SENATE BILL #3
2015-16
Technology Fee Committee Bylaws

WHEREAS, the 2015-16 Technology Fee Committee (TFC) has approved their Bylaws.

THEREFORE BE IT ENACTED, that ASUN approve these documents for the 2015-16 academic year.

SUBMITTED BY Technology Fee Committee DATE 10-21-15

FLOOR ACTION Adopted by Acclamation DATE 10-28-15

PRESIDENTIAL SIGNATURE (s) Pres. T Chau DATE 10-28-15
Technology Fee Committee (TFC)
Bylaws 2015-16

Article I Name
(A) The official name of this ASUN standing committee is Technology Fee Committee, also known as TFC.

Article II Purpose
(A) The Committee shall serve as an advisory committee to the ASUN Senate and shall annually examine the spending of the student technology fee money by reviewing and providing input to the coordinated proposals of Information Technology Services and Academic Affairs. The Committee shall also annually request and review the expenditures of the individual colleges and make recommendations to the Vice Chancellor for Student Affairs, who then forwards it to the Senior Vice Chancellor for Academic Affairs. The Committee shall annually approve or disapprove the coordinated student fee proposals of Information Technology Services and Academic Affairs. The Committee shall also serve as chief liaison between students and Information Technology Services.

Article III Membership
(A) Technology Fee Committee (TFC) shall consist of seven voting members (two senators and five elected members) and two advisers. The adviser shall maintain attendance and tape recordings when a proposal for the fee is presented for the Committee.

(B) Senators shall be appointed by the Speaker of the Senate to the Committee within three weeks of assuming office. If the vacancy has not been filled after two committee meetings, the Chair of TFC may request that the Appointments Board fill the vacancy subject to approval by the Senate.

(C) At large students shall be elected in the ASUN Spring Election. If voting member vacancies exist after the Election, the Chair of TFC may request that they be filled by the Appointments Board subject to approval by the Senate.

(D) Attendance is essential to conducting business, and for an absence to be excused, members must notify the Chair or adviser before the scheduled meeting. Absences will be deemed excused or unexcused at the discretion of the Chair.

(E) If not present within fifteen minutes of the beginning of a scheduled meeting, a member shall be considered absent. If a member has two consecutive unexcused absences, the Chair shall declare the member’s position to be immediately vacated.

(F) If a member has three non-consecutive unexcused absences, the Chair shall declare the member’s position to be immediately vacated.

(G) A member’s multiple absences may be discussed by the Committee and a decision made as to whether that member should be removed. Removal of a member shall require a two-thirds vote of the entire Committee membership.

Article IV Officers
(A) All officers shall be TFC members and have all the rights of other voting members.

(B) Chair – The Speaker of the Senate appoints the chairs of all standing committees of the Senate. The Chair of TFC shall call and preside at meetings, act as a mediator, act
as media liaison, form subcommittees and appoint subcommittee members at his/her discretion, and prepare the schedule of meetings and their agendas. The Chair will also act as the liaison to the Senate and shall update the Senate or Speaker of the Senate on the Committee’s progress. Also, if any vote is on the agenda, the Chair will notify the Committee in advance.

(C) Vice-Chair – The Vice-Chair is to be voted upon by the all of the Committee members. A simple majority vote is needed. The Vice-Chair shall assume the responsibilities of the Chair in his/her absence or vacancy. The Vice-Chair may be asked to assume some of the Chair’s responsibilities at his/her request.

Article V Member Guidelines

(A) Voting – A quorum for conducting business shall be a majority of the current filled seats of the Committee membership. All decisions or recommendations for the allocation of fees shall require a two-thirds vote. There shall be no absentee or proxy voting. A member may, however, contact the Chair or Vice-Chair prior to the vote with his/her thoughts and recommendations.

(B) All members shall observe common courtesy and rules of procedure as dictated in the most recent edition of Robert’s Rules of Order Newly Revised.

(C) All members shall disclose to the Chair any conflict of interest that may exist between their subcommittee assignment and their employment, involvement, or association with a college or Information Technology Services.

(D) If a conflict of interest occurs, the member must abstain their vote on that particular issue. If there is dissent on whether a conflict of interest exists, the Committee (excluding the member in question) shall vote on whether it does or does not constitute a conflict of interest.

(E) If the Committee decides by a majority vote that a conflict of interest does exist, the member in question will abstain from voting on that particular issue.

Article VI Rules and Procedures

(A) Procedure for review of individual colleges – During the first semester of the academic year, each college that utilizes the technology fee will be requested to submit a report to the Committee and designate a liaison to TFC.

a) The liaison of the college shall be either the Dean or their designated representative.

b) The college is to submit a financial report outlining the expenditures of the previous year in at least the following categories:

i. Personnel Costs (salaries, wages, benefits)

ii. Equipment Purchases

iii. Software Purchases/Licenses

iv. Networking Expenses

v. Other (please explain)

vi. End of Year Balance

c) Each representative shall report to TFC on usage of the previous year’s expenditures, finances, and expected future expenses and investments concerning the technology fee.

d) Each representative will be asked to answer questions concerning future plans concerning the technology fee. This is with the understanding that they are in no way obligated or should feel obligated to carry out these future plans. This
is purely informational and to promote an understanding of the long-term goals of the colleges and their use of the technology fee.

(B) **Procedure for recommendations and reports of individual colleges to the Vice Chancellor for Student Affairs** – This report should outline any recommendations or concerns TFC may have with the college’s expenditure of the technology fee.

   a) After meeting with the college representative and reviewing the expenditures of the technology fee, the Committee shall submit a report to the Vice Chancellor for Student Affairs.

   b) After each representative is done with their presentation, and the Committee is satisfied, the Committee will discuss the recommendations and concerns that will be included in the report to the Vice Chancellor for Student Affairs.

   c) This report shall outline recommendations and concerns of the Committee. This report is given to the Vice Chancellor for Student Affairs, who then forwards it to the Vice Chancellor for Academic Affairs.

   d) All recommendations and concerns contained in the report will only be included if a simple majority vote decides so.

   e) The Chair will be responsible for writing and submitting the report to the Vice Chancellor for Student Affairs. The Chair may designate a committee member to write and submit the report to the Vice Chancellor for Student Affairs.

(C) **Procedure for approval of special requests with year-end balance.**

   a) Any student, faculty member, or administrator can request special funding for technological purposes to the Committee by submitting a request to the TFC Chair or adviser.

   b) TFC authority to approve special projects only extends to any technology fee surplus.

   c) If possible, the person or group proposing the request will present the request to the Committee. The Chair will give each committee member a copy of the submitted request one week before any student, faculty member, or administrator presentation of the request at the regularly scheduled meeting. The presentation will adhere to the following agenda:

      i. The presenter will have a maximum of thirty minutes to present their proposal to the Committee.

      ii. Questions and requests from the Committee.

      iii. Vote whether to approve or disapprove allocation of fees to the special project.

   d) The Chair may appoint a subcommittee to look into any proposed special project further.

   e) After all questions and requests have been addressed, and the Committee is satisfied, the Committee will go into closed debate.

   f) A two-thirds vote will be required to approve the budget proposal.

   g) If a two-thirds vote does not approve the budget, TFC may then request that the budget be revised and then approved pending any revisions.

(D) **Library Fees** – Library fees are considered miscellaneous student fees and are not part of University Program and Facilities Fees (UPFF) nor academic technology fees. Library fees are consistent across all University campuses. Students may be asked for input regarding a proposed increase in library fees. In such a case, formal student input will be made through TFC and the ASUN Senate. TFC will consider the
proposed fee increase and take a formal vote on the proposal. The Chair will then present the decision of TFC to the Senate in the form of a resolution.

Article VII Parliamentary Authority and Amendment
(A) The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern TFC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order TFC may adopt.
(B) Subject to consent of the Senate, these bylaws may be amended by a two-thirds vote of the entire committee membership, provided that the amendment has been submitted in writing to the committee at least six calendar days before the vote.