



CUG Members' Handbook

February 16, 2010

Revisions 4/26/06

ToC add chapter 6

page 1 add xd1, xt3, and x1 list server info

page 2 add xt3 and xd1 as eligible systems in section 1.2.1

page 4 replace old Program structure text and list with text and list from cug.org/organization

page 9 add privacy policy from cug.org

repagination

Revisions 4/29/06

Page 1: Unbold the commas and "and" in "xd1, xt3, and x1@cug.org" so they look less like part of the address. Capitalized the system names in the following sentence: "Lists moderated by xd1, xt3, and x1 SIG Chairs." Added period to end of last sentence on the page.

Page 2: Removed "-" in "X-1 series".

Removed

1.1.1 Removed High Performance equipment from SGI (eligible through December 2004):

- Origin 2000 series

- Origin 3000 series

Page 4: Use "Systems and Integration" instead of "System & Integration."

Revisions 10/13/07

Moved location of Revision notes

Removed high end graphics from focus of the organization in the Preface

Updated list of qualifying systems (1.2) – NEEDS VERIFICATION BY CRAY

Clarified Regional Directors as an organizational preference not Bylaw-mandated (2.0, 4.5.1)

Global replace of "associated Vendor(s)" to "Associated Vendor(s)"

Replaced two business sessions with one (4.21)

Removed paper ballot (4.4.4)

Added pledge of site support to the Nomination by Petition acceptance clause

Revisions 1/15/08

This version contains many minor edits to the 4/29/06 Handbook. Major changes are

1.2 Removed list of vendor products and replaced with a general statement.

2.0 and 4.5 Change Director to Director-at-Large and explained geographic regions.

3.0 Program structure reverted to technical area alignment rather than product alignment based on Vendor product consolidation.

Revisions 1/19/08

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

To: 4.4.4 The Board may submit the resolution to the entire membership for consideration via **mail or e-mail and voting instructions will be mailed or e-mailed** to each Installation Delegate pursuant to Sections 5.7 and 5.9 of the Bylaws.

Revisions 5/3/09

Improved section formatting throughout and corrected pagination problem starting on page 5

Added new section 3.0 on Membership

4.0 (was 3.0) Added Xtreme Systems SIG

5.2.1 (was 4.2.1) split into two sections: General Meeting and Business Meeting

5.9 (was 4.9) Add to second bullet that *Proceedings* papers will be published on the password protected region of the CUG web site.

5.9 (was 4.9) Remove last bullet about separate publication

Revisions 1/23/10

Updated CUG Office address

Revisions 2/16/10

Updated CUG Office address in Appendix A

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Preface

The Cray User Group (CUG) is an independent, volunteer organized, international corporation of member organizations that own, operate, or utilize Cray Inc. High Performance Computer systems with emphasis on high-performance and technical computing. 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 Section 1 of this Handbook.

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.

The purpose of this CUG Member's Handbook is to provide descriptions of the organization of the 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.

CUG Office

Bob Winget, Office Manager
CUG Office
2601 NE Jack London, #104
Corvallis, Oregon 97330, USA
Tel: (1-541) 758-9000
Fax: (1-971) 285-9052

bobwinget@toolboxcm.com

Email Reflector Definitions

board@cug.org.....Board of Directors
plc@cug.org.....Program Lead Committee: VP, SIG Chairs, 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: **board@cug.org**, **program@cug.org**, CUG.log Editor/AC Secretary, Regional CUG Representatives, and LAC Representatives
xd1, xt3, and x1@cug.org.....Lists moderated by XD1, XT3, and X1 SIG Chairs. Anyone from a Cray site (whether from a CUG member site or not) may subscribe. All subscription requests require moderator approval.

1 Cray User Group, Incorporated Bylaws

The Official 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 May 2003

- Cray, Inc (Cray)

1.1.2 Historic Associated Vendors

From inception until Spring 1996

- Cray Research, Inc.

From Spring 1996 to March 2000

- SGI

From March 2000 to May 2003

- Cray, Inc.
- SGI

1.2 High Performance Computer Systems

At this time, a CUG Member must own, operate, or utilize a high performance system or a legacy system provided by the associated vendor.

2 Organizational Structure

2.1 Board of Directors

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

Officers

- President
- Vice-President
- Secretary
- Treasurer

Directors

- Director-at-Large, Americas*
- Director-at Large, Asia/Pacific*
- Director-at-Large, Europe*
- Director-at-Large, Past President

* Geographical attribution is by tradition, not required by Bylaws

2.2 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 after each meeting.

Membership on the Advisory Council includes the following:

- Board of Directors
- Special Interest Group (SIG) Chairs
- Focus Group Chairs
- Tutorials Chair
- Associated Vendor Liaison(s)
- CUG.log Editor & AC Secretary
- CUG Office Manager

Recent Past BoD members
Regional (International) CUG Chapter Chairs
Past, Current, and Next Local Arrangements Chairs (LAC)

2.3 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, General Sessions, coordination with the CUG Office for proofing/printing programs and other materials, and guidance for, and coordination with, all Program Committee Chairs. 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 by Associated Vendor participants. Particularly assists the VP with the General Session(s) featuring Associated Vendor presentations.

Special Interest Group Chairs

Responsible for coordinating presentations within their interest group into sessions for the General Meeting. Assists Focal Group Chairs in obtaining presentations for the General Meeting.

Focus Group Chairs

Responsible for obtaining presentations for the General Meeting.

2.4 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 (Program and PLC Chair)

SIG Chairs

Tutorials Chair

Associated Vendor Program Liaison(s)

CUG Office

3 Membership

3.1 Classes of membership

There are two classes of membership: **Installation Site Membership** and **Associate Site Membership**. Normally there will be only one membership per site, but more than one Membership may exist within the same organization with the approval of the Board of Directors.

3.2 Installation Site Membership

Installation Site Membership is the traditional form of membership of the CUG for organizations that own or operate high performance computer system(s) from an Associated Vendor.

3.3 Associate Site Membership

Associate Site Membership was added to allow organizations responsible for utilizing a significant portion of one or more HPC systems normally at an Installation Site to become CUG members in their own right. An application for an Associate Site Membership requires approval from the associated Installation Site. In the event that the site to which the association is being

made is not a CUG Installation Site, the application must be presented to the CUG Board of Directors.

3.4 Benefits of Membership

3.4.1 CUG members may take part in the CUG General Meeting, attend all sessions of the meeting (unless otherwise stated in the program) and submit papers. CUG members may also attend Special Meetings when called by the Board of Directors.

3.4.2 Employees of CUG members may stand for election or be appointed to the Board of Directors.

3.4.3 CUG members may nominate a Site Delegate who has the right to vote in elections of officials and in all other votes called for at the annual CUG business meeting.

3.4.4 CUG members have access to the members-only region of the CUG web site

4 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

Currently, there are four Special Interest Groups (SIGs) defined within CUG. Three of these SIGs represent areas of interest to our members regardless of the supported hardware platform. The fourth SIG is for Legacy systems that are no longer sold by the Associated Vendor.

The current Special Interest Groups, together with their primary areas of interest, are:

APPLICATIONS & PROGRAMMING ENVIRONMENTS

Programming Environment
Compilers
Libraries
Tools
Third Party Applications
User Code Optimization

SYSTEMS SUPPORT

Operations
Environmental Monitoring
Facilities and Site Preparation
Tuning and OS Optimization
System Operations
Architecture
Mass Storage
Networking

USER SERVICES

Account Administration
Consulting
Documentation
Training

LEGACY SYSTEMS

Cray X1 series
Cray XD

XTREME SYSTEMS

All matters relating to large installations.

As discussions are under Non-Disclosure Agreement membership is limited by invitation

Notes:

- Each SIG should have one or more official Associated Vendor Liaison.
- SIG and Focus Chairs will be elected and will stand for re-election every two terms (4 years maximum). Unless necessary, SIG Chairs should not also be Focus Chairs.
- Chairs (SIG or Focus) not performing their specified duties will be replaced by the Board of Directors as needed.

5 Policies and Procedures

5.1 Policies with regard to CUG Meeting Visitors

The Board of Directors has the authority to approve visitor attendance at CUG meetings. CUG is *not* open to observers due to the relationship with the Associated Vendor(s) (the fact is that they have been generally free with information and open to product criticism). Visitors have always had some connection with the Associated Vendor(s). Reasons for visitor attendance include:

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

5.1.1 Provisions within the Bylaws

A visitor is described in 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".

5.1.2 CUG Meeting Visitor Authorization Process

5.1.2.1 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.

5.1.2.2 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 of the visitor. In addition, the content of formal presentations by such visitors will require advance approval by the appropriate Committee Chair.

5.1.3 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 a 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 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 agree 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 may be considered as Associated Vendor personnel if so desired by the Associated Vendor(s), or as a regular visitor sponsored by a CUG Member site. In either case, the Board of Directors (and the member site's Delegate) must be informed.

5.2 General Meetings

5.2.1 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.

5.2.2 Business Meetings

At least one session at each General Meeting shall be scheduled for transacting the business of the Corporation. Where appropriate and feasible, this session shall be held on Wednesday and will include the election of Officers to the Board of Directors

5.2.3 Smoking

Smoking is not permitted in any session of the General Meeting.

5.3 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. This may be done either in reaction to offers or through solicitations of offers. The appointee shall negotiate appropriate accommodations, dates and arrangements with various potential hosts and shall maintain contingency sites 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.

5.4 CUG Resolutions

5.4.1 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, for consideration by the Board of Directors, at least 24 hours prior to the scheduled plenary session.

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

5.4.3 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.

5.4.4 The Board may submit the resolution to the entire membership for consideration via mail or e-mail and voting instructions will be mailed or e-mailed to each Installation Delegate pursuant to **Sections 5.7** and **5.9** of the Bylaws.

5.4.5 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 reports prepared by those committees.

5.5 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, 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.

5.5.1 All board positions are for Director-at-Large. To ensure the international representation on the Board of Directors, by tradition, three of the Director positions of the Board of Directors are designated as Regional Directors. Ideally one Director-at-Large represents sites in North, Central and South America; one represents sites in Europe, Africa, and the Middle East; and one represents sites in Asia, Australia, and New Zealand. All sites vote for each position. Interpretation of specific geographic boundary questions will be the responsibility of the Board. When membership in a geographic area is light, the Director-at-Large for that region may be selected from any region.

5.5.2 It is the policy of the Board to limit service on the Board to two consecutive terms in a single position except when another viable candidate cannot be found. The Secretary and the Treasurer are exempted from this limitation because they have administrative functions that are served well by long-term continuity.

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

5.6 Travel Policy

CUG Board members, through their organizations, are expected to cover their own travel expenses while on CUG business. On occasion, a board member may require travel assistance and it is the policy of the Corporation to reimburse them for any pre-approved travel expenses incurred in conjunction with activities on behalf of the Corporation. Travel expense funding is regarded as the exception and not the rule. When needed, 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.

5.7 Special Devices at Meetings

5.7.1 Recording Devices

Recording devices that capture and record presentations 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.

5.7.2 Cell Phones

The use of cell phones is not permitted in any session of the meeting. Cell phones must be switched off, or moved to silent alarm, during sessions.

5.8 Definition of an Installation

It is the policy of the Corporation that there should not be more than one Installation Membership per high performance computer site. 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. The CUG Board may, in unusual circumstances, grant an exception to this policy. For non-CUG members, and non-paid CUG members, valid CUG membership can be restored by paying dues and updating the membership form.

5.9 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 site, www.cug.org.
- *Proceedings* papers will be published on the password protected region of the CUG web site, www.cug.org, and as a 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 in attendance at the General Meeting.
- CD-ROMs will be sold only to persons from CUG member sites.

5.10 Election Procedures

5.10.1 The list of candidates for each office including those proposed by the nominating committee and those nominated early by petition will be made available to the members at least thirty days before the election. Nominations by petition are accepted until 6:00 p.m. two days prior to the election.

5.10.2 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.

5.10.3 A candidate for office is entitled to make a written 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.

5.10.4 All persons running for office are entitled to address the General Meeting for not more than three minutes immediately before the election.

5.10.5 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 are not running for office, to conduct the election. If this is not possible, the Chair of the Nominating Committee will conduct the election.

5.10.6 The CUG Secretary, who is responsible for distributing the ballots, should 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.

5.10.7 All ballots should be retained for 30 days.

5.11 The CUG Logo

5.11.1 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 systems; 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.

6 Site Representation

6.1 The Role of an Installation Delegate

6.1.1 The Installation Delegate is the official spokesperson for the site. He/she informs 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.

6.1.2 The Installation Delegate is the official CUG contact for 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.

6.1.3 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.

6.2 Voting

6.2.1 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.)

6.3 Nominations

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

7 Cray User Group Privacy Policy

The Cray User Group, Incorporated (CUG) takes your privacy very seriously. We do not, and have never, sold or disseminated personal information to any parties outside of CUG. Information you provide is used to create and maintain individual accounts, to contact you to respond to inquiries, for statistical purposes, to administer our systems, to conduct surveys, to support CUG conferences, and to provide technical support.

CUG Members' Handbook, Appendix A



**Membership Application
and
Change Request Form**

Please complete this form and send it to:
CUG Office
2601 NE Jack London, #104
Corvallis, Oregon 97330, USA
Tel: (1-541) 758-9000 Fax: (1-971) 285-9052
cug@cug.org

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). The annual membership runs for the duration of a calendar year. A bill/invoice 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.

Please provide the name, phone number, and e-mail address for your Cray Inc. Sales Representative:

Sales Representative _____
Phone _____ E-mail _____

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

Organization

Installation Delegate _____

Street Address _____

City _____ State _____ Postal Code _____

Country _____ E-mail _____

Note: For phone and fax numbers, please include country code, city/area code, and 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

CUG Members' Handbook, Appendix B



**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. I have the support of my organization to accept nomination and to serve if elected.

Signature _____ Date _____

CUG Members Handbook, Appendix C

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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 _____