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.