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 non-voting 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: OFFICERS

Section I
The officers shall be a Chair and a Vice Chair. These officers shall perform the duties prescribed by these bylaws. 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.

Section II
At the regular March meeting, a Nomination Committee of three (3) members shall be appointed by the Chair. It shall be the duty of this committee to nominate candidates for the offices to be filled at the close of the first fall meeting. Nominations shall be voted on and approved by a majority of the voting members.

Section III
No member shall hold more than one office at a time. There shall be no limit to the number of terms officers may serve.

Section IV
The duties of the Chair are to conduct all business at the meetings according to these Bylaws.

Section V
The duties of the Vice Chair are to assume the duties of the Chair in the event that the Chair becomes unable to perform such duties or vacates the office and shall assist the Chair with his/her duties whenever needed.

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

Section VII
Parliamentary procedure shall be decided by the committee.

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

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

ARTICLE V: MEETINGS

Section I
Regular meetings shall be held on the third Thursday between September and April of the regular academic year. Additional meetings may be required around Action Plan submission dates. Alternate dates and times can be set by the Chair.

Section II
In April of each year, the committee shall discuss and vote on a budget for the following fiscal year as presented by the Vice President of Information Technology.
Section III
An emergency or special meeting may be called by the Chair or the Vice President for Information Technology. The membership shall be notified of the date, time and location via Blackboard at least one week in advance.

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
Entities that were funded shall provide reports to the committee after six (6) months and one (1) year from the date of disbursement.

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.

ARTICLE VII: RESERVED FUNDING

Section I
Allocation of the Technology Fee shall be as follows:
1. Eighty-five percent (85%) may be used by the Division of IT to support student-centered IT services such as clusters, instrumented classrooms, virtual desktops, infrastructure, Learning Management Systems, etc.
2. Fifteen percent (15%) may be allocated by Action Plans specified in Article VI.

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.