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**NAVAJO TECHNICAL UNIVERSITY**

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## **THE NAVAJO TECHNICAL UNIVERSITY INFORMATION TECHNOLOGY (IT) ADVISORY BOARD BYLAWS**

### **ARTICLE 1. NAME AND PURPOSE OF THE ORGANIZATION**

#### **Section 1.**

The name of the organization shall be *The Navajo Technical University Information Technology Advisory Board [Advisory Board]*.

#### **Section 2.**

The purpose of the Advisory Board is to foster an ever-higher level of excellence in the Navajo Technical University IT Department. The Advisory Board will accomplish this by catalyzing increased interaction between students, faculty, and the larger IT community; providing input on academic issues, especially those related to Accreditation Board for Engineering and Technology (ABET) accreditation; supporting the promotion and development of the education programs and facilities in the Department; recognizing significant achievements of IT Department alumni and supporters; and assisting in fund-raising activities.

### **ARTICLE II. MEMBERSHIP**

#### **Section 1.**

The IT Advisory Board should consist of six (6) to ten (10) voting members, with backgrounds in the IT programs offered at NTU and selected by the Head of the Department of IT [Head] and members of the Advisory Board. There should be two (2) additional permanent seats with voting privileges as identified in Article II, section 2, making it a total of twelve (12) members. New members should be confirmed by the Head and the Advisory Board at a meeting of the Advisory Board meeting.

#### **Section 2.**

To provide continuity in Advisory Board membership and obtain input from key constituencies, the Advisory Board should have two (2) permanent seats with a five-year term for each seat. The seats will be comprised of:

1. An IT representative from a Navajo Nation Enterprise
2. A faculty member from an ABET-accredited university other than the Navajo Technical University, subject to the term limits in Article II, Section 3.

### **Section 3.**

The term of office for an Advisory Board member shall be three years, with approximately one-third of the Advisory Board members' terms expiring each year. Terms of service may be renewed with consideration given to the commitment and involvement in activities and meetings. Renewed terms, as with initial Advisory Board membership, shall be three years in duration. No Advisory Board member not serving in a permanent seat shall serve more than two consecutive three-year terms except as indicated in Article III, section 2. After a hiatus of one year, a former Advisory Board member may be appointed as in Article II, section 1.

### **Section 4.**

The Advisory Board will select new members to represent IT with a broad spectrum of membership across the discipline areas within these fields and related fields. Advisory Board membership shall not be limited to graduates of the Department of IT but may include individuals who are or can be active in their support of the Department. Any voting Advisory Board member or agency holding a permanent seat may propose an individual for Advisory Board membership. The individual shall submit a brief resume for review by the Advisory Board. Approval of proposed members shall be by a simple majority of the Advisory Board and will include written or telecommunicated votes. New members will be invited to Advisory Board meetings only after an affirmative vote has been obtained.

### **Section 5.**

Ex officio members of the Advisory Board will provide information to the Advisory Board as required and provide communication between the Advisory Board and various faculty and student constituencies.

### **Section 6.**

The Advisory Board shall have the power to create committees with such duties as prescribed by the Advisory Board. Such committees will appoint one of their members as chairperson. The committees may be standing or temporary.

### **Section 7.**

All regular and permanent seat members of the Advisory Board shall be voting members. Ex officio members of the Advisory Board shall be non-voting members.

## **ARTICLE III. OFFICERS**

### **Section 1.**

The officers of the Advisory Board will be the Chair and Vice Chair. Terms for officers will be two years, starting the academic year after election. At the end of a chair's two-year term, the Vice Chair or any sitting member will succeed the Chair. Every two years, the Chair and the Department Head shall nominate a candidate for the position of Vice Chair for election. Nominations from the floor will also be accepted. Voting will be by anonymous electronic ballot and will include an option for write-in candidates.

### **Section 2.**

Officers serving at the time their first term as an Advisory Board member will receive a renewed three-year term. Officers serving at the time their second term as an Advisory Board member will have their term extended until the end of their officer term(s).

**Section 3.**

The Chair shall preside at all meetings of the Advisory Board and serve as chief spokesperson for the Advisory Board. The Vice Chair shall perform all the functions of the Chair in his/her absence or other duties as assigned by the Chair.

**Section 4.**

The IT Department Head and the Dean of Undergraduate Studies shall serve as ex officio members of the Advisory Board. One student member from each of the main Department student groups will also serve as ex officio members of the Advisory Board without voting rights. Additional ex officio members may be appointed as deemed appropriate by the Chair and Department Head. The Department's administrative staff will record the official minutes of the meeting and provide support to the Chair and committees as necessary.

**Section 5.**

In the event of absence or inability of any officer to serve, the Advisory Board may delegate the powers and duties of that officer to any other officer or member whom it may select. This person will serve as the interim officer until the end of that officer's term, per Article III Section 2, or until the officer is able to resume his/her role.

**ARTICLE IV. MEETINGS**

**Section 1.**

Regular meetings of the Advisory Board shall be held at least twice per year. The date and location of the meetings will be decided by the Dean and the Chair. The meetings may be conducted virtually. The agenda will be developed by the Department Head and items may be suggested by any Advisory Board member or Department faculty member.

**Section 2.**

Special meetings may be called at any time by the Department Head or the Chair.

**Section 3.**

Half plus one of the members of the Advisory Board shall constitute a quorum.

**ARTICLE V. AMENDMENT OF BYLAWS**

The bylaws may be amended by notification to the Advisory Board members 30 days prior to the Advisory Board meeting where the proposed change(s) will be considered. Passage of the proposed amendment(s) shall be by a majority of the Advisory Board and will include written or telecommunicated votes as well as the votes of members present at the meeting.

**ARTICLE VI. REPORTS**

The Department Head is responsible for preparing a written summary including minutes and action items from each meeting of the Advisory Board for members of the Advisory Board. This documentation will also be distributed to the Department's faculty. The Chair of any established

committee is responsible for preparing a written report summarizing their activities and highlighting their suggested action items for members of the Advisory Board and the Department Head. These reports will be submitted to the Department Head within 30 days of the meeting and the Department Head will furnish copies to all members of the Advisory Board within 30 days.

#### **ARTICLE VII. EVALUATION**

The Advisory Board shall conduct an annual self-evaluation of past activities for purposes of improving the conduct of the Advisory Board and making the necessary changes as a result thereof.