

ResNet

CHARTER

Article I - NAME

The name of this organization will be **ResNet**.

Article II - PURPOSE

ResNet provides a forum for discussion, education and leadership around all aspects of academic information technology related to residential environments in higher education. This will be accomplished through the presentation of an annual Symposium and other activities promoted by the organization.

Article III - RESNET PARTICIPATION

Participation in this Organization will be open to members of educational and related institutions interested in or administering academic information technology programs to residential environments in higher education.

Article IV - STEERING COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

Steering Committee Responsibility. ResNet will be governed by a Steering Committee.

Steering Committee Membership. The Steering Committee will include:

- Four (4) At-large members*
- Current Host Committee Chairperson*
- Immediate past Host Committee Chairperson*
- Future Host Committee Chairperson
- Current Program Committee Chairperson*
- Immediate past Program Committee Chairperson*
- Future Program Committee Chairperson

*These positions represent the eight (8) voting members.

In cases where co-chairs exist, only one co-chair will retain voting rights.

Steering Committee Selection. The Steering Committee will be self-perpetuating. At-large committee members will be selected through a nomination process and voted upon by the existing Steering Committee members. The future Program Committee Chairperson will be selected by their predecessor with consensus from the Steering Committee. The Host Committee Chairperson will be selected through the Host Institution Selection process.

Terms of Office.

- As it relates to a *terms of office*, a length of time expressed as one (1) year will begin at 12:01am on the day of the Post-Symposium Steering Committee Meeting at the annual Symposium, and end at 12:01am on the day of the next following Post-Symposium Steering Committee Meeting.
- No person in any member role or combination of roles will serve more than seven (7)

consecutive years without at least one year absence from the Steering Committee. Six months or more of service during the elected term is deemed to be one full year. The Steering Committee can elect members to serve for less than a full term to fill temporary vacancies and to stagger terms to maintain continuity on the Steering Committee.

- At-Large members will serve a term not to exceed three (3) years; renewable within the guidelines set forth for any member role.
- Host and Program Chairs serve on the Steering Committee for two (2) years (their Symposium year and the following year as immediate past chair).

Article V - STEERING COMMITTEE ROLES

The Steering Committee members fulfill roles and responsibilities that address Committee and Organization needs. The present roles include:

- Steering Committee Chairperson
- Symposium Program Committee Chairperson(s)
- Symposium Host Committee Chairperson(s)
- Information Services Chairperson
- External Relations Chairperson
- Senti-Merriman Scholarship Chairperson

The Steering Committee may create additional roles and positions as needed to conduct the business of the Organization, the Steering Committee, and the annual Symposium.

Steering Committee Chairperson. The Steering Committee Chairperson must be an at-large member of the Steering Committee and will be selected by the Steering Committee at the Spring Steering Committee meeting. The Steering Committee Chairperson will assume office at the Post-Symposium Steering Committee meeting. The Steering Committee Chairperson must be a past or present member of the Steering Committee. The Steering Committee Chairperson's term of office will be one (1) year and may be renewed up to three (3) years. The Steering Committee Chairperson's responsibilities include, but are not limited to: providing guidance and leadership to the ResNet Organization, coordinating the efforts of the Steering Committee, providing communications to the Steering Committee and general membership as appropriate and needed, annual review of the ResNet charter, chairing the Steering Committee Member selection, and the annual Symposium host institution selection process. The Chairperson may designate others to carry out any of the tasks required to fulfill the responsibilities of the position.

Symposium Program Committee Chairperson. The Symposium Program Committee Chairperson nominee(s) is reviewed at the spring meeting and selected by the Steering Committee at the annual Symposium. The Program Committee Chairperson will assume office at the Post-Symposium Steering Committee meeting. The Symposium Program Committee Chairperson's term of office will be two (2) years (their Symposium year and the following year as immediate Past Program Chairperson/Senti-Merriman Scholarship Chairperson). The Symposium Program Committee Chairperson's responsibilities include, but are not limited to: chairing the annual Symposium Program Committee; and, during their second year of service, advising the next Symposium Program Committee Chairperson; being Chairperson of the Senti-Merriman Scholarship and performing role(s) as developed in the course of their Steering

Committee service.

The *future* Symposium Program Committee Chairperson will join the planning process as a non-voting participant at the Fall and Spring Steering Committee meetings preceding the annual Symposium to be held one year before the Symposium they will chair.

Symposium Host Committee Chairperson. The Symposium Host Committee Chairperson must be an employee of the Host Institution. The Symposium Host Committee Chairperson's responsibilities include, but are not limited to: chairing the annual Symposium Host Committee, advising the next Symposium Host Committee Chairperson, and providing support to the host bid process and potential bidders. The Symposium Host Committee Chairperson must submit a report to the Steering Committee of all income, expenses incurred within 90 days following the Symposium, for approval at the Fall Steering Committee meeting.

The *future* Symposium Host Committee Chairperson will join the planning process as a non-voting participant at the Fall and Spring Steering Committee meetings preceding the annual Symposium to be held one year before the Symposium they will chair.

Information Services Chairperson. The Information Services Chairperson must be an at-large member of the Steering Committee and will be selected by the Steering Committee at the spring Steering Committee meeting. The Chair will assume office at the Post-Symposium Steering Committee meeting. The Information Services Chairperson term of office will be one (1) year renewable up to three (3) years. The Information Services Chairperson responsibilities include, but are not limited to: providing guidance to and coordinating design, content and management of the resnetsymposium.org web site. Responsibilities may include collecting and disseminating on-line Steering, Host and Program Committee proceedings and developing the web site as an information resource for the ResNet and higher education communities.

External Relations Chairperson. The External Relations Chairperson must be an at-large member of the Steering Committee and will be selected by the Steering Committee at the Spring Steering Committee meeting. The Chair will assume office at the Post-Symposium Steering Committee meeting. The term of office will be one (1) year renewable up to three (3) years. In collaboration with the Steering Committee Chairperson, the External Relations Chairperson will seek to enhance and promote the image of the ResNet organization and Symposium to those within and outside the ResNet community. Responsibilities include, but are not limited to: contacting and developing relationships between the ResNet organization and 1) other information technology organizations, and 2) vendors, those whom provide academic and information technology services and products. The Chair will also aid the Host Committee Chairperson with vendor relations and contact and coordinate web site information needs with the Information Services Chairperson.

Senti-Merriman Scholarship Chairperson. The Senti-Merriman Scholarship Chairperson is a role assumed by the past Program Committee Chairperson. The Chair will assume this position at the Post-Symposium Steering Committee meeting. The Senti-Merriman Scholarship Chairperson term will be one (1) year. The Senti-Merriman Scholarship Chairperson's responsibilities include, but are not limited to: developing the policies and timelines for the selection process, advertising and recruiting qualified nominations for the scholarships, coordinating with the Steering Committee to

select a candidate(s) from the nomination pool, notifying the nominees of the results, and introducing the selected nominees at the annual Symposium.

At-Large Open. The At-Large Open position is a role whose responsibilities will be determined by the Steering Committee as needed to meet the goals of the Organization. The position will be filled by the Steering Committee at the spring Steering Committee meeting and the person will assume office at the Post-Symposium Steering Committee meeting. The term of office will be one (1) year renewable up to three (3) years.

Article VI - COMMITTEES

The Steering Committee may establish standing and ad hoc committees as needed to meet the goals of the Organization.

Annual Symposium Host Committee (Host Committee). The Host Committee is responsible for planning and conducting the site arrangements for the annual Symposium, as well as the arrangements for the Fall and Spring Steering Committee and annual Symposium Planning Meetings at the upcoming Symposium site. The Host Committee works closely with the Program Committee and Professional Development Seminar Coordinator in presenting the annual Symposium. The Committee is chaired by the Host Committee Chairperson and may consist of employees from the Host Institution(s) and others appointed by the Host Chairperson.

Annual Symposium Program Committee (Program Committee). The Program Committee is responsible for planning and conducting the program presentations for the annual Symposium. The Program Committee works closely with the Host Committee. The Committee is chaired by the Program Committee Chairperson and consists of ResNet professional members volunteering their time and efforts by filling various roles prior to and during the annual Symposium.

The Information Services Committee. The Information Services Committee is responsible for maintaining and advancing the on-line presence of the Organization and its resources, maintaining informational databases and media beneficial to those interested in information related to supporting residential communities, and archiving & making electronically available the historical records of the Organization.

Article VII - STEERING COMMITTEE MEETINGS

The Organization will conduct four (4) meetings annually.

- Post-Symposium Steering Committee and kickoff meeting during the annual Symposium
- Fall Steering Committee and annual Symposium planning meeting at the host institution
- Spring Steering Committee and annual Symposium planning meeting at the host institution
- Pre-Symposium Steering Committee meeting during the annual Symposium

The Steering Committee may schedule other meetings as it deems necessary to conduct the business of the Organization.

Article VIII - ANNUAL SYMPOSIUM

The Steering Committee will be responsible for conducting an annual Symposium.

Invitation to Host. The Steering Committee Chairperson will be responsible for publishing the invitation to host the annual Symposium and coordinate the selection process.

Host Institution Selection. The Steering Committee will be responsible for reviewing bids to host the annual Symposium. Host institutions must be selected a minimum one year (1) in advance of the annual Symposium they will host. Applicants will be expected to make a formal proposal presentation and/or host a site tour for a member(s) of the Steering Committee. The Steering Committee will select the host institution and Symposium site and announce this to the membership.

Professional Development. The ResNet organization recognizes the need for professional development opportunities beyond the traditional programming of the annual Symposium. As a result, the annual Symposium, when possible, should offer additional programming with a professional focus. A Professional Development Coordinator may be selected by the Steering Committee at the annual Symposium to serve a 1 year term and is considered a member of the Program Committee.

It is the responsibility of the Professional Development Coordinator, in consultation with the Program and Host Committees, to coordinate the professional development activities for the annual Symposium. These activities should not adversely affect the ability of Symposium attendees to participate in other parts of the Symposium (i.e. extra day before the Symposium). Unless invited by the Host Committee, the PDS Coordinator does not attend Steering Committee meetings.

Article IX - AMENDMENTS

Amendments to the Charter may be submitted at any time to the Steering Committee Chairperson. Amendments and changes to the Charter require a two thirds ($\frac{2}{3}$) vote of the Steering Committee to pass. The polling process (e.g. Steering Committee Meeting, mail ballot, e-mail or phone survey) will be conducted by the Steering Committee Chairperson. The amendment process will be determined by the Steering Committee.

Article X – Historical Information

March 2006 - The Professional Development Seminar (PDS) was originally called the Pre-Conference Tutorial (PCT). As a result of the popularity and success of the PCT, there was a natural progression from an all volunteer program to one which included professional speakers and a new name reflective of the change. PCT Chair position was renamed to PDS Coordinator and is no longer a de-facto member of the Steering Committee.

March 2006 - The term limit set forth in Article IV will not apply to any member of the Steering Committee who, in their current role, exceeded their term limit prior to the 2005 Symposium.

(Last Updated: March 14, 2006)