BruinTech Bylaws

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Article I

STATEMENT OF PURPOSE

As the hub of Information Technology Service Delivery and Management, the UCLA BruinTech is officially recognized by the Office of Information Technology as an independent advisory body to the University Administration on technology issues.

The objectives of the BruinTech are:

1. to support the mission of the University of California,
2. to promote, maintain and enhance communication and outreach across IT service and delivery areas within the University community,
3. to act as a liaison between IT staff and University IT Administration,
4. to promote training and career growth for UCLA staff,
5. to document common areas of IT interest, responsibility and Best Practices,
6. to promote IT standards and provide the UCLA Knowledge Base as a common repository for IT service delivery and documentation.

Article II

MEMBERSHIP

All UCLA employees regardless of classification may consider themselves members of BruinTech. Membership is extended to those who have an interest in technology related issues at UCLA.

Board Membership is reserved for full-time career staff members who support and promote the BruinTech mission and objectives as defined in Article I and have the support of their immediate supervisor.
Article III

EXECUTIVE BOARD

Executive Board (hereafter referred to as the "Board"): The Board shall supervise the affairs of the UCLA BruinTech. The Board shall establish channels of communication among University IT Administration, the University IT community and BruinTech membership. The Board shall submit to the appropriate campus or University-wide authority any petitions or resolutions, in writing, which are approved by the BruinTech in General Board meetings. The Board shall provide interpretations of specific provisions of the bylaws. The Board shall vote and act on specific items as presented by the general membership or any members on the Board. The Board shall establish and revise the election procedures as described in this Article (see below). The Board shall establish Committees as needed (see Article IV). The Board shall meet as often as necessary to accomplish these duties.

Representatives:

President Non-voting Member
President-Elect Voting Member
Vice President for Events & Outreach Voting Member
Vice President for Info Sys Voting Member
Vice President for Special Projects Voting Member
Vice President for Strategic Communications Voting Member
Treasurer Voting Member
Historian Voting Member
Immediate Past President Non-voting Member

After year one the board shall consist of elected members of the board, and the Immediate Past President serving in an ex-officio capacity. All members except the President and the Immediate Past President are voting members of the Board.

Eligibility: Any member of the BruinTech, who has passed their probationary period of employment at UCLA, is eligible to become a member of the Executive Board.

Election and Term of Office: The Board shall be nominated and elected by the general BruinTech membership. The appointment period is August 1st through July 31th of each academic year. The Immediate Past President may serve in an alternate position on the Board but may not return to the position of President-elect for a period of two years. If re-elected, no member may serve more than 2 consecutive years in the same role except in the case of the President, President-Elect, and Immediate Past President who cannot run for re-elections and whose terms are limited to one year.
Duties:

**President:** The duties of the President shall be to: schedule meetings, establish agendas, preside at all meetings of the UCLA BruinTech; co-ordinate fundraising efforts; serve on and/or delegate another BruinTech member’s participation on University Committees and Councils as a representative of the BruinTech, and assume the role of the Immediate Past President when term expires. The President, or a designee, shall co-sign with the Treasurer all orders for disbursement of funds as directed by the Board. The President shall be a non-voting ex-officio member of all Committees. S/he shall vote only in the case of a tie.

**President-elect:** The President-elect shall perform the duties and exercise the powers of the President in his/her absence. The President-elect shall be a non-voting ex-officio member of all Committees and shall be a voting member of the Board.

**Vice President for Events & Outreach:** The Vice President for Events & Outreach shall coordinate monthly BruinTech events and activities, including programs co-sponsored with other campus groups. The Vice President for Outreach shall also devise innovative methods for increasing membership and improving the visibility of the organization. The Vice President for Events & Outreach shall be a voting member of the Board.

**Vice President for Information Systems:** The Vice President for Information Systems shall be responsible for the maintenance and regularly updating the BruinTech website (www.bruintech.ucla.edu) with the monthly board meeting minutes, latest news and events. The VP for IS supports the Vice Presidents of Programs, Events and Outreach as they coordinate and finalize their programs and events. The Vice President for Information Systems shall be a voting member of the Board.

**Vice President for Programs and Projects:** The Vice President for Programs and Projects shall coordinate programs and projects as may be assigned by the Board to include but not be limited to planning and organization of BruinTech related programs, events, promotion and projects. S/he shall support the President and Vice Presidents of Events & Outreach with the coordination of programs, projects and events as needed. The Vice President for Special Projects shall be a voting member of the board.

**Vice President for Strategic Communications:** The Vice President for Strategic Communications shall devise innovative methods for increasing membership and improving the visibility of the organization. Responsibilities include developing plans for outreach and organizational marketing, developing and distributing the “Friday Five” weekly newsletter, and providing marketing support to the BruinTech board for event and program promotion. The Vice President for Strategic Communication shall work closely with the Vice President for Information Systems to add any relevant information to the BruinTech website. The Vice President for Strategic Communications shall be a voting member of the Board.

**Treasurer:** The Treasurer shall maintain all accounting records pertaining to receipt and disbursement of funds and report the status of the accounts at each regular meeting of the Board. The Treasurer will make recommendations concerning the budget to the Board. Since the Treasurer serves as liaison to the University sponsor’s financial officer, s/he will therefore typically be a staff member of that office making this an appointed position. The Treasurer shall co-sign with the President or his/her designee, all orders for disbursement of funds as directed by the Board. The Treasurer shall be a voting member of the Board.
Historian: The Historian shall schedule, record, transcribe and distribute meeting minutes of all Board meetings, as well as any general proceedings. S/he shall serve as the recorder, documenting events and maintaining archives of BruinTech files and minutes.

Immediate Past President: The Immediate Past President shall serve in an ex officio capacity, mentoring new Board members, and assisting with special projects. The Immediate Past President shall coordinate and/or name a Committee Chair to handle the selection process for annual scholarships and award nominations. The Immediate Past President shall not be a voting member of the Board.

Member-at-Large: Appointed by the President, the Member-at-Large shall attend Board meetings, and conduct projects/duties assigned by the President and/or Committee Chairs. He/she may serve on ad hoc and standing committees. The Member-at-Large shall be a non-voting member of the Board.

Article IV

COMMITTEES

Committees shall be established by the BruinTech Board as needed. Typically Committees may be delegated the task of discussing and making recommendations for a wide-range of issues related to IT staff professional development, strategic and project planning, IT Best Practices, and University IT standards. Committees may be delegated the task of overseeing programs sponsored by the BruinTech.

Committee Chairperson:

Eligibility: Any BruinTech member who has completed their probationary period of employment is eligible to be a Committee Chairperson. The Committee Chairperson may not hold another Board office while holding the position of Chairperson of a Committee.

Election and Term of Office: Committee Chairpersons shall be appointed by the BruinTech President. The term of office for all Committee Chairpersons shall be determined when the committee is formed and will typically not be more than one year.

Duties: Each Committee Chairperson shall be a non-voting member of the Board. The Chairperson of each Committee shall be responsible for actively recruiting members of their Committee.

Committee Membership:

Eligibility: Any BruinTech member is eligible to be a Committee member. Each Committee shall consist of not less than three (3) members, one of whom shall be the Chairperson.

Duties: Each Committee shall submit for approval any recommendations for action to the Board prior to implementation.
Article V

VACANCIES

President: In the event a vacancy occurs in the office of President, the President-elect shall assume the duties of President for the remainder of the term.

Other Officers and Committee Chairpersons: Vacancies shall be filled for the remainder of the term by a two-thirds (2/3) majority vote of a quorum present at a Board meeting. Temporary appointments to these positions can be made by the President followed by ratification of this action at the next Board meeting.

BruinTech sponsors will provide any interim support necessary in these matters.

Article VI

MEETINGS

Board meetings will be held at a time most convenient to the majority of the elected Board representatives to facilitate maximum attendance. Meetings will be held as often as required, but not less than once a month.

General Meeting: There shall be at least two general meetings or community events per Academic Year of the UCLA BruinTech Membership. The general meeting or community event shall be open to all members of the UCLA BruinTech.

Attendance: Everyone is welcome. A Board representative may be granted release time during regular scheduled hours of work to attend committee meetings or functions as designated by the Sponsor.

Article VII

QUORUM & VOTING

On Board motions, all elected Board representatives may vote, except the President, and the Immediate Past-President. The President shall vote only in case of a tie.

Board and Committees: A simple majority (50% plus one) of the voting members of the Board shall constitute a quorum of the Board or a committee.

General Meetings of BruinTech: A simple majority (50% plus one) of those present at the meeting(s) shall constitute a quorum of that meeting.

Recall Referendums: A Board member may be removed from office by a vote of no confidence by the Board. The President-elect shall conduct the election unless s/he is the person subject to recall in which case the Board shall appoint someone else to conduct the election. BruinTech sponsors will provide any interim support necessary in these matters.
Article VIII

ANNUAL REPORTS

The Board and each Committee shall present at the general meeting a written report of the activities undertaken by the BruinTech or Committees during the preceding year. The Committees shall report even if no activities have been undertaken. A copy of the Committee reports shall be forwarded to our University sponsor, and a copy maintained on the BruinTech website, and made available to each incoming Committee.

Article IX

AMENDMENTS

These bylaws may be amended or repealed or new bylaws may be adopted by a two-thirds (2/3) vote of the BruinTech members present at any Board meeting.

The details of the proposed amendments or actions must be published to the membership at large not less than thirty (30) days prior to the time at which the vote will be taken.

Any member may submit a proposed amendment to the Board. All proposed amendments shall be reviewed by the Board. The Board will review the amendment and shall submit it to a vote of the Assembly.

Article X

RELEASE TIME

Participation in this organization shall be considered an official University function. Supervisors shall encourage and support release time for employees who wish to participate in BruinTech activities and/or meetings according to Guidelines for Relations with Employee Associations/Advisory Groups re-issued August 28, 1979 to UC Chancellors and Laboratory Directors by UC Office of the President. The guidelines provide that "management support of approved organizations may include ... allowing a reasonable amount of time on pay status to be devoted to legitimate association activities by officers and members."

Article XI

DISCLAIMERS

Staff should understand that neither the UCLA BruinTech nor the University will accept ignorance, thoughtlessness, or "tradition" as an excuse for discrimination on the basis of race, ethnicity, age, religion, sex, sexual orientation, national origin, marital status or disability.

The UCLA BruinTech does not function as a collective bargaining unit. The BruinTech does not represent employees in grievances or administrative reviews, present demands at meet-and-confer sessions, nor endorse legislation that is not supported by the University.
Article XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order (http://www.robertsrules.org/) shall govern the BruinTech in all cases to which they are applicable, insofar as they are not inconsistent with these bylaws.

Article XIII

BRUINTECH SPONSORSHIP AND ASSOCIATION WITH CAMPUS COMPUTING GROUPS

The BruinTech is sponsored by the Office of Information Technology. The President may be invited to participate in meetings and discussions with other campus computing groups and may be asked to act as an ambassador, guest or advisor to these groups as needed. The President may appoint an alternate who can be called on to serve as a member in the event that neither the President nor the President-elect can attend meetings.