

# Student Technology Fee Bylaws

Revision Date: October 4, 2024

Guidelines committee uses in determining who receives funding:

- Each college will receive at least partial funding for no less than one (1) proposal per review cycle. The proposal in question must meet the minimum standards set by the Student Technology Fee Committee which is outlined in the Request for Proposal and the Student Technology Fee Committee Constitution.
- Technology Definition – computer software or hardware (and the networking and supporting computer and telecommunications infrastructure, including the costs of renovation, upgrading, or preparation of existing facilities), laboratory instruments, and discipline-specific equipment that requires electricity or computer programming to operate.
  - All projects and proposals that are submitted for funding through the Student Technology Fee must meet this definition of “technology.”
  - The Student Technology Fee should not be used to pay consultation costs for new products.
- All proposals that are submitted must meet the time and date deadline set by the Student Technology Fee Committee. Proposals not meeting that deadline will not be accepted.
- All proposals must 1) have been completed on the appropriate paperwork, 2) be approved through technical review, 3) be reviewed and voted upon by the subcommittee 4) be passed by a “roll call” vote by the majority of the full Student Technology Fee Committee.
- The subcommittee should be given at least two (2) weeks’ time to deliberate and vote on the proposals that occur within the normal review cycle. The full committee will set a date for the subcommittee’s findings to be presented and voted upon.
- Proposals that are requested outside of the review cycle should be of the highest necessity. If a College/Department would like to request funds outside of the review period they must complete the same documentation as all other proposals and attend a full committee meeting to defend their request. In the case of an emergency proposal, the committee must be given at least one (1) full week to deliberate and vote.
- All proposals that are funded by the Student Technology Fee will be reviewed for compliance with the original proposal. If any proposal does not meet the original intent and guidelines of the proposal, that College/Department can be refused funding for one (1) year by a majority vote of the Student Technology Fee Committee.
- The Student Technology Fee Committee has the final say on what will and will not be funded by the Student Technology Fee. Upon the recommendation of the subcommittee and a majority vote of the Student Technology Fee Committee, changes may be made to any proposal if such changes are deemed to be in the best interest of the students and/or University. Once rendered, the decision/vote of the committee is final.
- The subcommittee must meet to review the proposals within the deadlines set by the full committee. The subcommittee (student) chair will report the findings of the subcommittee at the next full committee meeting.
- Online votes can be called for when the vote is not to require the spending of money (minutes approval, etc.). In order for an online vote to occur, it must be approved by 2/3 (two-thirds) of the voting members.

- Any funding for projects that is approved for spending, but not able to be spent in a given fiscal year due to technical or purchasing issues, will automatically roll over to be added to the next fiscal year's projects budget.
- Any one particular project's budget may not carry over for more than one fiscal year without approval of the Student Technology Fee Committee.
- Match Grant approvals will be processed on a case-by-case basis and requested through the Committee Chairman and Co-Chairman via an email request. Cash Matches can only be used to purchase Technology as defined in the ULS FB-IV.V.-1 Student Technology Fee Expenditure Guidelines document and according to the above bylaws. To receive a Cash Match, the requestor must provide the following information:
  - The title of the grant to be matched.
  - The amount of the grant to be matched.
  - The total amount of the technology portion of the grant requested.
  - A detailed list of the technology items to be purchased and accompanying quotes.
- If a Cash Match is approved, the Chairman will draft an approval memo explaining the Cash Match commitment from the Student Tech Fee Budget. A copy of that memo will be distributed to the requestor, to the Controller's Office, and to the Office of Sponsored Programs and Institutional Research. The following purchasing stipulations will apply to the Cash Match:
  - All Cash Match purchases will be processed directly from the annual Student Tech Fee Budget fund by the Student Tech Fee Administrator, or by the Purchasing Office with the Student Tech Fee Administrator's approval.
  - The requestor will have one full fiscal year to purchase the items requested. Any remaining or unused funds at the end of the fiscal year will automatically be transferred back into the Student Tech Fee Surplus Fund to be used for the next Student Tech Fee cycle. If the outside grant to be matched involves a multi-level tier schedule, the grant match will be rolled over to accommodate the year in which the technology will be purchased. There will be no extensions permitted.