



# Bylaws of the Lower Columbia College Technology Fee Committee

Associated Students of Lower Columbia College

(Revised February 22, 2204)

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## Article I: Purpose

The Technology Fee is designed to provide funds for the improvement of technology used by the students of Lower Columbia College. The Technology Fee Committee shall recommend an annual budget and expenditure plan to the Associated Students of Lower Columbia College (ASLCC) for approval. The committee shall allocate money for technology resources for general student use pursuant to RCW 28B.15.610 and any agreement between the ASLCC and the Lower Columbia College Board of Trustees.

## Article II: Authority

The provisions of this chapter shall not apply to or affect any student fee or charge which the students voluntarily maintain upon themselves for student purposes only. Students are authorized to create or increase voluntary student fees for each academic year when passed by a majority vote of the student government or its equivalent, or referendum presented to the student body or such other process that has been adopted under this section. Notwithstanding RCW 42.17A.635 (2) and (3), voluntary student fees imposed under this section and services and activities fees may be used for lobbying by a student government association or its equivalent and may also be used to support a statewide or national student organization or its equivalent that may engage in lobbying (WA State Legislature, Effective date 2011).<sup>1</sup>

1. The authority to determine the use of the fee is left solely to the students under the statute, it must be for a student purpose. The use of the collected funds is limited to the express purpose of the fee.
2. Once the fees are collected, the money becomes public or state funds subject to all the constitutional and statutory restrictions and limitations on such funds, including the constitutional prohibitions on the gifting of public funds and the budget and accounting requirements of chapter 43.88 RCW.

## Article III: Membership

1. There shall be six (6) voting student members appointed by the ASLCC. These may include but are not limited to:
  - A. Executive Director
  - B. Student Affairs Director
  - C. Finance Director
  - D. Two (2) Executive Council Director
  - E. Student at Large
2. There shall be three voting representatives of the college selected by invitation from the committee:

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<sup>1</sup>Washington State Legislature. (Effective date 2011). RCW 28B.15.610. WA State Legislature. (update expected in 2026) <http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15.610>

- A. Faculty Representative
  - B. Exempt Staff Representative
  - C. Classified Staff Representative
3. There shall be five ex-officio representatives without voting status who serve as advisors. Other advisory members may be added at the committee's discretion:
- A. Director of Information Technology Services or designee
  - B. Director of Student Programs and Student Housing
  - C. Vice President of Student Services
  - D. Assistant Director of Student Programs and Student Housing
  - E. Instructional Dean
4. All voting committee members' terms last a maximum of three academic years:
- A. Any committee member, except for non-voting members, can serve a maximum of three years consecutively. Consecutive service refers to time served on the committee without a gap of at least two years in between each period of service.
  - B. A committee member is eligible to re-join the committee two years after discontinuing their service to the board.
  - C. Terms will begin during the first Tech Fee meeting of fall quarter and will end during the last meeting of spring quarter.
  - D. For continuity, the committee will attempt to appoint the three employee representatives in different years to stagger transition on and off the committee.

## Article IV: Operations

1. College representatives will be selected through an invitation solicited by the Director of Student Programs and Student Housing. New members will be selected by the committee during spring quarter with the term beginning fall quarter.
2. The ASLCC Finance Director shall serve as the chair of the Tech Fee Committee.
3. The chair may be vacated by a majority vote of the committee.
4. A meeting of the committee shall only take place if a quorum is present. A quorum shall consist of five voting members, including at least three student representatives and two voting LCC staff/faculty members.
5. A voting member may proxy their vote to another committee member. Proxies shall not be used to calculate a quorum and must be written.
6. For procedural reference the committee shall use the latest edition of Robert's Rules of Order.
7. The committee will schedule two meetings per month. Only one meeting is required, but the second time may be utilized when additional time is needed within that month to complete the month's agenda items.
8. All fund requests for winter, spring, and fall must be submitted before each meeting from October to May in order to be reviewed by the committee for approval. Each fund request will require a majority vote in order to be approved by the committee.

9. All summer expenditures must be approved by the Director of Student Programs and Student Housing and the Vice President of Student Services or their designee. Only fund requests that are deemed urgent shall be approved during the summer.

## Article V: Duties of the Chair

1. The chair shall prepare agendas for meetings of the committee, and chair meetings of the committee.
2. The chair can appoint a committee member to chair meetings in their absence.
3. In the event that the Finance Director is unavailable for a meeting, they may delegate to another student member of the committee to chair the meeting. If the Finance Director position is vacant, another student committee member will be selected by the Director of Student Programs and Student Housing to serve as chair on a meeting basis until the position is filled.

## Article VI: Responsibilities

1. The committee shall approve expenditure of funds through the proposal process. These allocations shall constitute the expenditure plan for the fee.
2. The committee shall create documentation on the important policies, decisions, and processes of the committee, including the proposal process prepared by a member designated by the committee.
3. The committee shall produce a written report annually to the ASLCC Executive Council prepared by a member designated by the committee.
4. The committee shall make recommendations to the ASLCC regarding the continuance and level of the fee.
5. The committee shall strive to increase student awareness of the committee's goals and status of expenditures.
6. The committee shall discuss and strategically plan for campus-wide technology trends in respect to student needs, new and emerging technologies, and trends in technological innovation in educational environments.
7. The Director of Student Programs and Student Housing shall monitor and report out on budget expenditures and revenue.

## Article VII: Limitations

1. The committee shall not take action that could be perceived to limit the right of the ASLCC to control the Technology Fee.
2. The committee shall not allocate more funds each fiscal year than are projected to be available.

## Article VIII: Subcommittees

1. The chair or committee may establish subcommittees to investigate issues pertaining to the committee's purpose. Membership in subcommittees shall be on a voluntary basis, and membership in the committee shall be a prerequisite to membership in a subcommittee.
2. All subcommittees shall have at least three members of the committee among its membership, with students in the majority. At least one subcommittee member shall be responsible for making progress reports to the committee at the committee's request.
3. The committee may dissolve any subcommittee.

## Article IX: Minutes

1. The Director of Student Programs and Student Housing shall take and distribute meeting minutes.

## Article X: Amendments

1. Amendments to these bylaws may originate in the committee.
2. Amendments to these bylaws shall require a two-thirds majority vote of the committee to forward to the ASLCC for approval.