Western Washington University  
Associated Students/Information Technology Services  
Student Technology Fee Committee Charge & Charter  
September 2015  

I. CHARGE  
To oversee the operations and finances of the Student Technology Fee by  
• Reviewing student input, identifying issues, and recommending changes in  
  the fee as well as the program as a whole.  
• 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)  
1 Student-at-Large, appointed by committee (Vice-Chair)  
2 Student at-Large, appointed by AS Board of Directors  
Vice Provost for Information Technology (Advisor, non-voting)  
Faculty representative from the Academic Technology Committee  
Faculty representative at-large, appointed by the Faculty Senate  
Secretary (non-voting)  

HI. CHAIR  
The Chairperson shall be the AS Vice President for Academic Affairs. They  
shall convene the meetings, approve agendas, and preside at all meetings. The __  
Vice Chair will be a student at large and elected by the committee.  

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 five (5) 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.