



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

Bylaws for Information Systems & Educational Technologies Commission

ARTICLE I: PURPOSE OF THE COMMISSION

- 1.01. The mission of the Information Systems and Educational Technologies Commission (IS&ET) is to advance the understanding, use, and integration of information systems and educational technology services among CAAHE member institutions. To this end, the Commission seeks to create an environment within which open dialogue and collaboration take place in order to provide Commission members with models and best practices.
- 1.02. The purposes of the IS&ET Commission shall be:
 - A. To promote academic services to encompass a wide range of instructional support systems and services: library, learning resource center, student computer labs, tutoring center, bookstore, and so forth.
 - B. To designate an academic and student services liaison to coordinate with campus IS&T departments and ensure all software and technological infrastructure planning complements and supports the mission and goals of the adult programs.
 - C. To ensure that all support services — academic, operational, student — work together to ensure a quality and accountable online learning environment that includes advising, registration, assessment, enrollment, and so forth.
 - D. Maintain a Web presence to share best practices and provide a space where CAAHE member institutions can go to for advice and direction.

ARTICLE II: MEMBERSHIP AND MEETINGS

- 2.01. Each Institutional Representative shall appoint a person to serve on the Information Systems and Educational Technologies Commission. Persons appointed should have responsibilities that include such roles as financial analysts, information systems support staff, course management administrators, librarians, learning resource staff, infrastructure staff, or other related functions. The appointees will attend meetings and represent their respective institutions until and unless the Institutional Representative deems otherwise. Each member shall have one vote.
- 2.02. The Commission has the option to hold an Annual Meeting during the Annual Consortium Conference or to arrange regular online webinars with structured agendas and goals.

ARTICLE III: OFFICERS AND DUTIES

- 3.01. Officers

The officers of the Information Systems and Educational Technologies Commission will include the Immediate Past Chair(Beginning year two), Chair, Vice-Chair, IPD IT representative, and Secretary.

 - A. The Commission Chair will initially be appointed by the Executive Council. At the end of the Annual Meeting following that appointment, the Commission will elect a Chair who will

immediately assume office. Thereafter, the Commission Chair will assume office at the conclusion of the Annual Meeting.

- B. The Vice-Chair will be elected at the Annual Meeting and shall automatically succeed to the office of Chair at the conclusion of the next Annual Meeting.
- C. The Secretary will be elected at the Annual Meeting and will assume office at the conclusion of the Annual Meeting.

3.02. Duties

- A. The Immediate Past Chair will be responsible for assembling and presenting a slate of officers at the Annual Meeting and for conducting a vote of the membership. All Past Chairs retain membership on the Commission with power to vote.
- B. The Chair of the Commission will coordinate and preside at meetings. The Chair will report on the Commission agenda and action items to the Executive Council and Consortium. In the intervals between meetings of the Commission, the Chair represents the Commission and serves as the liaison between the Commission and the Executive Council and Consortium.
- C. The Vice-Chair will assist the Chair as requested and will perform the duties of the Chair in the absence of the Chair. The Vice-Chair will be the Chair-Elect and will succeed the Chair in office. In the event that there is a vacancy in the office of the Chair, the Vice-Chair will serve as Acting Chair until the full Commission can take formal action to designate the Chair.
- D. The Secretary will keep minutes of all meetings of the Commission and will send copies of the minutes to Commission members and Institutional Representatives. The Secretary will preserve and retain the official records of the Commission, including all minutes, papers, and documents pertaining to the business and proceedings of the Commission. The Secretary will send a copy of the approved minutes to the Secretary/Treasurer of the Consortium for its permanent records.

ARTICLE IV: CONDUCT OF THE MEETINGS AND SPECIAL COMMITTEES

- 4.01. The meetings will be called by the Chair, who will develop the general purpose of the meeting; the preliminary agenda for the meeting; and the order of business incorporating suggestions from the Commission Officers, the Executive Council, and the membership.
- 4.02. The Commission may authorize the creation of such special committees as it deems necessary and appropriate and may fix their size, duties, membership, and tenure. Minutes of all special committee meetings will be kept and filed with the Secretary.

ARTICLE V: CHANGING BYLAWS

- 5.01. Any bylaw may be adopted, amended, or repealed by a majority vote of the Commission membership after appropriate notice and discussion has occurred.