

BYLAWS OF THE CAMPUS TECHNOLOGY COORDINATORS

GENERAL COMMITTEE & BOARD OF WEBER STATE UNIVERSITY

ARTICLE I. PURPOSE

The purpose of the Campus Technology Coordinators (CTC) General Committee is to support the technology goals and objectives of the University. CTC provides a collaborative environment where members can focus on technology initiatives and engage in free idea exchange.

The purpose of the CTC Board is to provide administrative oversight, guidance, and support for the General Committee.

ARTICLE II. ORGANIZATION

Section 1. CTC Board

The CTC Board shall be comprised of representatives from the following areas.

- Information Technology (IT) Division (2) [(Academic Technology Services (ATS), Infrastructure Services (IFS), and Application Development Services (ADS)]
- Student Affairs (SA) Division (1) (one appointed)
- Administrative Services Division (AS) (2)
- Academic Affairs (AA) (1) faculty (ARCC) and (2) college CTCs
- Information Security Office (ISO) (1)

Ex-officio, non-voting Directors from the IT Division (1) and Student Affairs (1), shall co-chair the CTC Board meetings. The committee shall include as an ex-officio non-voting member the Vice President of Information Technology and a meeting coordinator from IT Communication, Events, Training and Education (CETE).

Section 2. CTC General Committee

The CTC General Committee consists of general technical experts and other interested parties from across campus either assigned or on a volunteer basis. CTC General Committee meetings will be facilitated on a rotational basis by all Board members.

ARTICLE III. CTC BOARD MEMBERSHIP

Section 1. Membership

Board representatives shall include individuals employed with the University at 75% or greater FTE within the fiscal year.

Section 2. Term of Office

Representatives on the Board shall serve for three-year terms (exception for faculty with one-year renewable option at faculty discretion up to two years) to provide for continuity. Maintaining a balance between the three divisions each year (AS, SA, AA)

The term of office for all members shall begin May 1st and end April 30th of each academic year.

Section 3. Selection of Members to the Board

The CTC Board shall facilitate a nomination each year. Regular attendance at General Committee meetings is required for Board nomination eligibility (exceptions for faculty). CTC Board representatives are expected to maintain an 80% attendance record at the CTC General meetings. Nominations may be made by outgoing board members, or by other CTC members at large. Nominees must confirm willingness and availability to serve in the position if they are nominated. If no nominations are received from a specific area it is understood they will not have representation on the CTC Board and the seat will\may be filled from another area.

Nomination process: Coordinator will email all CTC members soliciting nominations. Nominations received by the Board via email will be collected by the coordinator with name and area to be represented. If more nominees are made than vacancies that need to be filled, the CTC Board will make the final selection.

CTC members can be re-nominated a year after the end of their previous term.

The CTC Board will have the responsibility to fill vacant seats for the remaining term as members transfer or terminate.

Section 4. Duties of the Members

Co-Chair. The principal duties of the co-chairs shall be to preside at all meetings of the CTC Board and to supervise, direct, and promote the goals and objectives as set forth by the committee.

Ex-Officio. The Vice President for Information Technology serves in an Ex-Officio role as does an IT Directors, and a Student Affairs Director.

Coordinator. The principal duties of the coordinator shall be to keep a true and correct record of the proceedings of all meetings of the CTC Board and General Committee, and to systematically and safely keep such books, papers, records, and documents pertaining to the business of the committee. This includes updating the information on the CTC website with agendas, members, and other required information. The coordinator will send meeting invites, track attendance, and ensure agendas are completed for each meeting.

Section 5. Vacancies

Should a co-chair leave office during the term, the remaining co-chair shall assume all duties listed in Section 4 until a new co-chair can be appointed. In the event both of the co-chairs leave office during the same term, the ex-officio shall assume all duties listed in Section 4. Should the coordinator position be vacated, the duties of the coordinator will be provided by the IT Division.

Should a member of the CTC Board vacate their position before their term is completed, the CTC Board will select a replacement for the vacated position. The term of office of any person(s) selected will begin the day following the close of the appointment.

Section 6. Absences

Any member of the CTC Board with three (3) unexcused absences in any one (1) year of office as recorded in the minutes of such meetings, or after showing gross neglect of duty as determined by the majority of CTC Board members, may be removed from office by a two-thirds majority vote of the entire CTC Board. In the event of such removal from office, vacancies will be filled as outlined in Section 5.

Section 7. Quorum/Majority Voting for the CTC Board

One more than fifty percent of the voting members of the board. Proxy voting and absentee voting is allowed after reviewing the discussion minutes.

Section 8. Guest Attendance to CTC Board Meetings

Guests may be invited to attend CTC Board meetings as requested by a Board member and approved by one of the co-chairs or as mandated by subcommittee assignments.

Section 9. Operating Budget

Arrangements managed by the Coordinator (see Section 4). Used for providing 1) refreshments at the CTC General Committee meetings, 2) copying and supplies for Board and General Committee meetings, and 3) other needs as directed by Ex-Officio leaders.

ARTICLE IV. RULES AND AMENDMENTS

The rules contained in the Bylaws shall govern the board and committee in all cases to which they are applicable.

A proposed amendment to the Bylaws may be initiated by a majority vote of the CTC Board, or upon receipt by the committee of a petition signed by a minimum of 40% of CTC General Committee members.

ARTICLE V. SUBCOMMITTEES

Subcommittees or task forces within the CTC may be established at the discretion of the CTC Board as special needs occur. Recommendations from any subcommittee must be reported to the CTC Board including a final written report of their findings for presentation to the CTC General Committee.