



Western Washington University
Associated Students/Information Technology Services
Student Technology Fee Committee Charge & Charter
October 2010

- I. CHARGE** To oversee the operations and finances of the Student Technology Fee. This committee is also charged to evaluate the Student Technology Fee program, review student input, identify issues, and recommend changes in the fee as well as the program as a whole. The committee will act in accordance with the Student Technology Fee Operational Guidelines. In addition the committee shall uphold the Student Technology Fee Mission Statement.
- II. MEMBERSHIP** ASVP 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. (S)he 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.