



Western Washington University
Associated Students/Information Technology Services
Student Technology Fee Committee Charge & Charter
October 2016

- 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-Large, 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 percent (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 through the Vice President for Academic Affairs and the Vice Provost for Information Technology.