

Student Technology Fee Committee Bylaws

Article I: Name and Purpose

1. The Student Technology Fee (STF) is designed to provide UC Berkeley students with technology services and tools to improve student life. The fee benefits both undergraduate and graduate students and provides eligible-to-register, regular-status students with software packages, as well as funding new student technology initiatives and other student technology services and tools.
2. The name of the committee shall be the Student Technology Fee Committee (STFC).
3. STFC is a Chancellor's advisory committee, reporting to the Chancellor and/or his/her designated representative in order to provide informed student, staff, and faculty input and recommendations regarding the allocation of the Student Technology Fee funds based on the review of proposals for student technology initiatives submitted to the STFC.

Article II: Membership

1. The eleven (11) voting members of the committee will be as follows:
 - a. Two representatives each from the ASUC, GA, and two representatives from the Committee on Student Fees.
 - b. One representative each from the Academic Senate, ASUC Student Union, and the Student Affairs IT staff, in addition to one designee appointed by the Vice Chancellor for Student Affairs and one designee appointed by the Associate Vice Chancellor-IT and CIO.
 - c. In addition, the committee will include a non-voting representative from the Campus Budget Office.
2. Representatives to the STFC shall be selected by the enumerated organizations and campus units in accordance with their own bylaws, policies, and procedures and accepted without discrimination on the basis of gender, race, ethnicity, national origin, culture, sexual preference, class, disability, age or lifestyle.
3. Representatives to the STFC shall be selected at the beginning of the fall semester of each academic year. Replacement representatives may be appointed during the academic year if need arises (due to reduced Committee membership through leaves of absence or terminations).
4. The term of service for a representative to the STFC shall be one academic year. In following years, representatives may be reappointed by their respective organizations.

Article III: Operating Procedures and Meetings

1. The number and frequency of official meetings and the agenda of these meetings will be determined by the committee in order to fully discharge the duties assigned to the committee.
2. Meetings shall be open to the members of the University community and the public, except for when the committee enters a closed session.

3. Written minutes of each meeting shall be kept and made available to the University community and the public, except for portions of meetings when the committee enters a closed session.
4. The presence of a majority of members will be required to pass all recommendations, guidelines, and procedures.
5. A voting member may assign by proxy their vote to another committee member or student ex-officio. Proxies shall not be calculated in the quorum.
6. A written annual schedule for the solicitation, submission, and review of proposals shall be adopted and publicized at the beginning of the academic year.
7. Written operating guidelines and procedures for meetings shall be adopted by the committee at the beginning of the academic year.
8. The committee will be co-chaired by two STFC members - one student representative and one staff representative (e.g., the representative from the ASUC Student Union or Student Affairs IT, or the designee appointed by the Vice Chancellor for Student Affairs). The selection of the co-chairs shall occur at the beginning of the academic year by 50% majority of a 7 member quorum to facilitate meetings in accordance with the bylaws and written operating guidelines and procedures.
9. Any ties in voting shall be resolved at the discretion of the student co-chair.

Article IV: Evaluation of Fee Expenditure Proposals and Fee Expenditures

1. The final recommendation shall allocate, of the \$51/semester (\$102 annual) fee,
 - a. thirty-three percent (33%) for return to financial aid to help offset the cost of this fee for students who are eligible for financial aid,
 - b. up to \$20 per semester toward the cost of providing commercial software packages such as Adobe and Microsoft to students
 - c. Any remainder of the fee will go toward other student technology services and initiatives.
 - d. The committee may recommend carryover of unspent funds to the following year, so long as the carryover funds are spent in accordance with the aforementioned requirements, accounted for in the year said funds are collected.
 - e. If revenues exceed the recommended allocations, the committee can recommend a reduction in the fee.
2. The committee shall evaluate proposals in the formation of the recommendation by their ability to (i) provide students access to cutting edge technology and complement, but (ii) not subsidize, technology related to core infrastructure, academic programs, or services offered by the University.
 - a. The committee shall adopt by majority vote annual written review guidelines for the impartial evaluation of proposals in accordance with the purpose of the fee.
3. The committee shall develop a nominal internal operating budget that will be supported by the Student Technology Fee that may finance solicitation of proposals, evaluation and analysis of the impacts and costs of proposals, outreach, and other operating expenses.
4. The committee shall approve by majority vote the allocation of funding for any commercial software contracts provided for under Article IV, Section 1.b, which may occur at times

necessary outside of the proposal review and submission of a funding recommendation to the Chancellor.

Article V: Adoption & Amendments

1. These bylaws must be initially adopted by a majority vote of the committee.
2. All amendments, additions, and/or deletions to the constitution of the above named group shall be adopted by a 7/11 vote of the committee as need arises. Additional articles and amendments may be included if they are in consonance with the policies of the University of California, Berkeley.

Approved July 14, 2014.

Updated October, 2016.

Change from exact number of Committee members present for a valid vote to 51%.