

Bylaws of the Lower Columbia College Technology Fee Committee

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.15.051 and the agreement between the ASLCC and the Lower Columbia College Board of Trustees.

Article II – Membership

1. There shall be six (6) voting student members appointed by the ASLCC. Each student member shall be a representative of the ASLCC. These will include:
 - a. President
 - b. Vice President of Student Affairs
 - c. Vice President of Student Activities
 - d. Secretary
 - e. Director of Finance
 - f. Chief Justice
2. There shall be four voting representatives of the college:
 - a. Vice President of Student Success
 - b. Director of Student Programs
 - c. Faculty representative
 - d. Classified staff representative
3. There shall be two advisory representatives without voting status, ***along with any other advisory members that may be added at committee's discretion:***
 - a. Assistant Director of Student Programs
 - b. Director of I.T

Article III- Operations

1. The committee shall convene during fall quarter and elect a chair. The chair shall serve a term of one academic year.
2. The chair may be vacated by a majority vote of the committee.

3. A meeting of the committee shall only take place if a quorum is present. A quorum shall consist of five (5) voting members, including at least three (3) representatives of the ASLCC and two (2) voting LCC staff.
4. A voting member may proxy his or her vote to another committee member. Proxies shall not be used to calculate a quorum and must be written.
5. For procedural reference the committee shall use the latest edition of Robert's Rules of Order.
6. The committee will hold meetings once per month.
7. All summer **expenditures** must be approved by the Director of Student Programs and the Vice President for Student Success **or their designee**.

Article IV- Duties of the Chair

1. The chair shall prepare agendas for meetings of the committee, convene the committee, and chair meetings of the committee.
2. Upon the absence of the chair, he/she can appoint a co-chair to chair meetings of the committee.

Article V- 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 and 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.***

Article VI- 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 VII- 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, except as stated during the creation of the subcommittee.
2. All subcommittees shall have at least two (2) members of the committee among its membership. 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 VIII- Amendments

1. Amendments to these bylaws may originate in the committee.
2. Amendments to these bylaws shall require a 2/3-majority vote of the committee to forward to the ASLCC for approval.