

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 in the 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

1. The committee shall be composed of one member from each unit within the College.
2. The members will be selected by their respective units to serve a two-year term. Members may serve successive terms.
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.
4. Only full-time faculty members are eligible to serve on the committee.
5. Committee members may be selected by any process of their respective unit, including appointment by the chair/director, volunteer, faculty vote, etc.
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.

Article IV

Officers

1. The Associate Dean of Academic and Student Affairs in the College of Communication

- and Fine Arts will serve as chair of the Committee.
2. The Chair of the Committee will only vote in the event of a tie.
 3. Minutes will be recorded and maintained by a staff member from the Dean's office.

Article V

Meetings

1. The Committee will hold meetings each month from September through May monthly, typically on Thursday afternoons from 3:00–4:30 p.m. A schedule of meetings will be distributed before the beginning of fall semester each academic year.
2. Changes in meeting dates and specially called meetings shall be communicated electronically at least one week in advance of the meeting.
3. Two-thirds of the membership of the Committee shall constitute a quorum.

Article VI

Parliamentary Authority

1. The business of the Committee is open to all faculty members, but visitors may be asked to leave during executive sessions and voting. Any Committee 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 may be amended at any regular meeting of the Committee by a two-thirds vote, provided that the amendment has been submitted in writing by a member of the Committee one week before the regular meeting. The bylaws will be reviewed on a regular basis at the first meeting of the Committee each academic year.