



**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.