE ETAP NUCLEAR UTILITY USERS GROUP

June 23, 2016 (Revision 4)

The ETAP Nuclear Utility Users Group (hereafter referred to as the ETAP NUUG), has been established to create a discussion platform between the software vendor, ETAP[®] / Operation Technology, Inc. (OTI), and their clients using the ETAP software in the support of activities for nuclear power generating stations. The ETAP NUUG is to consist of members with the intent of representing the common goals and needs of the nuclear power industry. This charter will be the governing document for the ETAP NUUG and all of its related activities.

ARTICLE I

STATEMENT OF PURPOSE

Purpose

The purpose of the ETAP NUUG is to provide a discussion platform for its member institutions and representatives where items related to the ETAP software can be shared and discussed in relation to the nuclear power industry. The goals for this created platform include but are not limited to the following:

- Evaluate and review recent revisions to the software.
- Allow and encourage the exchange of member experiences and ideas for the use of the program.
- Collaborate upon future recommended enhancements to the software.
- Address errors or deficiencies in the software program from user evaluation.
- Provide consolidated & prioritized feedback information to ETAP[®] in relation to practical operating experience from the perspective of the nuclear power industry.
- Share techniques and philosophies used in analyzing the auxiliary systems of nuclear power plants.

ARTICLE II

ORGANIZATION

Membership

Membership in the ETAP NUUG is open to any and all licensed ETAP Nuclear users within an ETAP[®] client institution. All such users, that are non-regulatory bodies, using ETAP to support the activities of a nuclear power generating station will be designated as MEMBERS and are allowed and encouraged to participate in the ETAP NUUG and its related activities. ETAP[®] will be considered an INDEPENDENT AFFILIATE of the ETAP NUUG. Although it will remain independent of the ETAP NUUG, ETAP[®] will acknowledge the existence of the ETAP NUUG and will actively promote its activities to all of its

appropriate clients as well as participate in the activities. All other licensed ETAP users (non-nuclear) within an ETAP[®] client institution who are associated in nuclear activities will be allowed to participate in the meeting activities of the group and will be designated as an ASSOCIATE GUEST. Any other individuals may be allowed to participate in the meeting activities of the group by requesting attendance, which must be approved by the Executive Committee, and will be designated as GUESTS. Selected activities at the ETAP NUUG conference may be restricted by the Executive Committee for an ASSOCIATE GUEST or GUEST if their participation hinders any of the above purposes of this NUUG.

Organization Fees

There will be no general fees for the ETAP NUUG. As necessary, attending MEMBERS and GUESTS will share in the cost of holding meetings by providing a share of the funds needed to pay for meeting facilities, meeting supplies, and special disbursements reasonably incurred in the normal conduct and affairs of the ETAP NUUG.

Executive Committee

An Executive Committee will be formed to act as the governing head for the ETAP NUUG. This committee will coordinate and direct all meetings and/or activities for the group, and it will consist of the following positions:

- Executive Chair
- Technical Chair
- Associate Chair / Secretary

The positions on the Executive Committee will be chosen from the MEMBERS and will normally be held for a period of no longer than four (4) years at each position, in succession (Associate Chair, Technical Chair, Executive Chair). They will be elected at a NUUG Conference via a voting process from a majority of the MEMBERS that are present. To maintain continuity, all three Chairs should not be vacated in the same year. The Executive Committee will serve as the direct interface between the ETAP NUUG and ETAP[®].

ARTICLE III ***ACTIVITIES***

Conferences / Meetings

The ETAP NUUG will meet on an annual basis for a conference. The conference location will be at ETAP Headquarters or at a facility hosted by a MEMBER or ASSOCIATE GUEST, if possible. The conference will be held during an agreed upon timeframe of each calendar year designated by the Executive Committee. Conferences can also be held on a semi-annual basis if deemed necessary by the Executive Committee. A general timeframe and location for the next conference will be agreed upon at the present conference, and actual notification will be provided to all members at least sixty (60) days in advance of the event. A preferred timeframe would require notification be

sent to all members no later than ninety (90) days in advance of the event. Attendance confirmation will be required and should be received no later than ten (10) days before the event. This will allow appropriate time to add the member to the attendance list and allocate necessary materials, meals, etc. Other NUUG meetings can be held outside of the annual conference as deemed necessary by the Executive Committee.

Papers / Endorsements

ETAP NUUG or individual MEMBERS may draft technical position papers or take a position on an industry issue. However, endorsement by the ETAP NUUG must be by unanimous approval of the Executive Committee or approval by a majority of MEMBERS present at a NUUG Conference were the paper was presented.

ARTICLE IV **CONSTITUTION / CHARTER REVISIONS**

Amendments To The Constitution / Charter

All amendments to this governing document will be submitted to the Executive Committee for consideration. If the proposed amendment(s) is approved by the Executive Committee, the amendment(s) will be presented to a vote by the members at NUUG Conference. The amendment(s) must be approved by a two-thirds (2/3) majority of the MEMBERS present.

ARTICLE V **DISCLAIMER STATEMENT**

Disclaimer

The ETAP NUUG shall not be responsible for the quality, accuracy, correctness, or validity of any information distributed by any MEMBER, ASSOCIATE GUEST or GUEST of the ETAP NUUG. Any action taken in reliance of information obtained directly or indirectly from the ETAP NUUG shall be taken at the risk of the individual or entity using said information. ETAP[®], as an INDEPENDENT AFFILIATE of the ETAP NUUG, shall take no responsibility for the quality, accuracy, correctness, or validity of any information obtained directly or indirectly through the ETAP NUUG. Neither the ETAP NUUG nor ETAP[®] shall in any manner be responsible or held liable for the results of any action taken as a result of or in reliance of information obtained directly or indirectly through the ETAP NUUG.