

Governance

CONAIC Constitution

Section I General

Article 1(Name and location of the office of operations)

The name of this organization shall be National Council for Accreditation in Informatics and Computing; nonprofit organization (hereinafter referred as CONAIC throughout all CONAIC documents); established since 1998. Headquarter of CONAIC is to be located within the City of Mexico, can establish offices or representations in any part of the country or abroad, without for that reason it is understood changed its registered office.

Article 2 (Objective)

Promote and contribute by the improvement of the quality of training of professionals in the computing areas.

Article 2 (Main activities)

I. Accredite academic programs of higher education in computer science and information technology that meet the quality standards set by the Council for the Accreditation of Higher Education (COPAES). The accreditation of the educational program is valid for 5 years, in said period the educational provider must send an annual report of continuous improvement based on the observations of the evaluation;



II. Promote and contribute for the improvement of the quality of teaching of computer and information technology professionals enrolled in accredited programs;

III. Provide information about accredited programs to society (including applicants, educational institutions, professionals, scientific societies, potential employers and government agencies);

IV. Provide guidance and suggestions for the improvement of accredited academic programs and the design and development of future programs candidates for accreditation;

V. Promote the improvement of information technology and computer sciences at national and international levels;

VI. Ensure that graduates of accredited academic programs have obtained a vast array of relevant knowledge in their areas of competence;

VII. In order to carry out the purpose of the CONAIC, it is necessary the recognition granted by the Council for the Accreditation of Higher Education, A.C. (CONACYT and RENIECYT) and / or those of the Ministry of Public Education, celebrating the necessary legal instruments.

Section 2 Members

Article 3(Members)



CONAIC membership consists of regular and non-regular associates.

Article 4(Member qualifications)

All members must fulfill the Objective as described in Article 2 and are subject to the following qualifications:

1. Regular members shall be computing-related institutions; government bodies and/or corporations.
2. Non regular members shall be either those institutions whose are proposed by the Accreditation Committee or the educational institutions that request the evaluation of their educational programs, during the evaluation process and the validity of the accreditation.

Articles 5 to 15 (Members rights and responsibilities)

CONAIC members are subject to the following rights and responsibilities:

1. Rights: Regular members have voice and vote in General Assembly Meeting. Non regular members have voice in General Assembly Meeting.
2. Responsibilities: Obligation to comply with Constitution of CONAIC and to comply with all resolutions of the General Assembly Meeting, and responsibility for payment of membership fees.

Article 4, 58 (Admission and withdrawal)



1. Membership is attained by having the corresponding organization (academic, business or governmental) submitting an application for membership to CONAIC and having the application approved by the Accreditation Committee and the ratification of the General Assembly of Associates.
2. Organization and/or corporation membership candidate must designate in writing a person as representative and submit the representative's name to the President of CONAIC.
3. Membership is cancelled by having the current member submitting a withdrawal application form and securing the approval of the General Assembly of Associates.

Article 58 (Penalties)

A member can be admonished, suspended or expelled by the Accreditation Committee or the General Assembly of Associates if fails to meet its Responsibilities as described in Articles 13 to 24. A separate rules and procedures on suspension of the members shall be provided.

Section 3 Officers and their responsibilities

1. President: must meet the requirements to be a candidate. He or she shall be elected via the following sequence of procedures: Presidential Candidate(s) may be recommended by the Accreditation Committee, and Presidential Appointee is elected President by ratification of the General Assembly of Associates. President lasts in his functions for four years and can be re-elected once for another four years. The President represents both the Accreditation Committee and CONAIC and oversees the operations of both. The President authorizes all expenses according to the budget approved.



2. The members of all Committees can last in their functions for four years and can be re-elected once for another four years.
3. Managing Director: Must meet the requirements to be a candidate. The Managing Director leads all administrative and operative matters. The period to exercise its functions is indeterminate.
4. Advisors: As many as needed. Advisors shall advise Managing Director and President and may express his or her opinion at the General Meeting Assembly. Auditors shall report any irregularities or fraud to the Accreditation Committee and demand a remedial action by the Accreditation Committee.

Section 4 General Assembly

Articles 21 to 24 (Composition)

1. General Assembly is composed of the members with voting right.
2. President shall preside at General Assembly Meetings.

Article 27 (Functions)

The following issues may be discussed and resolved at General Assembly Meetings:

1. Designation of Presidential Appointee and discharge of President
2. Appointment of the Accreditation Committee and Advisors
3. Amendments to the CONAIC constitution
4. Approval of business plans
5. Approval of budget and fiscal-year end closing



6. Other issues relevant to the CONAIC operation

Articles 23 to 26 (Meetings)

1. There shall be an annual General Assembly Meeting convened by the President. Additional meetings may be convened by the President as needed.
2. President must submit agenda of the General Assembly Meetings in writing to each member no later than fifteen (15) days prior to the meeting date.
3. The General Assembly Meetings shall be convened with at least 51% of total members with voting right.
4. Voting at the General Assembly Meetings is by a simple majority of members present but the main subjects require 60 Or 70% of the members with voting right.

Section 5 Accreditation Committee

Articles 31 to 33 (Composition)

1. The Accreditation Committee (hereinafter referred to as CA) is composed of the President himself and four members.
2. The CA presides at General Assembly Meetings.

Article 16 (Functions)

The following issues shall be reviewed and resolved at the CA Meetings:

1. Issue the evaluation opinion of the educational programs based on the review of the Technical Commission
2. Lead the destiny of CONAIC.
3. Organize and direct the ordinary and extraordinary meetings of CONAIC



4. Analyze and modify the criteria, procedures and regulations to be approved by the General Assembly of Associates
5. Admission and withdrawal of members
6. Establishment and revision of rules and procedures
7. Planning and operation
8. Review of accreditation decision in response to an appeal
9. Issues to be discussed at the General Assembly Meetings
10. Issues delegated by the General Assembly Meetings
11. Agreements with external organizations, foreign and/or otherwise
12. Implementation of operational directives that do not require the approval of General Assembly Meetings

Articles 35 to 36 (The Accreditation Committee Meeting)

1. The CA Meeting shall be convened by the President.
2. To convene a meeting, except for the case of emergency meetings, of the CA, notice shall be submitted in writing to each Member at least seven (7) working days before the date of the meeting.

Article 36 III (Issue resolution)

1. CA Meeting is declared convened with a simple majority presence of the existing Members.
2. Voting at the CA Meetings is by a simple majority of the Members present.

Section 6 Organization

Article 20 (Councils, Committees, and Department)
CONAIC is comprised of:



1. General Assembly of Associates. It is the supreme part of the CONAIC and it meets every year at least. The Assembly of Associates elects the President and the Accreditation Committee, which last for four years, with a unique possibility of re-election.
2. Accreditation Committee. The Accreditation Committee has a permanent member who is the representative of the National Association of Institutions of Higher Education in Information Technology (ANIEI), this body is the Mexican version of the IEEE (Institute of Electrical and Electronic Engineering) and is the one that decides the best practices for the curricular design of educational programs in computer science based on the needs of society and the corresponding international standards. It has several meetings during each year. The Accreditation Committee is composed of professors with a doctoral degree and they are the ones who decide if an educational program is accredited, a decision that is independent from that taken by the Technical Commission that evaluates the educational program. In case any educational institution does not agree with the result of the evaluation of its educational program, it can go to COPAES, if the issue persists, the Ministry of Public Education can intervene. Flowchart of the accreditation process: https://www.conaic.net/ingles/publicaciones/3b_annexed_1_english%20procedure.pdf. Frame of reference for the Accreditation: <https://www.conaic.net/ingles/publicaciones/Frame%20of%20reference%20or%20the%20Accreditation.pdf>
3. Advisory and Continuous Improvement Committee, it proposes the use of new indicators. At least every year they make important suggestions that lead the CONAIC into a new path for making better professionals and institutions devoted to the informatics and computing domains.



4. Supervision Committee. Reviews the proper use of finances and the good conduct of the Accreditation Committee, this Committee is composed of people associated with industry and society who are constantly updating the needs or parameters according to the demands of society. This Committee is supported by an independent firm that handles accounting, auditing, treasury and taxes, reporting annually to the General Assembly of Associates the summary of operations for their evaluation.
5. Technical Commission. They evaluate the educational program; it is composed of at least three evaluators, one of them is the leader, the most experienced. They are professionals in the domain of informatics or computing with a master's degree. The technical commission is selected according to the profile of the educational program to be reviewed. The Executive Secretary suggests the names of the members of each Technical Commission and the Managing Director reviews and approves. There is currently a catalog of at least 138 evaluators, they are trained regularly in workshops. Technical Commission's Report: <https://www.conaic.net/ingles/publicaciones/Technical%20Commissions%20Report.pdf>
6. Executive Secretary. He supports the Managing Director in all matters of CONAIC, getting information about all the operation, prepare the annual budget project, as well as of the work related with the Technical Commission and the others Committees.
7. Administrative Department. Assistant of the Managing Director and the Executive Secretary, Assistant to the President.



Section 7 Finance

Article 16 (Financial resources)

CONAIC expenditures shall be financed by:

1. Membership fees,
2. Evaluating educational programs fees,
3. Workshops for evaluators' fees.
4. Research grants,
5. Rents, and
6. Other incomes.

Fiscal year

The fiscal year of CONAIC starts on January 1 and ends on December 31.

Article 40 (Budget and Business Plan)

1. The budget and business plan of CONAIC shall be approved by the General Assembly Meeting not later than commencement of the fiscal year.

Section 8 Dissolution

Articles 28, 59 to 61 (Dissolution)

It will require approval by 80% of associates with voting rights attending the General Assembly of Associates.

