

# **AJCU Conference on Information Technology Management**

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## **Conference on Information Technology Management By-Laws**

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### **ARTICLE I**

This organization shall be known as the Association of Jesuit Colleges and Universities (AJCU) Conference of Information Technology Management.

### **ARTICLE II**

#### **Purpose**

This organization shall exist to promote the productive use of information technology on the member campuses and to facilitate collaboration between member institutions. The organization helps members to better understand and fulfill the proper role and function of computing, telecommunications and information services within the Jesuit educational experience.

### **ARTICLE III**

#### **Membership**

Membership in the Conference shall be limited to institutions which are members of AJCU.

#### **SECTION I. MEMBERS**

The Conference members shall include among their representatives persons involved directly in development, service and support of computing, telecommunications and information services at Jesuit institutions.

#### **SECTION II. MEMBERSHIP PERIOD**

Membership in the Conference shall be for a period "indefinite" but shall be contingent upon active participation in Conference activities.

### SECTION III. MEMBERSHIP FEES

Each member institution will be assessed an annual membership fee. The amount of the fee will be set by the membership by majority vote at its business meeting and will become effective on June 1 of that year. The fee that is set will remain in effect until changed at a subsequent meeting. The membership fee is to be used for general operation costs related to official business of the Conference.

## ARTICLE IV

### Meetings

#### SECTION I. MEETINGS

The Conference, as a whole, shall meet at least once annually during the Spring of each year and on such date as may be agreed upon by the Conference members. In the case of pressing business, as determined by a majority of the officers listed in Article V (hereinafter, the "Executive Committee,") a meeting may be convened by such electronic means as telephone conference or video conference.

The Executive Committee may also agree by a majority to place pressing business before the membership for a vote by electronic mail. In such case, the members will have at least 2 weeks notice to consider and discuss the matter before an electronic vote is taken. The electronic mail vote will be addressed to at least the President and the Secretary.

#### SECTION II. PLACE

The annual meeting of the Conference shall be held at such place as may be agreed upon by the Conference at least six (6) months before the meeting.

#### SECTION III. NOTICE OF MINUTES

Written notice of the time and place of each annual meeting shall be given to each member of the Conference at least six (6) weeks before the meeting. Written notices may be delivered by electronic mail.

#### SECTION IV. QUORUM

A simple majority of all the member institutions of the Conference shall constitute a quorum for the transaction of business at any meeting and, except as otherwise provided herein, the acts of a majority of the members present at any meeting at which a quorum is present shall be the acts of the Conference. Each member institution shall be entitled to one vote on matters requiring such. The voting member for each institution shall be the senior IT executive or his/her designate.

In the event of an electronic vote, a quorum shall be defined as email votes received from the voting member of a simple majority of member institutions at the end of a two (2) week voting period. The electronic voting period will begin when notified by the President or delegate. Votes received after the voting period will be null and void.

## SECTION V. PARLIAMENTARY PROCEDURES

*Robert's Rules of Order* shall be the authority governing all matters of procedure not otherwise provided by these by-laws.

## ARTICLE V

### Officers, Regional Representative and Duties

#### SECTION I. OFFICERS

The officers of the Conference shall be: President, Vice President, Conference Chair, Conference Vice Chair, Secretary, Treasurer, and Special Liaisons.

#### SECTION II. ELECTION PROCESS

Officers shall be elected annually according to the term limits of current officers. The Conference Vice Chair shall automatically be placed into nomination for the position of Conference Chair. The incumbent President shall draft a nomination slate for all remaining positions for presentation to the Conference; nominations shall be solicited at least six (6) weeks prior to the annual election date.

In the event one of the officers of the Conference cannot complete the term to which they have been elected, the remaining officers, at their discretion, may solicit nominations and conduct an election via electronic vote to fill the remainder of that term.

#### SECTION III. ELECTION DATE

The election of officers shall take place at the annual meeting. Newly elected officers shall take office officially on the fifteenth (15th) day of the month following the month of election.

#### SECTION IV. POWERS, DUTIES AND TERM OF THE PRESIDENT

The President shall preside at all business meetings of the Conference, shall have general and active management of the affairs of the Conference, and shall confirm that all resolutions of the Conference are implemented; shall have the general supervision and direction of all other officers of the Conference and shall see that their duties are properly performed; shall coordinate all public relation and information dissemination activities for the Conference and shall compile and distribute (via the *AJCU Newsletter* and other means) information of particular interest to Conference members; and shall report

annually to the Conference members on matters of which the President is knowledgeable and which, in the interest of the Conference, should be brought to their attention.

Term of Office: 2 years

#### SECTION V. POWERS, DUTIES AND TERM OF THE VICE PRESIDENT

In the absence or disability of the President, the Vice President shall perform the duties of the President and shall have such other powers and duties as may be prescribed by the members of the Conference.

Term of Office: 2 years

#### SECTION VI. POWERS, DUTIES AND TERM OF THE CONFERENCE CHAIR

The Conference Chair shall host the annual conference meeting and associated activities in the current academic year. The Chair shall coordinate the logistics and agenda of the annual conference meeting and associated activities. The chair shall be supported in the role by the vice chair and program committee.

Term of Office: 1 year

#### SECTION VII. POWERS, DUTIES AND TERM OF THE CONFERENCE VICE CHAIR

The Vice Chair shall host the annual conference meeting and associated activities in the coming academic year, as Chair. The Vice Chair shall support the Chair in coordinating the logistics and agenda of the annual conference meeting in the current year.

Term of Office: 1 year

#### SECTION VIII. POWERS AND DUTIES OF THE SECRETARY

The Secretary shall attend all meetings of the Conference, shall record all minutes of the proceedings and all votes; shall give or cause to be given proper notice of all meetings of the Conference. The Secretary shall maintain a list of members on good standing, which list shall be open to inspection upon request by any member of the Conference. The Secretary shall perform such other duties as prescribed by the Conference members or by the President, including the answering of any correspondence at the direction of the President. Term of Office: 2 years

#### SECTION IX. POWERS, DUTIES AND TERM OF THE TREASURER

The Treasurer shall have custody of the funds of the Conference, shall keep full and accurate account of receipts and disbursements in books belonging to the Conference, which books shall be open to inspection upon request by any Conference member. The

Treasurer shall deposit all monies in the name of and to the credit of the Conference in such depositories as may be designated by the Conference members or the President, taking proper vouchers and receipts of such disbursements and deposits. The Treasurer shall render annual and other financial reports to the Conference members and to the President as may be required. The Treasurer shall perform such other duties as prescribed by the Conference members.

Term of Office: 2 years

#### **SECTION X. POWERS, DUTIES AND TERM OF THE SPECIAL LIAISONS**

The Special Liaisons shall attend required meetings, coordinate activities and facilitate relationships between the Conference and affiliated entities, including but not limited to:

- JesuitNet
- AUSJAL

Term of Office: 1 year

#### **SECTION IX. ORDER OF SUCCESSION**

In the absence or disability of the President and Vice President, the other officers shall succeed to the Chair in the order in which they appear in Section I of this Article unless members of the Conference determine otherwise.

### **ARTICLE VI**

#### **Standing Committees**

Standing Committees shall be as determined by the Conference as a whole. Each shall be headed by a chairperson elected by the members of the Conference and shall be composed of a number of members as prescribed by the Conference. Standing Committees shall meet according to a calendar of scheduled meetings agreed upon by the chairperson and the Committee.

### **ARTICLE VII**

#### **Conference Membership in AJCU**

The Conference of Information Technology Management is one of the conferences of the Association of Jesuit Colleges and Universities. The executive director of the AJCU will be kept informed of all meetings and will be accorded all the privileges of attendance at those meetings.

### **ARTICLE VIII**

#### **Amendments to the By-Laws**

All proposed amendments to the By-Laws shall be submitted and voted on an annual meeting. An amendment shall be considered approved if endorsed by a two-thirds majority of a quorum. In emergency situations, proposed amendments shall be mailed to Conference members for review and voting shall be done by mail or electronic mail with balloting recorded and certified by the Conference Secretary.

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Amended in April, 2008  
23<sup>rd</sup> Annual Meeting of the Conference  
University of San Francisco

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Suggestions, comments and recommendations regarding these by-laws can be directed to the [conference secretary](#).

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