

# Queens College Student Technology Fee Committee Bylaws

November 21, 2016

## 1. Purpose

- a. Technology Fee Committee
  - i. The Technology Fee Committee is charged with providing the President of Queens College with a yearly plan to support the implementation of enhancements to teaching and learning through the use of technology for Queens College students. This plan will be implemented based on available Queens College Student Technology Fee funds.
- b. By-Laws
  - i. These By-Laws will serve to provide guidelines for the governance of the Queens College Technology Fee Committee.

## 2. Membership

- a. There shall be a minimum of twenty-six (26) voting members of the Queens College Technology Fee Committee.
  - i. Voting representatives are
    1. Twelve Student Representatives
      - a. Eleven (11) Students
        - i. Potential candidates
          1. Graduate and Undergraduate Students
          2. Are recruited by the Membership Sub-Committee.
          3. Are recommended for membership by the Technology Fee Committee
        - b. Student Association President (Ex-Officio)
      2. Academic Division Representatives
        - a. Four (4) Faculty
        - b. Chosen by the Academic Deans
        - c. One (1) from each of the four (4) Academic Divisions
        - d. Recommended for membership to the Technology Fee Committee.
      3. Administrative Representatives
        - a. Four (4) Administrative Representatives
        - b. Provost (Ex-Officio)
        - c. Director of the Center for Teaching and Learning (Ex-Officio)
        - d. Vice President for Student Affairs (Ex-Officio)
        - e. Vice President for Finance and Administration (Ex-Officio)
      4. Academic Senate Representatives
        - a. Two (2) Students
        - b. Four Faculty
          - i. One (1) from each of the four (4) Academic Divisions
    - ii. Non-Voting Members
      1. Assistant Vice President/Chief Information Officer, Office of Information Technology (Ex-Officio) who serves as the Committee Chair.
      2. There shall be seven (7) non-voting members of the Queens College Technology Fee Committee appointed to one-year terms with eligibility for reappointment in subsequent years.
        - a. Non-voting members represent:
          - i. Budget Office
            1. Recommended by the Vice President for Finance and Administration

- ii. Assistant Vice President Facilities Planning Operations (Ex-Officio)
      - 1. Recommended by the Vice President for Finance and Administration
    - iii. Benjamin S. Rosenthal Library
      - 1. Recommended by the Provost
    - iv. Office of the Provost
      - 1. Two (2) recommended by the Provost
    - v. Office of Information Technology
      - 1. Two (2) recommended by the Assistant Vice President/Chief Information Officer, Office of Information Technology
  - b. All members of the Queens College Technology Fee Committee are formally appointed by the President of Queens College
  - c. Subcommittees
    - 1. The committee may establish subcommittees to investigate issues pertaining to the committee's purpose.
    - 2. Membership in subcommittees is limited to members of the committee and will be on a voluntary basis.
    - 3. Chaired by the Vice President of Student Affairs
    - 4. Standing Sub-Committees
      - a. Budget Sub-Committee
        - i. Chaired by the Vice President of Finance and Administration
        - ii. Responsible for reviewing the budget, budget forecasts, and providing budget recommendations to the Committee
      - b. Request Sub-Committee
        - i. Chaired by the Provost
        - ii. Responsible for reviewing funding requests and providing recommendations to the Committee
      - c. Process Sub-Committee
        - i. Chaired by the Chief Information Officer
        - ii. Responsible for composition and modification of policies and procedures and providing recommendations to the Committee.
        - iii. Tech Fee Membership Sub-Committee
        - iv. Chaired by the Vice President of Student Affairs
        - v. Responsible for recruiting and vetting new student members
  - d. Individuals with essential knowledge or experience may advise a sub-committee at the discretion of the committee or its sub-committees for a maximum of one semester.
  - e. Committee members who are absent from two consecutive regular meetings or who are absent from three of five consecutive regular meetings, and who have not offered for such absences, reasons acceptable to the chairperson, shall be designated by the chairperson as absentee.
    - 1. After the absentee committee member(-s) have been notified via email by the chairperson of their designation as absentee, their names shall be placed before all the committee members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the delinquent committee member from the committee

### **3. Operations**

- a. Meetings
  - i. A written annual schedule for meetings and voting shall be adopted and publicized at the first meeting of the academic year.

- ii. The committee shall convene once per month with the exception of January, June, July and August when there will be no meetings, and in March and April when two meetings will be scheduled.
  - iii. For procedural reference the committee shall use the latest edition of Robert's Rules of Order.
  - iv. Meetings can be in person, teleconference, web conference or any combination of these three. All provisions of these bylaws apply to all meetings. A meeting quorum shall consist of 10 members.
- b. Voting
- i. A voting member may not proxy their vote.
  - ii. A voting quorum is necessary for any vote to take place. A voting quorum consists of a minimum of 51% of the total number of voting members, including a minimum of 2 voting student members present. Voting members may vote via electronic means until midnight of the day the motion is seconded for a vote.
  - iii. All recommendations, guidelines, and procedures must be put to a vote.
  - iv. In the event of a tie vote, the motion is defeated and the Committee Chair may vote once to break the tie.

#### **4. Duties of the Chair**

- a. The chair shall prepare agendas for meetings of the committee, convene the committee, and chair meetings of the committee.
- b. Adherence to all bylaws, policies and procedures.
- c. Upon the absence of the chair, he/she can appoint a committee member to chair meetings of the committee.
- d. Record minutes, attendance and maintaining the meeting calendar
- e. Submit annual requests for committee reappointments to the President of Queens College.

#### **5. Committee Responsibilities**

- a. The Technology Fee Committee is charged with providing the President of Queens College with a proposed yearly plan for the use of the Student Technology Fee for each academic year.
- b. The Committee Chair will submit the proposed plan to the Office of the University Chief Information Officer as scheduled.
- c. The Committee chair will provide the President of Queens College with proposals for the appointment of new members of the Committee.
- d. The Committee will provide assessment of projects funded in the previous fiscal year to the President of Queens College.

#### **6. Procedures**

- a. Procedures must be available to the Queens College Community on the Technology Fee website.

#### **7. Amendments**

- a. Amendments to these bylaws may originate in the committee.
- b. Amendments to these bylaws shall require a 2/3-majority vote of the committee, approval by the College President and be publicly posted with the bylaws.