

ASUWT

Associated Students of the University of Washington, Tacoma

Student Technology Fee Committee Policies & Procedures

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ARTICLE I: PURPOSE

The Student Technology Fee (STF) is designed to provide funds for improving existing technology and acquiring new technology to be used by the students of the University of Washington, Tacoma (UWT). The Student Tech Fee Committee (STFC) determines fee expenditures. This committee is organized each year by the Student Government of the Associated Students of UWT (ASUWT) according to state laws (RCW 28B.15.05) and agreements made with the board of regents of the University of Washington. This committee is subject to the ASUWT constitution, ASUWT bylaws, agreements made with the ASUWS and ASUWB (Tri-campus agreement), and to the rules and guidelines established by the Open Public Meetings Act.

ARTICLE II: MEMBERSHIP

1. The committee shall consist of five student-voting members appointed by the ASUWT president.
2. There shall be four non-student ex-officio members:
 - a. A representative from the UWT faculty
 - b. A representative from the UWT finance department
 - c. A representative from UWT computer services
 - d. The presiding President of the ASUWT
3. The STFC shall have the authority to appoint additional non-student, ex-officio members by simple majority.

ARTICLE III: OPERATIONS

1. The STFC will conduct meetings using the latest edition of "Robert's Rules of Order".
2. The ASUWT President shall appoint to the committee a voting member to serve as chair and a voting member to serve as vice chair.

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3. The term of appointment shall be for one year, beginning first day of the fall quarter of that year and ending the last day of the summer quarter of the following year.
4. Ex-officio members are also appointed, by their respective organizations for one year and may serve consecutive terms.
5. Committee meetings shall be held only if a quorum is present. A quorum shall consist of 2/3's voting members and 1 ex-officio member.
6. If an STFC voting member misses two meetings in one quarter due to unexcused absence, they may be removed from the STFC by a unanimous vote of the voting members. Excused absences shall be handled on a case-by-case basis. The ASUWT President shall appoint a replacement after being notified and approving the removal, by the STFC chair.
7. The STFC may designate three voting members to continue operations during the summer quarter if late changes to proposals must be approved. However, no official meeting can be conducted unless a quorum is present.
8. Up to 8,000 dollars of the yearly budget may be used each year for administrative purposes.

ARTICLE IV: DUTIES OF THE CHAIR AND VICE CHAIR

1. The STFC chair establishes the agenda for committee meetings, chairs the meetings, and may only vote in case of tie, and insures compliance with the Open Public Meetings Act.
2. The Chair shall be responsible for representing the committee to all external committees, entities, and bodies. These responsibilities may be delegated to a voting member of the committee at the discretion of the Chair.
3. The Chair shall be the supervisor of STFC employees.
4. The Chair shall be member of the Uniform Access Committee unless delegated to the Vice Chair.
5. In the absence of the Chair, the Vice Chair shall perform these duties.

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ARTICLE V: POWERS

1. The STFC shall establish guidelines for allocations and distribution of funds. These guidelines shall be publicly posted, including on any STFC web page along with contact information.
2. The STFC shall, in coordination with the University Finance Department, set a minimum of one funding cycle for the acceptance of proposals for the current year. Dates shall be established and posted for proposal to be in by for the funding cycle(s), in addition, dates for all proposals to be approved or disapproved, should be published. The first proposal acceptance deadline shall not occur before the meeting of the Uniform Access Committee (Section XI).
3. Proposals submitted after the deadlines will be held and considered during the next cycle, except in the case of proposals that need special consideration because of time or sufficient student need. If desired, proposals needing such consideration can be submitted to the chair, or proposed by at least three voting members for review, if qualified it shall be placed on the agenda for the next meeting.
4. The STFC shall conduct a minimum of 1 survey during the year to help determine student's technological needs.
5. Computer Courses to upgrade general student knowledge may be funded on a one-time basis if sufficient student interest is shown. These courses shall be subsidized for students only.
6. Organizations submitting proposals will be notified in writing of the status of their proposal and reasons for its approval or disapproval.

ARTICLE VI: LIMITATIONS

1. Allocation of funds shall not exceed the balance reflected on the accounting records.

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2. The STFC shall not allocate more than sixty percent of its budget before the first official Uniform Access Meeting of the current year.
3. The committee shall refrain from funding proposals to allocate any funds exclusively for ongoing costs or maintenance.
4. The committee shall not duplicate services already available on campus.
5. The STFC shall be authorized to allocate up to 15 percent of its annual budget for ongoing costs associated with Uniform Access. Ongoing cost for uniform access are limited to telephone line charges and hardware maintenance contracts for modems. These cost are not to exceed 15 percent, or the amount recommended by the Uniform Access Committee, and must be reflected on STFC accounting records.
6. No voting member of the STFC may draw funds for work done on, or on behalf of, the STFC.
7. Funds shall be allocated based on policies outlined in state law, UWT policies, ASUWT constitution, ASUWT government bylaws, and these committee bylaws. Records shall be established annually to account for the money expended by the STFC. Receipts and copies of proposals shall be maintained to support each transaction and held for one year. The Following minimum requirements will be reflected on the account records:
 - a. Amount initially allocated annually to the STFC for expenditures.
 - b. Total spent on each transaction or proposal.
 - c. A running balance reflecting the remaining funds that can be spent by the STFC during the fiscal year.

ARTICLE VII: RESPONSIBILITIES

1. The STFC shall allocate funds through a well-documented proposal process.
2. STFC policies, which must establish that goods, services, and equipment acquired by STF funds are being used for the purposes for which they were approved, shall be

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published and posted publicly, and items purchased by STFC funds will be labeled to reflect so.

3. The STFC shall report to the ASUWT Vice President monthly or as required by the Senate.
4. The STFC shall submit a written report to the ASUWT following each funding cycle held. This report shall reflect on a minimum, current funding status and important events during the quarter.
5. The STFC shall strive to increase general student awareness of STFC goals and the status of STFC expenditures. A notice will be placed on the student Bulletin Board on the 1st floor of the Mattress Factory indicating where this information could be found.

ARTICLE VIII: SUBCOMMITTEES OF THE STFC

1. The STFC may establish subcommittees to delegate responsibilities. These subcommittees must include at least two voting members of the STFC and be chaired by a voting member of the STFC.
2. Final approval of any work down by a subcommittee shall rest with the STFC.
3. Subcommittees shall represent reports of their work at the request of the chair of the STFC.

ARTICLE IX: BYLAWS AMENDMENT PROCESS

1. These bylaws may be amended by a 2/3 vote of the STFC.
2. Amendments shall then be ratified by the ASUWT Senate

ARTICLE X: CHANGES TO THE STF

1. In February of every year, according to the current agreement, the ASUWT Senate votes on whether to eliminate or change the STF amount.

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ARTICLE XI: UNIFORM ACCESS

1. Uniform Access Proposals are approved by a tri-campus Uniform Access Committee, as per the Tri-Campus Agreement.
2. The Uniform Access Committee composed of two ASUW members, one ASUWT members, and one ASUWB member, as required by the tri-campus agreement. The STFC shall appoint one member to be the representative for ASUWT.
3. The STFC shall review the Uniform Access proposal before any meeting of the Uniform Access Committee and before reviewing any other proposals for the current funding cycle, upon receipt of any Uniform Access Proposal.
4. Uniform Access proposals are binding unless rejected by a 2/3 vote of the STFC. In the case of Uniform Access Proposals being rejected by the STFC, the final decision shall rest with the ASUWT Senate.