

Information Technology (IT) Deans Bylaws
March, 2004 (final)

1. Purpose of the IT Deans Group:

The IT Deans group provides a forum for leaders of IT schools, colleges and institutes to share their experiences in leading instructional and research programs in IT; provides a source of mutual support for these leaders; and provides a united voice for the IT Deans to the academic and research communities and the general public.
2. Eligibility for Membership
 - a. Members of the IT Deans group must be units (such as schools, colleges, and institutes) that report to the chief academic officer of their university and have a broad mission of teaching, research and service.
 - b. A significant portion of the teaching and research mission of member units must be about information technology.
 - c. Member units of the IT Deans group either must be members of the Computing Research Association, or contain at least one department or other unit that is a member of the Computing Research Association.
 - d. The current officers will serve as the membership committee for the IT Deans group. They will consider, and approve or reject, applications for membership.
 - e. The Computing Research Association may appoint a representative to the IT Deans group.
3. Attendance
 - a. Attendance is by the dean or director of the unit. In rare instances, an exception may be made by the membership committee, which allows an associate dean or director to be the permanent representative. If the dean or director is unable to attend a meeting, a substitute may be designated for that meeting with the approval of the chair.
 - b. Units that are not represented for three consecutive meetings will be dropped from the IT Deans group unless the membership committee decides there are extenuating reasons that they should remain members.
 - c. The chair may invite guests, such as representatives of professional associations, funding organizations, research laboratories, or prospective members, to individual meetings.
4. Officers
 - a. There will be an elected chair, vice-chair, and secretary.
 - b. Officers will serve two-year terms, and will be eligible for re-election to the same position once.
 - c. Officers will be elected at the winter meeting, to serve terms that begin the following July 1. Nominations of officers will be made at this meeting.
 - d. The chair is responsible for setting meeting dates and agendas, leading the meetings, communicating between the IT Deans group and CRA, and representing the IT Deans externally as needed. The vice-chair will assist the

chair in these responsibilities as requested by the chair. The secretary is responsible for producing minutes of the meetings, and communicating with the IT Deans group as requested by the chair.

5. Meetings

- a. The IT Deans group will meet twice per year.
- b. The winter IT Deans meeting will be held in conjunction with the winter CRA Board meeting. Every second summer, when there is a CRA Snowbird meeting, the IT Deans meeting will be held in conjunction with the Snowbird meeting. In summers when there is no Snowbird meeting, the meeting either will be held in conjunction with the CRA Board meeting or at a member institution.