



By-Laws

April 19, 2019

Table of Contents

Article I. Name	3
Article II. Purpose.....	3
Article III. Membership	3
Article IV. Executive Board.....	5
Article V. Committees	7
Article VI. Annual Conference and Meetings.....	7
Article VII. Records and Finances.....	8
Article VIII. Parliamentary Authority.....	9
Article IX. Amendments	10
Article X. Revisions.....	10

Article I. Name

Section 1.01 This organization shall be called the Northwest Managers of Educational Technology, hereafter in this document referred to as NW/MET.

Article II. Purpose

Section 2.01 To provide an organization and identity for professionals whose primary role is the facilitation of educational technology.

Section 2.02 To provide for professional growth among members through education, research, and shared experiences.

Section 2.03 To promote professional approaches that foster the effective use of educational technology.

Section 2.04 To provide an organizational climate that fosters understanding between educational technology professionals and colleagues in other information resource roles.

Article III. Membership

Section 3.01 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. Membership will be divided as follows:

- (a) Full Membership: Full Members will have voting privileges for all NW/MET elections and business and may stand for election. In order to obtain Full Membership, a candidate must meet all the following requirements:
 - (i) *Their primary professional role involves the facilitation of educational technology.*
 - (ii) *They are employed by an institution of higher education located in the NW/MET membership region.*
 - (iii) *They have submitted a membership application.*
- (b) Corresponding Membership: Corresponding Members will receive all privileges of membership as Full Members, except the right to vote in any election or hold office within the organization. Corresponding Membership will be awarded to individuals who meet the requirements of Full Membership except:
 - (i) *They are not employed by an institution of higher education.*
 - (ii) *They are employed by an institution of higher education not located in the NW/MET membership region.*
- (c) Charter Membership: Charter Membership designation will be awarded to Full Members who participated in the NW/MET organizational meeting held February 23-24, 1978, in Cheney, Washington.
 - (i) *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.*
- (d) Emeritus Membership: 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 3.02 Proxies: A Full Member unable to attend the Annual Conference but wishing to vote on business discussed during the Final Meeting can purchase a Proxy registration for said Annual Conference.

- (a) By purchasing a Proxy registration, a Full Member can appoint a different Full Member who is attending the Annual Conference to act as their Proxy and vote in their place.

Section 3.03 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, Nevada, Utah, and Wyoming.

Article IV. Executive Board

Section 4.01 The Executive Board will be the governing body of the organization, is responsible for coordinating its activities, and will be responsible for conducting NW/MET business between annual meetings.

- (a) The Executive Board will consist of a President, Vice-President, Secretary, Treasurer, and Conference Director.
- (b) A Membership Coordinator and Web/Social Media Manager will serve as ex-officio non-voting members of the Executive Board.
- (c) No member of the Executive Board may hold more than one position at any one time.

Section 4.02 All Full Members qualify to be nominated for the voting officers of the Executive Board.

Section 4.03 Elections of Executive Board members will be governed as follows:

- (a) Any Full Member may nominate any other full member for the voting officers of the Executive Board.
- (b) The election of voting officers will occur during the Final Meeting of the Annual Conference.
- (c) The election of voting officers must be approved by a two thirds majority of the Full Members present.
- (d) The term of an elected member begins on July 1st following their election.

Section 4.04 The Executive Board will appoint the following ex-officio non-voting members:

- (a) Membership Coordinator
- (b) Web/Social Media Manager
- (c) Regional Representative for each state or province

Section 4.05 The members of the Executive Board will have the following responsibilities:

- (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.
- (c) The Conference Director will be tasked with working with the Executive Board to organize said Annual Conference.
- (d) The Membership Coordinator will maintain membership records of the organization, maintain all electronic mailing lists, and carry out outreach in conjunction with the Web/Social Media Manager in order to increase awareness and membership of NW/MET.
- (e) The Web/Social Media Manager will be responsible for coordinating and/or maintaining the NW/MET web site and various social media accounts. This includes working with the Secretary on posting NW/MET minutes and documents to the website as appropriate and making announcements via social media.
- (f) The Regional Representative for each state or province will be tasked with outreach and engagement within their region with the goal of increasing membership and awareness of NW/MET and its Annual Conference.

Section 4.06 Any officer may be removed immediately with the vote of three-fifths of the Executive Board.

Section 4.07 The terms of the members of the Executive Board will be as follows:

- (a) The President, Vice-President, Secretary, and Treasurer will be elected to four-year terms.
- (b) Elections will occur every two years, with the tenure of the President and Secretary alternating with the tenure of the Vice-President and Treasurer.
- (c) The President, Vice-President, Secretary, and Treasurer may be elected to indefinite successive terms.
- (d) The Conference Director will be appointed for a period beginning at the end of the previous Annual Conference until the appointment of the next Conference Director.
- (e) The appointed officers will serve at the pleasure of the Executive Board.

Section 4.08 Should a vacancy arise on the Executive Board, the President will appoint an interim representative until an election can be held at the next Annual Conference at which point that elected representative will serve until the completion of that position's term.

- (a) Should the President leave office, the Executive Board will appoint an Acting President until the current Vice-President can assume the office during the Final Meeting at the next Annual Conference.
- (b) All vacancies must be filled within thirty days of the notification of vacancy.

Section 4.09 The officers of the Executive Board will have their registration fees for the Annual Conference waived.

Article V. Committees

Section 5.01 The Executive Board will appoint standing committees and ad hoc committees as necessary.

- (a) Committee appointments will be made from the general membership.
- (b) Terms of committee membership will be determined by the Executive Board.

Article VI. Annual Conference and Meetings

Section 6.01 The Conference Director will have the responsibility of organizing an assembly of members known as the Annual Conference.

Section 6.02 The Conference Director will have the responsibility to plan the schedule of meetings for NW/MET at the Annual Conference. 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.
 - (i) *Any business that requires a vote during the Final Meeting will be announced during the Opening Meeting.*
- (b) Final Meeting: A Final Meeting will be held to close the Annual Conference.
 - (i) *Any candidates for the Executive Board will be presented for election during the Final Meeting.*
 - (ii) *All business at the Final Meeting of the Annual Conference must be approved by a two thirds majority vote of the Full Members present who have registered for said Annual Conference or their Proxies as previously defined.*

Section 6.03 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 no later than one year before the proposed conference. The site will be ratified by the voting membership at the Final Meeting during the Annual Conference prior to the proposed conference.

Section 6.04 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 7.01 An annual budget will be developed by the President and Treasurer to be approved by the Executive Board. The budget shall support organization activities including governance, publications, special projects, and Annual Conference expenses.

Section 7.02 Disbursement of NW/MET funds over \$200 outside of the purview of the Conference Director will be made over the written approval of two voting members of the Executive Board, of which one must be either the President or Treasurer.

Section 7.03 Expenses incurred in organizing the Annual Conference will be paid wholly through revenues generated by conference sponsorships and registrations. The Conference Director will set aside no less than \$1,000 from these revenues for the general annual operating expenses of NW/MET.

Section 7.04 The Conference Director is authorized to make expenditures of up to \$2,000 dollars in the organizing of the Annual Conference. Expenditures above that amount must be authorized by both the Conference Director and either the Treasurer or President.

Section 7.05 A review of NW/MET records and finances will be performed by two members 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 President.

Section 7.06 Under the supervision of the Secretary, NW/MET will maintain an Archive. A standard method of record-keeping will be followed and may 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 8.01 Robert's Rules of Order, latest edition, will be the parliamentary authority on all matters not covered by the By-Laws.

Section 8.02 The Executive Board may appoint a parliamentarian to advise the President in presiding over each annual conference or business meeting of the general membership.

Article IX. Amendments

Section 9.01 These By-Laws may be amended at the annual meeting of the general membership by a two-thirds vote of the members present at the annual meeting.

Article X. Revisions

Section 10.01 These By-Laws were adopted on the following date, with the changes indicated:

- (a) April 19, 2019 – Major revision of By-Laws. Included new board structure with President, Vice-President, etc.; Segmented governing structure so that the Annual Conference includes a Director who is a voting member of the Executive Board; Eliminated the Editor non-voting member of the board; Eliminated caucuses and caucus chairs; Added the Regional Representative for each state or province; Revised role of Web Manager so as to become Web/Social Media Manager; Added language indicated that all members of the Executive Board will have their registration fee to the Annual Conference waived; removed language related to annual membership dues; removed language pertaining to a standing rules committee.