

BYLAWS
COLLEGE OF COMMUNICATION AND FINE ARTS
TECHNOLOGY COMMITTEE

Article I: Name

The name of this organization shall be the College of Communication and Fine Arts Technology Committee.

Article II: Purpose

The College of Communication and Fine Arts Technology Committee will represent the faculty, staff, and students of the College of Communication and Fine Arts at The University of Memphis in the governance of technology in the College. Its duties and responsibilities shall be:

1. To serve and advocate for the broad contemporary technology needs of the college, its students, faculty, staff, programs, and constituency.
2. To review proposals and make recommendations for the spending of College-wide funding for technology, including funds from the University's Technology Access Fee.
3. To facilitate collaborations of use of technology throughout the College.
4. To facilitate the sharing of technology resources purchased by the constituent units of the College when they have served their original purpose and are no longer needed.
5. To recommend action on technology issues for curriculum, instruction, research, operations, and public service.

Article III: Membership

Section 1. The committee shall be composed of one member from each unit of the College. A chair will be appointed by the dean.

Section 2: The members will be selected by their respective units to serve a two-year term. Members may serve successive terms.

Section 3. By **April 1** of each year the committee chair will inform unit heads and current committee members which members have completed their terms of office so that units may select a representative who will begin a term at the first committee meeting in the fall.

Section 4. Only full-time faculty members are eligible to serve on the committee.

Section 5. Committee members may be selected by any process of their respective unit, including appointment by the chair/director, volunteer, faculty vote, etc.

Section 6. If a vacancy on the committee occurs more than 90 days prior to the date of a regular election, the position will be filled by the representative unit through its typical process, and the committee member will serve the remainder of the term. Vacancies that occur within 90 days of the regular election will be filled at the time of that election.

Section 7. Any member who is absent from three meetings in an academic year will be excused from the committee for the remainder of the academic year and not replaced. A committee member may send a substitute to meetings provided that the substitute meets their department's criteria for the committee. Substitutes will be allowed to vote, and the attendance of a substitute will be regarded as attendance by the regularly elected committee member representative. The committee chair will inform the appropriate Chair/Director when the member has two absences.

Article IV: Officers

The committee shall be chaired by an appointee of the dean from its regular membership. The committee chair will record minutes of each meeting and share them with the dean and associate dean of the College.

Article V: Meetings

Section 1. The committee will meet at least once each month on a schedule suitable to its membership.

Section 2. Two-thirds of the membership of the committee shall constitute a quorum.

Article VI: Parliamentary Authority

Section 1. The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the committee may adopt.

Section 2. The business of the committee is open to the public, but visitors may be asked to leave during executive sessions and voting. Any Council member may request an executive session and/or secret ballot at any time, and such requests must be granted by the committee chair.

Article VII: Amendments to Bylaws

These bylaws can be amended at any regular meeting of the Council by a two-thirds vote,

provided that the amendment has been submitted by a member of the committee during a previous regular meeting.

Adopted October 7, 2021