

COLORADO HIGHER EDUCATION COMPUTING ORGANIZATION

BY-LAWS

ARTICLE I- PURPOSE

Section 1- Purpose

"The Colorado Higher Education Computing Organization", from this point forward referred to as "CHECO", exists to enhance the collaboration, strategy, and effectiveness of Higher Education Information Technology Organizations within the State of Colorado

Section 2- Goals

To foster the improvement of the quality, efficiency, strategy, collaboration, and effectiveness of Colorado Higher Education Information Technology departments for the benefit of the State and the citizens of Colorado.

Section 3- Objectives

The Organization shall have the following objectives:

- A. To unite professional information technology departments and personnel in higher education
- B. To promote information sharing among agencies and higher education institutions of Colorado.
- C. To encourage and promote initiatives of CHECO member organizations
- D. To have an ongoing relationship with the State of Colorado strategic planning groups and associations.

Section 4- Activities

In order to further its objectives, CHECO shall hold two general meetings a year, one in the Spring and one in the Fall.

ARTICLE II- MEMBERSHIP

Membership is open to all persons employed by a higher education institutional level information technology department in the state of Colorado, the State of Colorado Department of Higher Education, the University Corporation for Atmospheric Research, or other organizations that will further the mission of CHECO.

- A single institution may have more than one member.
- A single member may represent more than one organization.

ARTICLE III- VOTINGS

The Organization Officers shall decide the kinds of issues which shall be voted upon by the membership and shall prescribe the methods and procedures by which votes shall be taken. Each member present at the general meeting is allocated one vote. No proxies are allowed.

ARTICLE IV- MEETINGS

Section 1- Meetings of Members

Meetings of members to advance the purposes and objectives of the Organization shall be held twice a year, once in the spring and once in the fall or as designated by the Board of Directors.

Section 2- Meetings of Officers

Meetings of the Officers of the Organization shall take place upon the initiative of the Chair.

Section 3- Meeting Procedures

In transacting official business, the rules of parliamentary procedure contained in Robert's "Rules of Order" shall govern all meetings of the Organization unless amended by the Organization at any meeting. The Chair, in their sole discretion, may suspend parliamentary procedure in exchange for any other reasonable form of transacting business at their discretion and for the benefit of the meeting and efficiency.

ARTICLE V- OFFICERS

Section 1- Organization

A. The Board of Directors (BOD) will consist of a Chair, Past Chair, Chair-Elect, Treasurer, Communications Specialist, Member at Large, and a Webmaster.

B. The Organization officers (Chair, Past Chair, Chair-Elect, Treasurer, Communications Specialist, Member at Large, and Webmaster) will be selected by the organization members. The candidates for the BOD will be selected by an open nomination process. The slate of candidates will be presented and

voted on during a general meeting. Nominees are not required to be present at the meeting to be elected to the BOD, however they must consent to the position. The new Board members will assume their responsibilities at the time deemed most beneficial to the organization by the Chair.

Section 2- Powers and Duties of the Board of Directors

A. The Chair-Elect

The Chair-Elect will be selected to a one-year term by the general membership. The duties of the Chair-Elect are to collaborate with the Chair to learn the role of the Chair, to assist and support the Chair as needed, and to plan for their year as Chair. The Chair-Elect will serve for a one-year term. The Chair-Elect shall automatically become Chair at the end of their term as Chair-Elect.

B. The Chair

The responsibility of the Chair is to act as a liaison with the CHECO CIO Council, to represent the Organization to appropriate State of Colorado strategic planning groups, to conduct, facilitate, and lead the general meetings and board meetings, and to schedule board meetings as he/she deems necessary in order to facilitate the conduct of business. The Chair will serve for a one-year term.

C. The Past Chair

The responsibility of the Past Chair is to provide advice and leadership to the BOD regarding past practices and other matters to assist the BOD. The Past Chair performs the duties of the Chair in the absence or disability of the Chair. The Chair will transition to the Past Chair immediately following their term as Chair. The Past Chair will serve for a one-year term.

D. The Treasurer

The Treasurer will be custodian of all funds of the Organization; be responsible for receipt and disbursement of such funds; keep suitable books of account thereof; render periodic report thereon; and deposit such funds in a financial institution approved by the BOD. The Treasurer is also responsible for maintaining regulatory compliance with the State of Colorado (e.g. Secretary of State) and with Federal regulations (e.g. the I.R.S.) The Treasurer will be selected to a three-year term by the general membership in order to provide continuity for fiscal responsibility of the organization.

E. The Communications Specialist

The Communications Specialist shall be responsible for organizational marketing, to include emails, social media management, and other duties. The Communications Specialist will be responsible for continued community engagement by facilitating online discussions, scheduling social media posts, moderating CHECO discussion fora, and assisting the Board with community outreach as needed. The Communications Specialist will be selected to a three-year term by the general membership.

F. The Member at Large

The responsibilities of the Member at Large will be to preside at meetings of the organization in the absence of the Chair and Past-Chair; and shall keep minutes at all meetings of the board and the general membership. Minutes at the meetings of the general membership shall be limited to only the business portion of the meeting and not the program portion. The Member at Large will be selected to a three-year term by the general membership.

G. The Webmaster

The Webmaster will be responsible for maintaining current information about the organization. Examples of web site content include general meeting information (agendas, attendee lists, etc.) minutes from business meetings, board membership, and other relevant information. The Webmaster will be selected to a three-year term by the general membership.

Section 2- Term Limits

A. There are no term limits for BOD Officers, with the exception of the Treasurer position, so long as they are reelected to the BOD per Section 1-B. The Treasurer position shall be term-limited to no more than five consecutive years in the position to provide an internal control against fraud. The Treasurer may be elected into a different BOD position after serving as Treasurer. An individual person may be re-elected to the Treasurer position after another individual has served in that position for at least three years.

ARTICLE VI- BY-LAW CHANGES

The By-Laws may be modified by a majority vote of the membership present at the time of the vote during any general meeting.