Western Washington University
Associated Students/Information Technology Services
Student Technology Fee Committee Charge & Charter
August 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 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.