



Western Washington University
Associated Students/Information Technology Services
Student Technology Fee Committee Charge & Charter
October 2013 July 2014

I. CHARGE

To oversee the operations and finances of the Student Technology Fee by

- Evaluating the Student Technology Fee program.
- Reviewing student input, identifying issues, and recommending changes in the fee as well as the program as a whole.
- Acting in accordance with the Student Technology Fee Operational Guidelines.
- Upholding the Mission Statement of the Student Technology Fee.

II. MEMBERSHIP

AS Vice President for Academic Affairs (Chair)

3 Student at-Farge, appointed by AS Board of Directors

Vice Provost for Information Technology

Faculty representative from the Academic Technology Committee

Faculty representative at-large, appointed by the Faculty Senate

Secretary (non-voting)

III. CHAIR

The Chairperson shall be the AS Vice President for Academic Affairs. They shall convene the meetings, approve agendas, and preside at all meetings.

IV. MEETINGS

Meetings shall be called by the Chair. The committee shall meet at least once per quarter with a minimum of twenty four (24) hours notice. Meetings may also be called by any member with support of at least twenty-five (25%) of the seated, voting membership.

V. VOTING

In order for a motion to pass, it must obtain a majority of the legal votes cast, but no less than four (4) affirmative votes. An abstention shall not count as a legal vote cast.

VI. QUORUM

A majority of the voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.

VII. SUBCOMMITTEES

In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

**VIII. RULES
OF OPERATION**

The committee may adopt and amend Rules of Operation governing its operation by a majority vote of the committee, subject to review or approval by the AS Board of Directors.

IX. AMENDMENTS

This Charter may be amended by a majority vote of the AS Board of Directors with ratification by the Vice Provost for Information Technology.

X. REPORTAGE

This committee shall report to the AS Board of Directors and the Vice Provost for Information Technology.