

Official Technology Committee Bylaws

I. Statement of Purpose

The primary purpose of the Technology Committee is to design and maintain tools and applications for the Honors Program. This is to be accomplished in close collaboration with the Honors Council and the Honors Office.

In addition to the primary function, the Technology Committee should promote the usage of new technologies throughout the program. In this respect, the Technology Committee will be receptive to the ideas of all within the Honors Program and work collaboratively with other Committees to promote the ideas which are deemed useful.

II. Membership

“Active member” hereafter refers to someone who qualifies as a committee member for the purposes of internal rulings. Qualifying as an active member under these criteria has no bearing on comp learning requirements. An active member should not only regularly attend meetings, but also make an effort to continue working outside the allotted meeting time. They should make meaningful contributions to the efforts of the Technology Committee and be willing to learn new things to help move the committee forward. Somebody can officially qualify as an active member in one of several ways: by qualifying under the Council’s bylaws*, by attending at least 50% of the meetings so far in a semester, or by showing continued progress toward a substantial project as determined by the committee Chair.

a. Project Teams

Project Teams are special subgroups within the Technology Committee that are tasked with managing a single project with a precise goal. Project Team membership is non-binding, and members may be affiliated with multiple Project Teams. These teams are designed to facilitate the completion of larger goals by breaking them into more manageable tasks.

III. The Chair

The Chair of Technology Committee is ultimately responsible for creating the agenda for meetings, attending Honors Council when required, and communicating with outside parties (e.g. other committees, ITS). The Chair may delegate any of these responsibilities to other active members as they see fit.

*As of September 26, 2018, this is the Complementary Learning definition of an active member: 2 hours in Official Committee Meetings; 2 hours of additional, out-of-meeting work; and 5 hours total.

- a. The Chair shall be held responsible for keeping, in an accessible location, all the files generated in the normal course of business. This includes, but is not limited to, meeting minutes, other Google Docs, and project files.
- b. When a Chair leaves office, they must transfer the files to the incoming Chair. Administrator access to services must also be granted to the incoming Chair before the end of the term.

IV. Meeting Procedure

- a. The Technology Committee shall hold weekly meetings, each of which should last approximately one hour. These meetings should consist of two separate parts:
 - i. The first part of the meeting is a whole-group discussion session. This is done in order to keep all current members apprised of what is happening in and around the committee. This is the portion of the meeting where active members share the progress of their work from outside the meeting during the prior week. This time is also used to allow the committee to make collective decisions regarding any other work in which the committee is engaged. Votes to amend the bylaws will be held during this time as necessary.
 - ii. The second part of the meeting (which may be omitted in some cases if the first part of the meeting lasts too long) is to be used for work on any projects in which the committee is engaged. This work may be performed singularly or in small groups, but it should encourage group discussion and collaboration.
- b. Minutes shall be taken and posted for all members to view after every meeting.

V. Amendment of the Bylaws

- a. Bylaws will be reviewed after changes to the Honors Council Bylaws and at least annually.
- b. Review will take place at a scheduled meeting.
- c. Chair must be present.
- d. Changes will be ratified through two-thirds majority of active members present at the meeting. All active members shall be notified of impending

changes no less than two weeks in advance so that they may make arrangements to be present at the meeting.