

NORTHWEST COLLEGE & UNIVERSITY COUNCIL FOR MANAGEMENT OF EDUCATIONAL  
TECHNOLOGY  
BY-LAWS

(Approved at the 2013 Annual Meeting in Kalispell, MT)

ARTICLE I            NAME

Section 1. This organization shall be called the Northwest College and University Council for Management of Educational Technology, hereafter in this document referred to as NW/MET.

ARTICLE II           PURPOSE

Section 1. To provide an organization and identity for professionals whose primary role is the facilitation of educational technology.

Section 2. To provide for professional growth among members through education, research, and shared experiences.

Section 3. To promote professional approaches that foster the effective use of educational technology.

Section 4. To provide an organizational climate that fosters understanding between educational technology professionals and colleagues in other information resource roles.

ARTICLE III           MEMBERSHIP

Section 1. The membership of NW/MET will be composed of individuals who participate by giving time, energy, and resources to the support and advancement of the organization.

Section 2. Full Membership may be awarded to individuals:

- a. whose primary professional role involves the facilitation of educational technology,
- b. who are employed by an institution of higher education located in the NW/MET membership region,
- c. and who submit a membership application in which they list their professional qualifications and responsibilities.

Section 3. Corresponding Membership may be awarded to individuals:

- a. who meet all the requirements of Full Membership except
- b. not being employed by an institution of higher education or
- c. employed by an institution of higher education not located in the NW/MET membership region.

Section 4. Corresponding Members will receive all privileges of membership at the same dues as Full Members, except the right to vote in any election or hold office within the organization.

Section 5. A "Charter Member" designation will be awarded to Full Members who participated in the NW/MET organizational meeting held February 23-24, 1978, in Cheney, Washington. Charter Members whose change in professional situation precludes Full Membership will receive all the rights, privileges, and responsibilities for Corresponding Membership upon one-time application.

Section 6. Emeritus Membership will be awarded to retiring Full and Charter Members who have been active in the organization for no less than five years. Emeritus Members will receive all the rights, privileges, and responsibilities of Corresponding Membership upon one-time application.

Section 7. The NW/MET membership region shall consist of the provinces of Alberta, British Columbia and Saskatchewan, and the states of Alaska, Idaho, Montana, Oregon, Washington, and Wyoming. Caucuses will exist in any of these states or provinces that have at least 2 current members in any given year, or in a multi-state region with at least 2 current members with the approval of a majority vote of the Board of Directors.

#### ARTICLE IV EXECUTIVE BOARD

Section 1. The Executive Board will be the governing body of the organization and is responsible for coordinating its activities. It will consist of a Director, Assistant Director, Secretary, Treasurer, and Caucus Chairs. A Membership-Coordinator, Editor, Web Manager, and Past Director will serve as non-voting members of the Executive Board.

Section 2. Each state and province in the NW/MET membership region will elect a representative, hereafter referred to as Caucus Chair. Caucus Chairs will be elected by a simple majority of the Full Members from that state or province in attendance at the Caucus Meeting (held during the Annual Conference). Each Caucus Chair will serve a two year term. Caucus Chair terms begin immediately upon election at the Caucus Meeting. The Caucus Chairs may be reelected to successive terms.

In addition to serving on the Executive Board, Caucus Chairs support and coordinate the membership efforts in their respective state or province, ensure that members in their caucuses are included in the NW/MET general membership electronic mailing list, convene a caucus meeting outside of the annual conference at least once per year, and acquire contributions to the NW/MET publications or social media presences as directed by the Executive Board.

Section 3. During the Executive Board Meeting at the Annual Conference, the Caucus Chairs will nominate a slate of candidates for approval by the voting membership. The membership may nominate additional candidates at its discretion. Nominated officers will include an Assistant Director, Secretary, and Treasurer. By a simple majority, the voting membership will endorse candidates at the Final Meeting of the Annual Conference.

Section 4. The Assistant Director (commonly referred to as Director-Elect) will be responsible for planning the program of the next annual conference. The term will begin after the Final Meeting of the Annual Conference. If the Assistant Director serves as a Caucus Chair, he or she may delegate his or her Caucus Chair duties to one or more members from the respective province or state.

Section 5. At the end of a one year term, the Assistant Director will automatically be named Director. The Director will serve a one year term as a voting member of the Executive Board. The term will begin at the Final Meeting of the Annual Conference. The Director will be responsible for coordinating and leading meetings of the Executive Board.

Section 6. The Secretary and Treasurer will each serve three year terms as voting members of the Executive Board. The term will begin immediately upon election. The Secretary and Treasurer may be elected to successive terms.

a. The Secretary will keep the records of all business meetings of the Executive Board and assembled Membership. The Secretary is also responsible for collecting and maintaining the records of the NW/MET Archive.

b. The Treasurer will be responsible for fiscal records and transactions of the organization.

Section 7. The Executive Board, will appoint a Membership Coordinator, Editor, and Web Manager, who will be non-voting members of the Executive Board for two year terms. Appointees can serve consecutive terms.

1. The Membership Coordinator will maintain membership records of the organization and provide caucus membership directories to the caucus chairs for inclusion in the NW/MET general membership electronic mailing list, to the editor as needed for publications and social media purposes, and to others as requested by members of the Executive Board. The Membership Coordinator may receive a stipend as determined by the Executive Board.
2. The Editor will be responsible for coordinating and approving content for NW/MET publications and social media identity as directed by the Executive Board. The Editor may receive a stipend as determined by the Executive Board.
3. The Web Manager will be responsible for coordinating and/or maintaining the NW/MET web site. This includes working with the Secretary, Membership Coordinator, and/or Editor on posting NW/MET Archive, social media/publication components, membership directory, or any other information to the website as appropriate. The Web Manager may receive a stipend as determined by the Executive Board.

Section 8. The voting members of the Executive Board, under the coordination of the Director, will be responsible for conducting NW/MET business between annual meetings.

Section 9. Should a vacancy arise on the Executive Board, the Director will appoint a temporary

representative until a new representative can be elected at the next annual conference. Should the Director leave office, the Executive Board will appoint an Acting Director until the current Assistant Director can assume the office during the Final Meeting at the next Annual Conference. All vacancies must be filled within thirty days of the notification of vacancy.

## ARTICLE V COMMITTEES

Section 1. The Executive Board will appoint standing committees and *ad hoc* committees as necessary. Committee appointments will be made from the general membership. Terms of committee membership will be determined by the Executive Board.

## ARTICLE VI MEETINGS

Section 1. The Executive Board will have the authority and responsibility to plan the schedule of meetings for NW/MET. Business meetings of the general membership, called by the Executive Board, must be announced no less than six weeks before the proposed meeting. Each Annual Conference will have the following scheduled business meetings (in the order listed):

a. Opening Meeting: An Opening Meeting will introduce the Annual Conference, finish any old business that can be resolved, and propose new issues for the membership to consider.

b. Caucus Meeting: Each state or province will hold a Caucus Meeting to discuss regional concerns, offer suggestions on the handling of old business, propose new business, suggest candidates for office, and (if necessary) elect a Caucus Chair.

c. Executive Board Meeting: A meeting of the Executive Board will be held for purposes of NW/MET governance. Caucus Chairs will also nominate a slate of candidates during the Executive Board Meeting.

d. Final Meeting: The Final Meeting of the Annual Conference, will finish business that can be resolved, propose new business, nominate and ratify Annual Conference sites, and elect new officers.

Section 2. The location of the annual conference of the general membership should be rotated among the represented states and provinces of the NW/MET membership region. The Executive Board will nominate a site for the Annual Conference two years before the proposed conference. The site will be ratified by the voting membership at the Final Meeting during the Annual Conference one year previous.

Section 3. A quorum of the membership will be defined as consisting of the members present at any legally scheduled meeting.

## ARTICLE VII RECORDS AND FINANCES

Section 1. The annual dues for Full and Corresponding Members will be \$35.00 (U.S. Funds). Lifetime membership dues for Emeritus will be a one-time fee of \$35.00 (U.S. Funds).

Section 2. Any changes in the dues structure must be approved at the annual meeting by a two-thirds majority vote of the members present at the annual meeting.

Section 3. An annual budget, based on projected income, will be developed by the Director, Assistant Director, and Treasurer to be approved by the Executive Board. The budget shall support organization activities including governance, publications, special projects, and conference expenses.

Section 4. Disbursement of NW/MET funds will be made over the signatures, or email approval of two members of the Executive Board.

Section 5. A review of NW/MET records and finances will be performed by one member appointed by the Executive Board, and will be reported to the general membership at the business meeting during the annual conference. In the event of a vacancy in the position of Treasurer, an audit of records and finances will be conducted by an appointee of the Executive Board prior to appointment of a replacement by the Director.

Section 6. Under the supervision of the Secretary, NW/MET will maintain an Archive. A standard method of record-keeping will be followed and will include the following entries:

- a. membership
- b. correspondence
- c. financial transactions
- d. minutes of all organizational meetings
- e. publications records
- f. organizational assignments

#### ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, latest edition, will be the parliamentary authority on all matters not covered by the By-Laws.

Section 2. The Executive Board may appoint a parliamentarian to advise the Director in presiding over each annual conference or business meeting of the general membership.

#### ARTICLE IX AMENDMENTS

Section 1. The Executive Board may propose amendments to these By-Laws at the annual general membership meeting. Amendments become effective by a two-thirds vote of the members present.