

**Campus Student Technology Fee  
Advisory Committee (CSTFAC)  
Bylaws Draft**

**Article I – Purpose of CSTFAC**

**Section 1: Allocation of funds**

Once each College/School receives its apportionment of Student Technology Fee (STF) funds and other parties received funding from the STF pool, the CSTFAC is responsible for making recommendations as to how to allocate the remaining student technology fee funds based on proposals that enhance the campus-wide student technology environment, particularly from non-academic units.

**Section 2: Recommendations**

Provide recommendations to the Vice President/Chief Information Officer and the Committee for the Review of Student Fees on the allocation of the campus-wide funds from the Student Technology Fee.

**Section 3: Goals**

Look for opportunities to maximize the campus-wide impact of all Student Technology Fee expenditures, and to gain a better understanding of how colleges/schools within the University spend their annual technology fee allocation.

**Article II – Membership**

**Section 1: Criteria for Voting Members**

The voting members of the CSTFAC are thirteen students, one from each College/School. Deans are charged with selecting their respective College's/School's student representative and work to achieve a balance of commuter students, residential students, and graduate students (including those with a GA, RA or TA) among the voting members of the committee. The CSTFAC should have no less than four graduate students.

**Section 2: Terms of Voting Members Service**

CSTFAC members serve two-year terms that are staggered to ensure continuity. In the inaugural year of the committee, six students are to be selected to serve a one-year term, and seven are to be selected to serve a two-year term. The VP/Chief Information Officer will be responsible for maintaining this composition of membership.

**Section 3: Ex-Officio Members**

The following people will serve as ex-officio, non-voting members:

- Student Government Association (SGA) President or designee,
- Graduate Student Government (GSG) President or designee,
- Senior Vice President of Academic Affairs and Provost or designee,
- Vice President/Chief Information Officer or designee, and
- Vice President for Administrative Affairs or designee

**Article III – Officers and Responsibilities**

**Section 1: Election**

A Chair and Vice Chair are elected by voting members of the CSTFAC.

**Section: 2: Appointments**

The Chair may appoint officers as necessary in helping to fulfill the mission and tasks of the committee.

### **Section 2: Officer Terms**

A new Vice Chair is elected each year to serve as Chair the following year. The Secretary and Treasurer, as well as any other appointed officers, are to serve one year terms in their posts.

### **Section 3: Officer Responsibilities**

#### **Chair**

The Chair is responsible for preparing meeting agendas, leading meetings, representing the committee at other meetings, such as the presentation of selected proposals, and calling special meetings of CTSFAC or subsequent subcommittees.

#### **Vice Chair**

The Vice Chair will assume the responsibilities of the Chair when the Chair is absent.

#### **Secretary**

The Secretary documents meeting minutes and works with the Office of Information Technology to ensure that accurate information is posted to the CTSFAC web site.

#### **Treasurer**

The Treasurer leads audit activities related to the funding of projects and associated expenditures.

## **Article VI - Voting Procedures**

### **Section 1: Quorum**

A two-thirds-majority vote of members attending the meeting is needed to approve a specific funding proposal or any document that the committee chooses to release to outside organizations. All other measures require a simple majority vote.

### **Section 2: Proxy**

Proxy shall be allowed. The voting member that the proxy is replacing must notify the Chair prior to the meeting.

## **Article VII - Meetings**

### **Section 1: Schedule**

CTSFAC meetings will occur once a month during the following months: February, March, April, September, October and November. The Chair can call a meeting at any other times deemed necessary by the Chair.

### **Section 2: Attendance**

Members must advise the Chair in advance of any meeting they cannot attend. Voting members are expected to attend at least two-thirds of meetings.

### **Section 3: Meeting Agenda and Minutes**

Agendas and minutes are to be posted on the CTSFAC website within 2 weeks of the meeting.

## **Article VIII - Subcommittees**

Ad hoc subcommittees may be created at the discretion of CTSFAC.

## **Article IX – Proposal Submission Guidelines**

### **Section 1: Funding Criteria**

Proposals should be submitted for one-time funding describing how on-going costs will be addressed by the proposing unit.

### **Section 2: Methodology for submission**

- **Proposals should be e-mailed in electronic form to the Chair, and a hard copy made available for review by the full committee.**
- **Proposals must contain the following information to receive consideration:**
  - **Why the proposed project is necessary to the technology infrastructure of campus**
  - **What groups/students will benefit from this proposed project**
  - **Any survey data relevant to the need for this proposed project**
  - **An approximation of the cost to implement this proposed project**
  - **Cost to maintain and how this cost will be managed by the proposer**

### **Section 3: Schedule for submission**

To be determined

### **Section 4: Review and ranking criteria proposals**

- **After all proposal have been discussed by the committee, each proposal will be subject to a full committee vote.**
- **Proposals which meet the two-thirds-majority vote requirement will then be recommended for approval by the committee.**

## **Article XI - Approval Process**

### **Section 1: Committee Approval**

- A year-end final report will be written which outlines the findings and recommendations of the committee by the Chair and Vice Chair with input from other voting committee members.
- Members must the vote to approve the final version of the report by a two-thirds vote.
  - It can be amended or changed by the committee by a two-thirds vote

### **Section 2: Final Report Recipients and Presentation**

Recommendations of CTSFAC will be submitted to the Senior Vice President for Academic Affairs and Provost, and the Vice President/Chief Information Officer.

## **Article XII - STF Funds Audit**

### **Section 1: Total Review of Expenditures**

Account for how student technology fee funds collected in the prior fiscal year were spent by the various recipients of fee funds from the total pool.

### **Section 2: Review of College/School Expenditures**

Review student technology fee expenditures by each College/School including:

- Descriptions of projects funded
- Funding amounts
- Impact expected on students
- Description of the process used to allocate the STF funds by each college/school.

## **Article XIII – Reporting**

### **Section 1: Public Information**

- A. Maintain the website with current information regarding the STF.
- B. Distribute committee-approved list of student technology fee projects to the campus community and the Committee for their Review of Student Fees.
- C. Reporting and accounting for expenditures should be posted regularly on a web site established for the CSTFAC.

### **Section 2: Periodic Reporting**

The CSTFAC will compile and forward periodic reports to the Senior Vice President of Academic Affairs and Provost, the Vice President/Chief Information Officer, the IT Council, the SGA, the GSG, and other stakeholders.

## **Article XIV – Amendments**

### **Section 1: Proposals**

Recommendations for changes to bylaws must be proposed in writing (preferably electronically) at least one week prior to the next meeting.

### **Section 2: Changes to Bylaws**

Consideration of changes in the bylaws must be brought to CTSFAC on a motion, seconded and passed by the majority voting criteria.