

CONFERENCE OF COMPUTER CENTER DIRECTORS
ASSOCIATION OF JESUIT COLLEGES AND UNIVERSITIES

BY-LAWS

ARTICLE I

This organization shall be known as the AJCU Conference of Computer Center Directors.

ARTICLE II

Purpose

This organization shall exist to promote the productive use of computer technology on the member campuses. The organization will help members better understand and identify the proper role and function for computing within the Jesuit educational experience.

ARTICLE III

Membership

Membership in the conference shall be limited to Jesuit institutions.

SECTION I. MEMBERS

The conference members shall include among their representatives persons involved directly in computer center management activities of Jesuit institutions.

SECTION II. MEMBERSHIP PERIOD

Membership in the Conference shall be for a period "indefinite" but shall be contingent upon active participation in Conference activities.

SECTION III. MEMBERSHIP FEES

Each member institution will be assessed an annual membership fee of \$25.00. Membership fee to be used for general operating costs related to official business of the Conference.

ARTICLE IV

MEETINGS

SECTION I. MEETINGS

The Conference, as a whole, shall meet at least once annually during the Fall of each year and on such date as may be agreed upon by the Conference members.

SECTION II. PLACE

The annual meeting of the Conference shall be held at such place as may be agreed upon by the Conference at least six (6) weeks before the meeting.

SECTION III NOTICE OF MEETINGS

Written notice of the time and place of each annual meeting shall be given to each member of the Conference at least six (6) weeks before the meeting.

SECTION IV. QUORUM

A simple majority of all the members of the Conference shall constitute a quorum for the transaction of business at any meeting and, except as otherwise provided herein, the acts of a majority of the members present at any meeting at which a quorum is present shall be the acts of the Conference. Each member institution shall be entitled to one vote on matters requiring such.

SECTION V. PARLIAMENTARY PROCEDURES

Roberts Rules of Order shall be the authority governing all matters of procedure not otherwise provided in these By-laws.

ARTICLE V

Officers, Regional Representative and Duties

SECTION I. OFFICERS

The officers of the Conference shall be: Chair, Vice Chair, Secretary, Treasurer and Information Officer.

SECTION II. ELECTION PROCESS

Officers shall be elected annually except that the Vice Chair shall automatically be placed in nomination for the position of Chair. The incumbent Chair shall draft a nomination slate for all remaining positions for presentation to the Conference at least six (6) weeks prior to the annual election date.

SECTION III. ELECTION DATE

The election of officers shall take place at the annual meeting. Newly elected officers shall take office officially on the fifteenth (15th) day of the month following the month of election.

SECTION IV. PROVERS AND DUTIES OF THE CHAIRMAN

The Chair shall preside at all meetings of the Conference, shall have general and active management of the affairs of the Conference subject to approval by the Conference members, and shall confirm that all resolutions of Conference are implemented; shall have the general supervision and direction of all other officers of the conference and shall see that their duties are properly performed; and shall report semi-annually to the Conference members on matters of which the Chair is knowledgeable and which, in the interest of the Conference, should be brought to their attention. The Chair shall perform such other duties as prescribed by the Conference members.

SECTION V. POWERS AND DUTIES OF THE VICE CHAIRMAN

In the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair and shall have such other powers and duties as may be prescribed by the members of the Conference.

SECTION VI. POWERS AND DUTIES OF THE SECRETARY

The Secretary shall attend all meetings of the Conference, shall record all minutes of the proceedings and all votes; shall give or cause to be given proper notice of all meetings of the Conference. The Secretary shall maintain a list of members in good standing, which list shall be open to inspection upon request by any member of the Conference. The Secretary shall perform such other duties as prescribed by the Conference members or by the Chair, including the answering of any correspondence at the direction of the Chair.

SECTION VII. POWERS AND DUTIES OF THE TREASURER

The Treasurer shall have the custody of the funds of the Conference, shall keep full and accurate account of receipts and disbursements in books belonging to the conference, which books shall be open to inspection upon request by any Conference member. The Treasurer shall deposit all monies in the Name and to the credit of the Conference in such depositories at may be designated by the Conference member or the Chair, taking proper vouchers and receipts of such disbursements and deposits. The Treasurer shall render quarterly and other financial reports to the Conference members and to the Chair as may be required. The Treasurer shall perform such other duties as prescribed by the Conference members.

SECTION VIII. POWERS AND DUTIES OF THE INFORMATION OFFICER

The Information Officer shall coordinate all public relation and information dissemination activities for the Conference and shall compile and distribute (via the AJCU Newsletter, and other means) information of

particular interest to Conference members. The Information Officer shall prepare an annual report for presentation to the Conference members and to the Chair. The Information Officer shall perform such other duties as prescribed by the Conference members and by the Chair.

SECTION IX. ORDER OF SUCCESSION

In the absence or disability of the Chair and Vice Chair, the other officers shall succeed to the Chair in the order in which they appear in Section I of this Article unless the members of the Conference determine otherwise.

ARTICLE VI

Standing Committees

Standing Committees shall be as determined by the Conference as a whole. Each shall be headed by a chairperson elected by the members of the Conference and shall be composed of a number of members as prescribed by the Conference. Standing Committees shall meet according to a calendar of scheduled meetings agreed upon by the chairperson and the committee.

ARTICLE VII

Conference Membership in AJCU

The Conference of Computer Center Directors is one of the Conferences of the Association of Jesuit Colleges and Universities. The president of the AJCU will be kept informed of all meeting and will be accorded all the privileges of attendance at those meetings.

ARTICLE VIII

Amendments to the By-Laws

All proposed amendments to the By-Laws shall be submitted and voted on at the annual meeting. An amendment shall be considered approved in endorsed by a two-thirds majority of a quorum. In emergency situation, proposed amendments shall be mailed to Conference members for review and voting shall be done by mail with balloting recorded and certified by the Conference Secretary.