North Dakota State University
Information Technology Council

BYLAWS

ARTICLE I
NAME

The name of the organization is the North Dakota State University Information Technology Council (ITC).

ARTICLE II
OBJECTIVE

Section I

1) The ITC will serve as the primary advisory body for IT strategic planning, policy development, and service review for the University.

2) The ITC will serve in a consultative capacity to the Vice-President for Information Technology (VPIT).

3) The ITC will serve as a governing body for all formal IT advisory Groups (ITAG) to help facilitate campus-wide communication related to IT matters.

ARTICLE III
MEMBERS & OFFICERS

Section I

The ITC membership will consist of the Vice President for Information Technology, the Dean of the Library and one additional academic dean, president of the University Senate, president of Staff Senate, president and technology commissioner of the Student Body, NDSU CIO and the chairs of each of the functional area IT Advisory Groups (ITAG’s). The VPIT may also designate other staff to serve on the ITC as ex officio, non-voting members. With the approval of the Executive committee, a delegate may serve in place of the above named individuals.

Section II

The officers shall be the members of the Executive committee; see Article V for Executive committee membership. These officers shall perform the duties prescribed by these bylaws.

Section III

At the April meeting of each even year, the ITC shall name a Vice Chair. At that same time, the ITC Chair shall ask the Provost to appoint the academic dean member. Both these positions are to be filled for a two year term prior to the end of that year’s spring term.
At the regular spring meeting of each odd year, the ITC shall name a Chair. This position will be filled for a two year term prior to the end of that year’s spring term.

Section IV

The Chair, Vice Chair and academic dean may serve for two terms.

Section V

The duties of the Chair are to call the meetings of the IT Council and to conduct all business at the meetings according to these Bylaws.

Section VI

The duties of the Vice Chair are to assist the Chair with meeting agenda development, to assume the duties of the Chair in the event that the Chair is unable to perform such duties and to perform other duties of the Chair as needed.

Section VII

A secretary shall be provided by the Office of VPIT. The duties of the Secretary are to keep the minutes of all meetings; prepare the minutes of the previous meetings for approval, assist the Chair with agenda preparation and other duties as needed.

Section VIII

The Office of the Vice President for Information Technology shall be responsible for the sending and receiving of all correspondence pertaining to ITC matters and shall maintain the publicly accessible repository of ITC documentation (Blackboard site, etc).

Section IX

A simple majority of the regular voting members is required when a formal vote is taken.

Section X

A member who is unable to attend a meeting shall designate an individual to take his/her place at that meeting with all the rights and privileges of the member. The member's signed notification of the substitution shall be presented to the secretary prior to the start of the meeting, and the committee when assembled shall be notified of the substitution.
ARTICLE IV
MEETINGS

Section I
Regular meetings shall be held once a month, September through May.

Section II
An emergency or special meeting may be called by the Chair or by any member of the ITC. The membership shall be notified of the date, time and location by the Office of the VPIT.

Section III
Minutes of meetings will be posted on the IT Council’s web site. This site, or an equivalent site, will comprise the primary public communication channel for the ITC and act as the repository site for committee completed documents.

Section IV
The meeting agenda will be posted prior to regularly scheduled meetings.

ARTICLE V
ITC EXECUTIVE COMMITTEE

Section I
The ITC Executive Committee shall consist of the Chair, Vice Chair and the VPIT.

Section II
The ITC Executive Committee may meet between regular meetings for the purpose of formulating the ITC’s agenda and to address issues that cannot be assigned to an ITAG due to time constraints or subject matter.

ARTICLE VI
Information Technology Advisory Groups (ITAGs)

Section I
At the regular spring meeting of each even year, ITAG Chairs are elected by the members of each ITAG for a two-year term. An ITAG chair may serve two terms.

The ITAGs meet at the call of the Chair

Section II
General Characteristics of the ITAGs. Each advisory group will be formed with appropriate representation from the University community.

All the ITAGs have the following common characteristics:
1) Each ITAG will be advisory to the IT Council.

2) Each ITAG will provide an environment for faculty, staff, and students to explore ways that information technologies can best be utilized in support of the University’s mission.

3) The ITAG members will engage in the activities of planning, policy development, and service review under the general coordination of the IT Council.

4) ITAG members are expected to be well-informed about IT issues relevant to the ITAG’s charge and must be willing to make a reasonable time commitment to the group.

5) Division of IT staff members serving on each ITAG will provide administrative support for the ITAGs.

6) Additional ITAGs may be created by a formal vote of the ITC when there is sufficient need and interest. Similarly, ITAGs may be dissolved by a formal vote of the ITC if interest in a particular area wanes.

Section III

Identified ITAGs, charge and membership.

1) ITAG for Teaching and Learning
Purpose: Participate in strategic planning, policy development, resource allocation, and program assessment related to the use of IT in the University’s teaching and learning activities. Serve as a special interest group for people interested in use of IT in teaching and learning activities, including campus students, faculty or staff or individuals from the NDSU Agricultural Experiment Stations, NDSU Extension Service, NDSU Forest Service and NDSU’s Upper Great Plains Transportation Institute. Help facilitate campus-wide communication related to IT matters and on other IT matters as requested by the VPIT.

Membership: The ITAG membership shall consist of a broad representation of individuals engaged in teaching and learning and certain Division of IT members as appointed by the VPIT.

2) ITAG for Research Issues:
Purpose: Participate in strategic planning, policy development, resource allocation, and program assessment related to the use of IT in the University’s research activities. Serve as a special interest group for people interested in the use of IT in research activities, including campus students, faculty or staff or individuals from NDSU’s main campus, the NDSU Agricultural Experiment Stations, NDSU Extension Service, NDSU Forest Service and NDSU’s Upper Great Plains Transportation Institute. Help facilitate campus-wide communication related to IT matters and on other IT matters as requested by the VPIT.

Membership: The ITAG membership shall consist of a broad representation of individuals engaged in research issues and certain Division of IT members as appointed by the VPIT.

3) ITAG for Standards / Infrastructure
Purpose: Participate in strategic planning, policy development, resource allocation, and program assessment related to the University’s IT standards and infrastructure activities; including student issues, emergency management, security, and web. Serve as a special interest group for people interested in IT standards, infrastructure, ConnectND and other business and student service applications, desktop resources, local and wide-area networking, Internet2, and other technology issues including campus students, faculty or staff or
individuals from NDSU’s main campus, NDSU Agricultural Experiment Stations, NDSU Extension Service, NDSU Forest Service and NDSU’s Upper Great Plains Transportation Institute. Help facilitate campus-wide communication related to IT matters and on other IT matters as requested by the VPIT.

Membership: The ITAG membership shall consist of a broad representation of individuals engaged in IT standards and infrastructure and certain Division of IT members as appointed by the VPIT.

ARTICLE VII
AMENDMENT OF BYLAWS

Any member may submit a proposed amendment to the Bylaws. The proposed amendment will be reviewed by an ad hoc group appointed by the chair from members of ITC and if deemed appropriate will be subject to a formal vote of the ITC.