BYLAWS of the STUDENT TECHNOLOGY FEE COMMITTEE
of the
ASSOCIATED STUDENTS of the UNIVERSITY of WASHINGTON BOTHELL

ARTICLE I.
STUDENT TECHNOLOGY FEES

Section A: Charter

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 Associated Students of the University of Washington Bothell (“ASUWB”) an amount to be set as a student technology fee and the appropriate uses of that fee. After the Board of Regents vote and approve 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 are appointed by the ASUWB and shall comprise the membership of committee. The Committee shall perform its role pursuant to RCW 28B.15.051, these bylaws, and the Bylaws of the ASUWB.

ARTICLE II.
COMMITTEE MEMBERSHIP

Section A: Membership

i. The ASUWB Executive Council shall appoint no fewer than five voting student members; at minimum one member will be a current representative from the ASUWB and no greater than two ASUWB members shall be appointed.

ii. There shall be four non-voting ex-officio members representing the Offices of Student and Residential Life, Facility Services, Budget and Fiscal Services, and Information Technologies.

iii. The ASUWB Executive Council may increase the voting membership of the committee to a maximum of nine student members at any time by a simple majority vote (50% + 1). The Committee may appoint additional non-voting ex-officio members by a simple majority vote.

iv. 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.

ARTICLE III.
OPERATIONS

Section A: Meeting Etiquette

i. The ASUWB President or designee shall convene the first meeting for each academic year.

ii. The Committee shall convene their general meeting times at 2:00 p.m. to 4:00 p.m. every Friday, unless otherwise specified by the chair.

iii. A simple majority of the Committee shall elect a voting member to serve as Committee Chair and a voting member to serve as Co-Chair no later than the second meeting. A member of the committee will be appointed by the Chair to be the official minute taker. The Chair may designate a substitute as needed. The Chair or the Co-Chair may be replaced by a two-thirds majority vote of the committee.

iv. If the Chair or Co-Chair is unable to serve, the longest serving member of the Committee who is not serving as the Chair or Co-Chair shall be designated as Chair interim.

v. Regular meetings shall be held every first and third Friday of the month through the academic year while class is in session, and at least once during the summer. The committee may vote to not meet during the summer quarter with a simple majority vote.

vi. All business, other than those items appropriate for consideration during executive session, will be conducted during open session and in full compliance with the Open Public Meetings Act (RCW 42.30.110).

vii. An agenda and a copy of all funding requests to be considered by the Committee shall be sent to members and be publicly posted at least two school days in advance of all regular meetings and shall specify the time and place of the meeting as well as the business to be transacted.

viii. A special meeting of the Committee may be called at any time by the Committee Chair or by a simple majority of the voting members of the Committee with at least 72 hours written notice to deal with allocation changes, unexpected or emergency expenditures, or other issues that arise between regularly scheduled meetings. The call and notice shall specify the time and place of the special meeting and the business to be transacted; final disposition shall not be taken on any other matter at such meetings.

ix. The Committee may hold an executive session during a regular or special meeting only to consider matters permitted under the Open Public Meetings Act.

x. A quorum shall consist of a simple majority of the current voting membership of the Committee and is needed for the Committee to act.

xi. The Committee Chair shall not be included as a voting member, unless in the event of a
tie. Proxies shall not be considered for voting purposes.

xii. All meetings shall be conducted in accordance with Robert’s Rules of Order, Newly Revised\(^1\). Deviations from such procedures will be at the discretion of the Chair with a simple majority vote of present and voting committee members.

xiii. Minutes shall be taken at all meetings of the Committee and shall be publicly posted no later than five business days after the meeting concludes. Minutes shall include the results of every action item taken by the Committee.

Section B: Allocations

i. 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.
   a. The committee will allocate a student fix fee to the chair and co-chair.
   b. The allocation will amount to no less or more than $750 per quarter for the chair and $500 per quarter for the Co-Chair.

ii. The Committee shall allocate at least 3.5% of the projected annual STF revenue for student financial aid in accordance (RCW ch.28b.15.051).

iii. The Committee shall approve proposals through at least two funding cycles in any given academic year.
   a. Long-term proposals are considered to fall under the year that they are submitted

iv. All equipment is the responsibility of the department that receives STF funding for the purchases. For a period of three years beginning from the original date of purchase, departments may not change the original intended use of the equipment unless given prior approval from the STF committee. Every effort must be made by the department to re-allocate the equipment wherever possible on campus after the equipment becomes ‘obsolete’. Equipment is considered ‘obsolete’ when it can no longer serve its intended purpose; when 3 years have elapsed since the date of purchase; or when the warranty has expired. If there is no longer any need for this equipment, then the equipment may be sent to university surplus, and STF must be notified of the surplus transaction. STF is not responsible for equipment repairs or upgrades once the equipment is funded or transferred to another department.

v. The Committee has the power to add clarifications, stipulations for approval, or further directions to all proposals.

vi. The Committee shall accept emergency proposals outside of planned funding cycles if the Committee determines funding is required as soon as possible and the proposals

address novel and urgent needs of the student body that preexisting campus technology cannot fully meet.
   a. The Committee shall not accept appeals to its emergency application decisions.
   b. The Committee shall consider resubmitted applications as new applications.
   c. The Chair shall accept emergency applications and ensure the committee deliberates and makes a decision on the emergency applications during either the next regularly scheduled or emergency meeting of the Committee.
   d. The Committee shall specify how emergency requests will be accepted for consideration and funded in the Annual Funding Plan.

Section C: Appeals

i. Committee allocation decisions may be appealed to the Committee. Any appeal shall be submitted to the committee in the form specified by the committee in the Annual Funding Plan.

ii. Overturning appeals shall be approved by a two-thirds majority vote of the Committee.

ARTICLE IV.
DUTIES OF THE CHAIR AND CO-CHAIR

Section A: Duties of the Chair or Co-Chair

The Committee Chair shall:

i. Prepare agendas and convene and conduct meetings of the Committee;

ii. Represent the Committee to external committees, entities, and bodies;

iii. Present a budget of administrative costs to be approved by the Committee (no funds shall be spent until a budget is also approved by the ASUWB).

iv. Work to advertise and raise awareness of the committee.

The Committee Co-Chair shall:

vii. Assume any responsibilities the chair has assigned them.

viii. Take minutes in meetings.

ix. Work to advertise and raise awareness for the committee.

x. In the absence of the Chair, the Co-Chair shall assume the responsibilities of the Chair.

ARTICLE V.
RESPONSIBILITIES
Section A: Responsibilities of the Committee

The Committee shall:

i. Recommend to the Office of the Chancellor and the Board of Regents an appropriate STF to be assessed;

ii. Set guidelines for the allocation and distribution of the STF;

iii. Create documentation in order to conduct committee work and support the proposal process;

iv. Develop an acceptance timeline for STF proposals;

v. Allocate funds for approved proposals;

vi. Observe and report on the trend of STF spending;

vii. Allocate funds for proposals from other UW campuses upon referral by the Uniform Access Committee;

viii. Maintain an appropriate fund balance, set by the committee, to address emergency situations;

ix. Allocate money for operating expenses such as office supplies and materials;

x. Produce and deliver to the ASUWB a written report for every funding cycle in an academic year. It will be the responsibility of the Committee Chair to ensure the report is completed and submitted in a timely manner;

xi. Strive to increase student awareness of the Committee’s goals and the status of STF expenditures;

xii. Monitor and evaluate information technology services to students and recommend action to improve and expand services; and

xiii. Select committee members to work with UWB technology planning groups in support of information technology planning.

ARTICLE VI.
LIMITATIONS

Section A: Limitations of the Committee

The Committee shall not:
i. Allocate any funds or enter into any contract greater than one year that could be perceived to limit the STF Committees’ fiduciary responsibility to the future student body; unless it is done through the long-term request process or approved on an annual basis.

ii. Allocate funds for ongoing costs or maintenance contracts or otherwise cause a financial obligation for UWB departments without prior approval from the Physical Plant and Information Technologies Department, ASUWB, and the Chancellor. This includes, but is not limited to, salaries and printing supplies (e.g. toner, paper, etc.); or

iii. Allocate more than 20% of the total new revenue estimation as outlined in the annual funding plan to subscriptions.

iv. Allocate more funds each fiscal year than are projected to be available.

v. Receive or review any proposal submitted by the Associated Students of the University of Washington Bothell, also known as ASUWB, unless it is submitted by a department recognized by the University. If the proposal is approved, the responsibility falls on the department that submitted it in accordance with Article III Section B iv.

vi. Allocate any funds for any item that does not fit the following definition of technology unless it is to support the operation and administration of the committee;

   a. Electronic equipment, software, permitted consumables/components, and non-consumable items that contribute to the function, maintenance, and protection that facilitate innovation, access, security, learning and engagement for the student body.

      i. Permitted consumables/components are described as items used to create a specific technology product that would otherwise be funded by the STF committee.

ARTICLE VII.
SUBCOMMITTEES

Section A: Formation of Subcommittees

i. The Chair or simple majority of the 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.
ii. All subcommittees shall have at least two members of the STF Committee among its membership. The Committee may dissolve any subcommittee by a simple majority vote.

iii. All subcommittees shall be charged with reporting their findings to the Committee upon the Committee’s request or at each regular meeting. A committee member on the subcommittee shall be responsible for making these reports.

ARTICLE VIII.
ANNUAL FUNDING PLAN

Section A: The Annual Funding Plan

The Annual Funding Plan (AFP) is a document outlining the upcoming year’s funding strategy for STF. The AFP shall be submitted to the ASUWB for approval before distributing a Request for Proposals (RFP). The AFP shall contain the following sections:

i. An introductory statement by the Committee Chair containing the allotted yearly budget, yearly project goals, and mission statements;

ii. A summary of the previous year’s accomplishments and funded projects (to be gleaned from the prior year’s annual report);

iii. Proposed Funding Categories detailing the target funding categories for the current academic year (examples should be included);

iv. A budget proposal with a short but detailed justification of each category including explanations and context within the larger UWB technology strategy;

v. An operation plan outlining the yearly operation schedule and containing submission deadlines; and

vi. A schedule of the funding processes including appeals dates and deadline.

Section B: Changes to the Annual Funding Plan

If the Committee deems it necessary to deviate from the previously approved AFP as defined in the above oversight process, the Committee will submit a proposal to the ASUWB with the following information:

i. A description of the proposed change;

ii. An assessment of the potential impacts the change will have to the previously approved AFP;
iii. A business case for the benefits of the proposed change (i.e. a detailed description of the benefit, financial and otherwise, the change will have to the UW Bothell student body); and
iv. A cost/benefit analysis arguing that the benefits of the proposed change will outweigh the impact to the original AFP and the UW Bothell Student Body.

ARTICLE IX.
FUNDING APPROVAL AND REPORTS

Section A: Purpose

i. At the end of each funding cycle, the Committee will compile a report for publication on the web with the goal of highlighting the yearly activities of the Committee to the UW Bothell student body.

ii. The report will summarize the proposed STF allocations and highlight the benefits the UW Bothell community received or will receive from the currently funded projects.

iii. The report should be viewed as a public outreach document and made easy to read.

iv. The report must be delivered to each member of the ASUWB upon completion for review.

v. Each member of the ASUWB Executive Board must sign the report within one week of delivery indicating that it has been reviewed.

vi. Reports must be signed by the ASUWB before publication.

vii. The report shall be completed and delivered no later than the final meeting of the academic quarter or funding cycle.

Section B: Details of the Report

The document should include the following:

i. An introduction by the Chair of the Committee;

ii. Funding highlights including benefits to the UW Bothell students and other outreach statements;

iii. A summary of funded projects; and

iv. A financial summary including outstanding grants and any funding or implementation problems.

ARTICLE X.
AMENDMENTS
Section A: Amendments

Amendments to these bylaws:

i. May be proposed by the Committee or by the ASUWB; and
ii. Shall require the approval of the ASUWB through a simple majority vote of the Executive Board to become effective.

ARTICLE XI.
CHANGES TO THE STUDENT TECHNOLOGY FEE

Section A: Making Changes

i. The ASUWB may vote annually between the months of November and January to suspend the STF for the next academic year. Suspension of the STF shall require a unanimous vote of the ASUWB.

ii. The ASUWB may vote to recommend to the Board of Regents to change the level of the STF. Such a recommendation shall require a simple majority vote of the ASUWB. Changes in the level of the STF shall be subject to the approval of the Board of Regents.

ARTICLE XII.
ARCHIVES

Section A: Archives of the STF Committee

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

Section B: Revisions

STF Committee Final 10-14-2011
STF Committee Final 05-23-2012
STF Committee Final 02-02-2018
STF Committee Final 02-03-2020
STF Committee Final 03-16-2020