Academic Information Technology (IT) Directors
Operational Bylaws

Purpose of the Academic IT Directors

The purpose of the Academic IT Directors group (hereafter referred to as the “group”) is to provide an organized and self-perpetuating structure for discussion of issues related to information and instructional technologies, with emphasis on the implementation of such technologies within or for the benefit of the major academic units. The group will, as appropriate, represent its constituent units in university-wide discussions of technology and formulate policy and regulatory recommendations to other official campus governing bodies.

Relationship to the University Information Technology Committee (UITC)

The Academic IT Directors have been designated as a formal subcommittee of the UITC.

Organizational Membership

Membership in the organization is restricted to the major academic units reporting to the Provost, specifically, the Colleges of Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Physical and Mathematical Sciences, Textiles, and Veterinary Medicine, the Libraries, and Distance Education and Learning Technology Applications (DELTA).

Voting Membership

Each member organization has one vote and designates a voting representative. The voting representative for the colleges should normally be the most senior person with responsibility for information and instructional technology at the level of college, rather than departmental, administration. The voting representative for the libraries or DELTA should normally be a senior person with significant technical expertise who is responsible for the implementation of instructional technology services. The voting representative should have the authority to speak for the organization and to make and implement decisions regarding technical matters. In normal practice, each college typically maintains at least one position that would fit the criteria, and the incumbent in that position would be the voting representative. The administrative head of each organization (dean or vice provost) has the right to determine the voting representative.

Voting Membership Changes

A member organization may change its voting representative at any time, subject to the criteria for voting membership eligibility. Final appointment authority rests with the cognizant dean or vice provost.
Parliamentary Authority

The group will conduct itself in accord with the latest edition of Robert’s Rules of Order in all cases where applicable and not inconsistent with group bylaws or with special rules adopted by the group.

Officers

The group will elect a Chair and a Secretary from among the voting members. The Chair will have the primary responsibility for scheduling meetings, setting meeting agendas, and conducting meetings, and consulting with voting representatives and others as may be required. The Secretary will take and maintain minutes of meetings, maintain a restricted group email list, and provide information to other campus organizations or individuals, as directed by the group. Officers are expected to attend all regularly scheduled meetings.

Officers will be elected by simple majority vote at the first meeting in December and will serve for a term of one year. Officers may not serve more than two consecutive terms. In the event of a vacancy during terms of office, a special election will be held as quickly as possible to elect a replacement, who will serve to the end of the term.

Voting

All votes will be by show of hands, with a simple majority necessary for approval of any measure. A voting representative may designate a voting substitute by communication via email to the Secretary in advance of a meeting.

A quorum of 2/3 of voting representatives is necessary for any vote to be considered an official action of the group.

Subgroups

Subgroups shall be formed as deemed necessary by the group and approved by simple majority vote.

Meetings

Meetings will be announced and held monthly and at any other time as deemed necessary by consensus of the group.

Official Communications

The group will maintain an email list, initially colitdir@lists.ncsu.edu, for the purpose of internal communication. Rules regarding the use of the list, the establishing of a group website, or any other forms of group communications will be determined by vote.
Amending the Bylaws

Bylaws may be amended by a 2/3 majority of the voting representatives, as specified in the most current edition of Robert’s Rules of Order.

Bylaws History

12/14/04: Bylaws adopted by unanimous vote
12/14/04: Amended to change officer election from January to December