



## **Information Technology Committee Charter**

## Document Information and Revision History

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## Approvals

Submitted by:

| Name        | Title        | Date       |
|-------------|--------------|------------|
| Chris Hanks | Director, IT | 11/11/2006 |

Reviewed by:

| Name             | Title                | Date     |
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| David Daily      | President            | 1/8/2007 |
| Tim Quigley      | Vice President       | 1/8/2007 |
| Colleen Yeadon   | Secretary            | 1/8/2007 |
| Andy Price       | Treasurer            | 1/8/2007 |
| David Francis    | Director, Education  | 1/8/2007 |
| Colleen Cullinan | Director, Membership | 1/8/2007 |
| Kenn Petty       | Director, Outreach   | 1/8/2007 |
| Matt Bracher     | Director, Programs   | 1/8/2007 |

Approved by:

|                                     | Date     |
|-------------------------------------|----------|
| Board of Directors affirmative vote | 1/8/2007 |

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## Article I. Name, Principal Office and Relationship to PMI CIC

### Section 1

This committee shall be known as the Information Technology Committee, hereinafter the "IT Committee," of the Project Management Institute Central Indiana Chapter, hereinafter "PMI CIC."

### Section 2

The IT Committee is a standing committee chartered by the PMI CIC Board of Directors.

### Section 3

The IT Committee is responsible to the duly elected PMI CIC Board of Directors and is subject to all PMI and PMI CIC policies, procedures, rules and directives lawfully adopted.

### Section 4

The policies and procedures of the IT Committee may not conflict with the current PMI CIC Bylaws and all policies, procedures, rules or directives established or authorized by the PMI CIC Board of Directors.

### Section 5

The terms of the Charter executed between the PMI CIC and PMI, including all restrictions and prohibitions, shall take precedence over this charter and other authority granted hereunder.

## Article II. Purpose

The objectives of the PMI CIC IT Committee are to:

- A. Manage the technology operations for the PMI Central Indiana Chapter, including hardware and software.
- B. Manage the communications operations for the PMI Central Indiana Chapter, including but not limited to the following:
  - a. The chapter website;
  - b. Broadcast email communications;
  - c. Chapter newsletters;
- C. Manage technology projects that provide value to any or all of the following stakeholder groups:
  - a. PMI CIC Board of Directors
  - b. PMI CIC Volunteers
  - c. PMI CIC Members
  - d. Central Indiana Community
  - e. Other PMI components

## Article III. Membership

### Section 1

IT Committee members are volunteers.

### Section 2

Anyone who qualifies to be a PMI CIC Committee Member, as defined in the PMI CIC Bylaws, is eligible to be a member of the IT Committee.

### Section 3

An IT Committee member may voluntarily leave the committee or the member can be removed by the Chairperson if the situation warrants.

### Section 4

IT Committee members shall be governed by and abide by the PMI Bylaws and by the bylaws of the PMI CIC and all policies, procedures, rules and directives lawfully made there under.

### Section 5

IT Committee members may concurrently hold membership in one or more additional PMI CIC committee(s).

### Section 6

A member of the PMI CIC Board of Directors may also hold membership in the IT Committee.

## Article IV. Chairperson

### Section 1

Consistent with the PMI CIC Bylaws, The President, with the approval of the Board, shall appoint a Chairperson of the IT Committee.

### Section 2

If the Board of Directors contains a "Director of Information Technology" position on its body, this shall constitute as both presidential appointment and board approval and this Director shall serve as the Chairperson of the IT Committee.

### Section 3

A Chairperson may be removed from office by a two-thirds (2/3) vote of the Board when it can be shown that:

- A. The Chairperson has failed to perform duties assigned, or
- B. Is not contributing in a material manner to the value of the committee and chapter, or
- C. There exists other just cause in connection with the affairs of the committee.

### Section 4

A Chairperson may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the President of the written notice.

### Section 5

The Chairperson shall schedule all meetings of the IT Committee, ensure that records of committee meetings and decisions are maintained, and ensure that the committee acts to implement its decisions. The Chairperson shall ensure that policies and procedures for the committee are drafted and maintained. The Chairperson shall also prepare a regular report on committee activities for presentation to the Board of Directors.

### Section 6

Responsibilities of the Chairperson include, but are not limited to:

- A. Chairperson must meet with committee monthly, but other forms of communication can be used in lieu of face-to-face meetings;
- B. Chairperson is required to maintain a list of committee membership and to make that list available to the Board Secretary;
- C. Chairperson is responsible for tracking the months that each committee member has served in each calendar year and to provide members with documentation of their term at the end of each calendar year.

### Section 7

Votes taken in committee meetings shall be non-binding on the committee, on the Chairperson, or on the Board of Directors. The Chairperson shall have discretion to act in accordance with the will of the committee, or to take such other reasonable actions as shall further the stated purpose of the committee.

## **Article V. Amendments**

### Section 1

This charter may be amended by the Board of Directors upon a motion and affirmative vote.

### Section 2

Amendments may be proposed by the Board on its own initiative, or upon petition by the Chairperson or by 51% of the committee membership.

### Section 3

Amendments may not conflict with the current PMI CIC Bylaws and all policies, procedures, rules or directives established or authorized by the PMI CIC Board of Directors.

## **Article VI. Dissolution**

### Section 1

The Information Technology Committee may be dissolved upon a motion and affirmative vote by the PMI CIC Board of Directors.