

University of North Florida Internet Presence Committee B Y L A W S

ARTICLE 1 – PURPOSE

The Internet Presence Committee (hereafter referred to as the Committee) of the University of North Florida (hereafter referred to as the University), is responsible for the oversight of the University's official online communications. It is in the interest of the University that all units adhere to the highest standards of quality when publishing official online communications on the Internet.

ARTICLE II – FUNCTIONS

The committee's functions include, but are not limited to:

- Setting standards for publishing web pages and other official online communications at the University.
- Reviewing new and substantially revised official online communications to assure compliance with the University's policies, guidelines, and standards.
- Initiating new online communications projects or requesting resources for online communications initiatives as determined by the committee
- Appointing work groups, subcommittees, or focus groups to address specific issues related to the University's official online communications.
- Making recommendations concerning policy and significant official online communications issues to the President's council.
- Overseeing organization, content as it pertains to the primary mission and scope of the University.

ARTICLE III – MEMBERSHIP

Membership on the Committee consists of the following:

- A representative of the President's Office
- A representative of Administration and Finance
- A representative of Student and International Affairs
- A representative of Academic Affairs
- A representative of Development and Alumni Affairs
- Liaison to Information Technology Services (non-voting)

ARTICLE IV – CONDUCT OF BUSINESS

- Regular meetings of the Committee may be scheduled on a monthly basis or at the discretion of the chairperson.
- Meetings of the work groups, subcommittees, or focus group shall be scheduled as needed.
- Minutes of all meetings shall be recorded and distributed in a timely manner.
- A simple majority of committee members shall constitute a quorum for a meeting.

ARTICLE V – GOVERNANCE

The President of the University, in consultation with his/her council, shall designate a chairperson from the membership.

ARTICLE VI – DUTIES

Chairpersons' Duties:

- Preside over all meetings of the Committee.
- Communicate changes in related standards, guidelines, and practices, to the University of North Florida Community via the appropriate channels.

Members' Duties:

- Attend all meetings
- Solicit input from constituents on issues related to official online communications policy and appearance

Article VII – Amendments

The Committee may amend these bylaws by a vote of a majority of the membership provided that the proposed amendment(s) have been circulated to the membership at least one week prior to the meeting in which the vote is to be taken.

The Committee will review these bylaws at least every five years.