

# **North Dakota State University Information Technology Council**

## **BYLAWS**

### **ARTICLE I NAME**

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

### **ARTICLE II OBJECTIVE**

#### Section I

- 1) The ITC will serve as the primary advisory body for IT strategic planning, policy and procedure development, and service review for the University.
- 2) The ITC will serve in a consultative capacity to the Vice-President for IT (VPIT) and the IT Division.

### **ARTICLE III MEMBERS**

#### Section I

The ITC membership will consist of the VPIT, who will chair the council as a non-voting member, and the following voting members: the dean of NDSU Libraries and one additional academic dean, the president of Faculty Senate, the president of Staff Senate, the president and technology commissioner of the Student Body, four members of the faculty, and one at-large member. The VPIT may also designate other staff to serve on the ITC as ex officio, non-voting members. With the approval of the council, delegates may serve in place of the above named individuals.

#### Section II

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

### Section III

The Office of the VPIT 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 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 notification of the substitution shall be presented 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 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 ITC 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**  
**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 the ITC and if deemed appropriate will be subject to a formal vote of the ITC.

June 9, 2008  
Amended Oct. 21, 2015  
Amended Nov. 25, 2015  
Amended Dec. 23, 2015