

Networked Learning Collaborative of Virginia (NLCVA) By-Laws
Last Revised: September 8, 2016
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Article I

Purpose and Membership

Section 1. Purpose. The purpose of the Northern Virginia Learning Collaborative of Virginia (NLCVA), is to serve as a learning technology federation among the Virginia's public and private colleges and universities. The goal of the NLCVA is to advance the academic missions and learning technology activities of member institutions through knowledge sharing, leveraged resources, and collaboration on innovative programs and ideas. Benefits of membership include:

- Building Knowledge: Members can develop a better understanding of the state-wide infrastructure for education and technology
- Driving Change: Members have an opportunity to participate in an organization with the capacity to forward progressive initiatives which impact the use of technology in the education environment.
- Supporting and Leveraging Cross-Institutional Initiatives: NLCVA financially supports events and initiatives that facilitate the collaboration and knowledge sharing of its member institutions.

Section 2. Membership. Membership in NLCVA is open to all public and nonprofit colleges and universities in the Commonwealth of Virginia that are accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and who wish to participate in cross-institutional efforts that align with the purpose of NLCVA. Non-profit organizations or agencies that support higher education as approved by the membership are also welcome to join.

Section 3. Types of Membership. Institutions may join as active members or affiliates. The Board shall set fees for both categories at its last meeting of each year, attend meetings, plan, set goals, and implement activities. Affiliate members may attend meetings and share information. The Board of Directors may also choose to invite representatives from other entities to attend the meetings on a regular basis and serve as ex-officio representatives of their organization.

Section 4. Members' Responsibilities. Both active members and affiliates are expected to regularly attend meetings and contribute to NLCVA activities. Active members and affiliates are expected to pay membership fees in a timely fashion.

Article II

Board of Directors

Section 1. Board of Directors. Each active member is entitled to one representative on the NLCVA Board of Directors.

Section 2. Meetings. The membership meets regularly at times agreed to by the Board of Directors. Member institutions are welcome to have additional representatives of the institution participate in the meetings.

Section 3. Quorum and Voting. A quorum is met by a simple majority of current active members. It is the fervent objective of the NLCVA to make decisions by consensus, but where this is not possible, a vote will be taken. An affirmative vote by two-thirds of the members present is necessary for passage.

Article III

Officers

Section 1. Number, Election, and Term. Officers shall be the chairperson, vice chairperson, and treasurer. Officers shall be elected from the Board of Directors at the last meeting in the calendar year and shall serve one-year, renewable terms.

Section 2. Duties of the Chairperson. The chairperson shall set the schedule of meetings, chair the meetings, maintain communication through the listserv and other means, and represent the Board before external bodies.

Section 3. Duties of the Vice Chairperson. The vice chairperson shall replace the chairperson when s/he is unable to conduct his/her duties.

Section 4. Duties of the Treasurer. The duties of the treasurer are to accept dues payment and report on the budget at each meeting and to disperse funds as agreed to by the membership.

Section 5. Meeting Recorder. Records of the meetings will be kept by a meeting recorder. The recorder will post the draft minutes to the listserv and/or the organization's website prior to the next meeting. This responsibility will rotate among the members of the Board.

Article IV

Committees

Section 1. Committees of the Board. Committees of the Board, both standing and ad hoc, shall be constituted as agreed to by the membership. Committees report their findings to the full Board of Directors.

Section 2. Steering Committee. Five representatives from the Board of Directors and the chairperson will serve as the Steering Committee. The Steering Committee will meet regularly to set the agenda for upcoming meetings and to deliberate recommendations to come before the full Board. Membership on the Steering Committee will be voluntary and affirmed by the membership at the last meeting of each year.

Article V
Fiscal Year

The fiscal year of NLCVA shall begin July 1 and end on June 30 of the following year.

Article VI
Amendments to the By-Laws

The by-laws can be amended by consensus. Any proposed changes will be introduced at least one meeting prior to the meeting at which a decision is made and communicated electronically to the membership.

2/17/17