

The University of Arizona Web Developers Charter

Name: The organization shall be called the UA Web Developers Group.

Mission: To support personnel in designing and maintaining UA Websites effectively and according to UA Standards.

Membership: Members of the university community who develop official University of Arizona websites are invited to join the UA Web Developers Group.

Members are encouraged to join the email list (uaweb@listserv.arizona.edu) and website (uaweb.arizona.edu).

Members may vote only if they are UA employees and are either members of the listserv or registered on the website.

Leadership Team:

The UA Web Developers Group shall elect a Leadership Team consisting of four officers: Chair, Co-Chair, Website Developer, and Secretary. The terms are one year, but expirations will be staggered.

The Team as a whole is responsible for finding speakers, responding to messages on the Web Leadership email list (uaweb-leadership@listserv.arizona.edu), and being active in the Group email list (uaweb@listserv.arizona.edu).

The Chair leads meetings and represents the group to other campus or external organizations, as well as sends the meeting minutes to the Group listserv in a timely fashion.

The Co-Chair supports and represents the Chair as necessary and fulfills the duties of the Chair or Secretary in either's absence. This officer is also responsible for sending meeting reminders to the Group email list in a timely manner.

The Secretary records meeting minutes. This officer will also handle room scheduling when necessary, and take officer attendance.

The Website Developer maintains uaweb.arizona.edu and posts minutes to the website.

The web manager for the main UA website (www.arizona.edu) shall be a permanent advisor on the Leadership Team. This person shall also manage the Group email list.

At the discretion of the Leadership Team, advisors may be appointed to assist with designated duties. Advisors are not considered officers.

Officers must attend at least a majority (50% or more) of the meetings in the fiscal year. If any officer fails to do so, a simple majority (51%) of the Leadership Team (not including the offending officer) may remove the person from office. Officers should let the Leadership Team know when they are unable to attend a meeting.

Officers must join the uaweb-leadership listserv. They must be removed immediately following elections if they are not continuing in their positions.

The Leadership Team shall meet at least twice a year shortly after elections.

Nominations and Elections:

Nominations for officer positions begin starting with the May or November meetings. Elections will be held in June and December and the new officers will take office immediately following elections. A simple majority (51%) of voting members present at the meeting is necessary to declare a winner.

Elections will be held for the Web Developer and Co-Chair positions each December and for the Chair and Secretary in June.

A special election or appointment will be held, as needed, in the event that an Officer vacates the position before the designated term of office has expired. Nominations will be solicited from the general membership. If a special election is needed it will take place at the next general meeting following the announcement of the position vacancy.

Meetings:

Meetings of the Web Developers group shall be held on the second Wednesday of every month, though an individual meeting may be moved at the discretion of the Leadership Team. The Chair shall lead the meeting. In the event of the Chair's absence, the Co-Chair shall lead the meeting. In the absence of the Co-Chair, the Secretary shall lead the meeting.

Anyone may attend the meetings.

Amendments:

Amendments to these Bylaws may be initiated by a member of the Web Developers Group. An amendment may be adopted by a 2/3 vote of voting members present at any regular or special meeting.

Ratification:

This document must be approved by a 2/3 vote of voting members present at a designated regular or special meeting.

Revision History:

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