

## **Bylaws of the University of Washington, Bothell Student Technology Fee Committee**

### **Article I – Purpose**

The Student Technology Fee (STF) provides funds for the improvement and enhancement of technology used by the students of the University of Washington system. The University of Washington, Bothell (UWB) Student Technology Fee Committee (“the committee”) shall recommend to the ASUWB an amount to be set as a technology fee and the uses of that fee. Following the Regents’ decision setting the STF, the committee shall entertain proposals for technology expenditures, verify the benefit to students and the impact on the University, and approve the expenditure of revenues available for use. Students of UWB shall comprise the membership of committee. The committee shall perform its role pursuant to RCW 28B.15.051, and the agreement between the Associated Students of the University of Washington, Bothell (ASUWB), and the Board of Regents.

### **Article II – Membership**

1. The ASUWB Executive Council shall appoint a minimum of five voting student members (either undergraduate or graduate). At maximum of two members may be current representatives from the ASUWB.
2. There shall be six non-voting ex-officio members representing the following UWB offices:
  - a. Director of Student Affairs
  - b. Physical Plant
  - c. Vice Chancellor for Academic Affairs
  - d. Finance and Administration
  - e. Information Systems
  - f. Media Services
3. The ASUWB Executive Council may increase the voting membership of the committee to a maximum of nine student members. The committee may appoint additional non-voting ex-officio members by a simple majority vote.
4. The term of appointment for student members shall be one year, beginning the first day of classes in the academic year of appointment and ending on the day before the first day of classes in the next academic year. Student members may serve more than one term. Students have the option to serve less than one academic year.

### Article III – Operations

1. The ASUWB President or designee shall convene the first meeting of the academic year.
2. The committee shall elect a voting member to serve as chair and a voting member to serve as Chair *pro tempore* no later than the second meeting.
3. The Chair or the Chair *pro tempore* may be replaced by a simple majority vote of the committee.
4. A minimum of one regular meeting shall be scheduled each quarter (except summer) by the committee chair. Meetings will be scheduled at a time that is convenient to committee members.
5. The committee chair or members of the committee may call a special meeting as needed to deal with allocation changes, unexpected or emergency expenditures, or other issues that arise between regularly scheduled meetings.
6. The chair shall notify the committee membership of the time and place of any regular or special meeting a minimum of seven days before the meeting date.
7. The committee chair shall prepare a written agenda for each meeting to be distributed to the membership at least two days before the meeting. The chair may add items to the agenda without notice. However, no final action on added items may take place at the meeting without the unanimous consent of the voting membership.
8. A quorum, which shall consist of a simple majority of voting members, is required for the committee to take action.
9. The committee may designate a subset of its members to continue operations between quarters and during summer session. This group may undertake no official business (e.g. entertaining proposals, setting the STF).
10. The committee may allocate up to one percent of the projected annual STF revenues for administrative expenses. The committee shall report all administrative expenses incurred to the ASUWB.
11. All meetings are subject to and must comply with the Open Public Meetings Act (Chapter 42.30 RCW).

12. The committee shall use the latest edition of *Robert's Rules of Order* to conduct its meetings.

#### **Article IV – Duties of the Chair and Chair *pro tempore***

The Chair of the committee shall:

1. Prepare agendas, convene, and conduct meetings of the committee.
2. Represent the committee to external committees, entities, and bodies.
3. Expend funds from the committee's administrative expense allocation without the consent of the committee between the spring quarter and autumn quarter. The committee shall determine the limits on these expenditures annually.
4. In the absence of the chair, the chair *pro tempore* shall assume the responsibilities of the chair.

#### **Article V – Responsibilities**

The committee shall:

1. Recommend to the ASUWB Executive Council and the Board of Regents an appropriate STF to be assessed.
2. Set guidelines for the allocation and distribution of the STF.
3. Create documentation in order to conduct its work and support the proposal process.
4. Develop a timeline for acceptance of STF proposals.
5. Allocate funds for proposals.
6. Observe and report on the trend of STF spending.
7. Allocate funds for proposals from other UW campuses upon referral by that campus's STF committee.
8. Maintain an appropriate fund balance to address emergency situations.
9. Allocate money for operating expenses such as office supplies and materials.

10. Produce a written report quarterly to the ASUWB, excluding the summer quarter. It will be the responsibility of the committee chair to ensure the report is completed and submitted in a timely manner
11. Strive to increase student awareness of the committee's goals and the status of STF expenditures.
12. Monitor and evaluate information technology services to students and recommend action to improve and expand services.
13. Select committee members to work with UWB technology planning groups in support of information technology planning.

#### **Article VI – Limitations**

The committee shall not:

1. Allocate any funds or enter into any contract that could be perceived to limit the students' statutory responsibility for the STF.
2. Allocate funds for ongoing costs or maintenance contracts or cause a financial obligation for UWB without prior approval from the affected departments (e.g. Physical Plant, Information Systems).
3. Allocate more funds each fiscal year than are projected to be available.

#### **Article VII – Subcommittees**

1. The chair or committee may establish subcommittees to investigate issues pertaining to the committee's purpose. Membership in subcommittees shall be voluntary. Membership in the committee shall not be a prerequisite to membership in a subcommittee, except as stated during the creation of the subcommittee.
2. All subcommittees shall have at least two members of the Student Technology Fee Committee among its membership. The committee may dissolve any subcommittee.
3. All subcommittees shall be charged with reporting their findings to the committee upon the committee's request. A committee member on the subcommittee shall be responsible for making these reports.

#### **Article VIII – Bylaws Amendments**

Amendments to these bylaws:

1. May be proposed by the committee or by the ASUWB Executive Council.
2. Shall require the approval of the ASUWB Executive Council through a simple majority vote of the committee.
3. Shall be effective at the beginning of the next autumn quarter or earlier if approved by a simple majority vote.

#### **Article IX – Changes to the Student Technology Fee**

1. The ASUWB may vote annually between the months of November and January to eliminate the STF for the next academic year. Elimination of the STF shall require majority votes of the ASUWB.
2. The ASUWB may vote to recommend to the Board of Regents that the level of the STF be changed. Such a recommendation shall require majority votes of the ASUWB. Changes in the level of the STF shall be subject to the approval of the Board of Regents.

#### **Article XI – Archives**

The Director of Student Affairs shall name a designee to act as recording secretary and maintain the Student Technology Fee Committee archives in accordance with University records retention policies.