

Adopted February 19, 2009  
Amended May 10, 2011, April 27, 2012, April 17, 2013

**BYLAWS**  
**Student Technology Fee Advisory Committee**

**ARTICLE I: NAME**

The name of this organization is the Student Technology Fee Advisory Committee.

**ARTICLE II: OBJECTIVE**

**Section I**

The Committee shall make recommendations to the Vice President for Information Technology on the uses for which the Student Technology Fee dollars are to be expended.

**Section II**

The Committee shall evaluate the effectiveness of funded projects.

**Section III**

The Technology Fee is defined in State Board of Higher Education Policy Section 805.3 as, A technology fee to be used for networking or technology purposes. Fee revenue sufficient to retire bonds used for campus networking issued pursuant to N.D.C.C. ch. 15-55 shall be dedicated for that purpose pursuant to applicable law. Additional fee revenue shall be used for technology purposes, including acquisition of technology and software, infrastructure, technology support staff, training and related expenses. Institutions shall establish procedures providing for student input concerning the amount of the fee and use of fee revenue. The Chancellor shall approve the amount of the fee at each institution.

**ARTICLE III: MEMBERS**

**Section I**

Membership: The committee shall be composed of thirteen voting members and four nonvoting members. Student members shall be appointed by the Student Body President. Other members of the committee shall be appointed by the Vice President for Information Technology.

**Section II**

Voting Membership: The voting membership of the committee shall be composed of seven student members, three staff members and three faculty members.

**ARTICLE IV: Structure**

**Section I**

Chair: The Chair shall perform the duties prescribed by these bylaws. Adopted February 19, 2009

**Section II**

Secretary: A secretary shall be provided by the Office of the Vice President for Information Technology. The duties of the Secretary are to keep the minutes of all meetings, prepare the minutes of the previous meetings for approval, assist the Chair with agenda preparation, and other duties as needed.

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**Section III**

The Chair shall be appointed by the Vice President of Information Technology and be a nonvoting member.

**Section IV**

The Office of the Vice President for Information Technology shall be responsible for approving all expenditures from the Student Technology Fee.

**Section V**

Parliamentary procedure shall be decided by the committee.

**Section VI**

A quorum, defined as two-thirds of eligible voting members, is required in order to make recommendations.

**Section VII**

Motions must receive at least a simple majority in order to become binding.

**ARTICLE V: MEETINGS**

**Section I**

Regular meetings shall be held between September and April of the regular academic year. Additional meetings may be required around Action Plan submission dates.

**Section II**

In spring of the prior year, the committee will be presented a budget in full by the Vice President of Information Technology. Any recommendations regarding increasing the Student Technology Fee will be considered at this meeting or at future meetings. If information regarding any funding or budget changes becomes available, TFAC members will be promptly notified via e-mail and blackboard.

**Section III**

An emergency or special meeting may be called by the Chair, the Vice President for Information Technology, or by 5 members of TFAC. The membership shall be notified of the date, time and location via e-mail and Blackboard at least two days in advance.

**Section IV**

All members must be notified by blackboard and e-mail one week prior to all non-emergency meetings.

**ARTICLE VI: ACTION PLANS**

**Section I**

Action Plans shall be solicited during the Fall and Spring Semesters.

**Section II**

Accepted Action Plans shall be for innovative technology that directly impacts students.

**Section III**

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Entities that were funded shall provide reports to the committee at the approximate midway point of the project and upon completion.

#### **Section IV**

All reports from Section III must be provided before the entity may receive additional funding.

#### **Section V**

A committee member who submits an action plan is ineligible to vote on that action plan.

#### **Section VI**

Any funds or items not utilized for a purpose approved by TFAC shall be promptly returned to the TFAC.

### **ARTICLE VII: FUNDING**

#### **Section I**

##### **Allocation of the Technology Fee shall be as follows:**

1. Three hundred thousand dollars (\$300,000) should be allocated each academic year for awards to Action Plans as specified in Article VI.
2. Remaining funds may be used by the IT Division to support student-centered IT services such as clusters, instrumented classrooms, virtual desktops, infrastructure, Learning Management Systems, etc. The IT Division will seek input and inform the committee of how these funds are spent as stated in Article V; Section II.

### **ARTICLE VIII: AMENDMENT OF BYLAWS**

#### **Section I**

Any member may submit a proposed amendment to the Bylaws.

#### **Section II**

Amendments to the bylaws must be discussed at two consecutive meetings.

#### **Section III**

Motions to amend the bylaws receiving two-thirds of the votes shall become binding.

#### **Section IV**

At least 70% of all student representatives appointed to the committee or their proxies must be able to attend any meetings that would alter the bylaws.