

BYLAWS OF THE UNIVERSITY TECHNOLOGY FEE ADVISORY BOARD

*As approved by unanimous vote of the 2009-2010
University Technology Fee Advisory Board on October 20, 2009*

Frequently Asked Questions about the University Technology Fee:
<http://utfab.colostate.edu/page/faq.aspx>

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Article I: Name and Affiliation

The name of this organization shall be the University Technology Fee Advisory Board (“UTFAB” or “Board”).

Article II: Mission

The mission of the University Technology Fee Advisory Board shall be to provide guidance and advice in the implementation and application of technology at Colorado State University; to review all allocation requests of the University Technology Fee; and to ensure that all allocations of the University Technology Fee will be used to provide technology that has the potential to benefit as many Colorado State University students as possible.

Article III: Membership

Section 1. Voting members shall consist of student members of college Charges for Technology committees, a student member from the Graduate School Council, and two student-at-large members. Members’ terms of office shall commence with the election of a new chairperson at the final meeting of the spring semester, and end at the conclusion of regular business at the final meeting of the following spring semester.

Section 2. Each college shall appoint one student member from their designated Charges for Technology allocation committee prior to the last UTFAB meeting of the spring semester. New members shall be encouraged to work with outgoing members of the Board to aide in the transition process. In the absence of an appointment by the College’s Charges for Technology allocation committee by the second week of September, the student member shall be appointed by the dean of the college. Student-at-large members shall be appointed by the newly elected ASCSU President prior to the last UTFAB meeting of the spring semester. The Graduate School Council shall appoint the student member from the Graduate School Council prior to the last meeting of the spring semester. In the absence of an appointment from the Graduate School Council, the Vice Provost for Graduate Affairs or Vice President for Research shall appoint a representative from the Graduate School.

Section 3. Each appointing body may appoint one or more Associate Member(s), with the approval of the Chairperson. Associate Members must be from within the same college as their voting member. The ASCSU President may appoint one or more student-at-large Associate Members with the approval of the Chairperson.

Section 4. The Vice President for Information Technology or their designee shall serve as the Adviser to the Board. Ex-officio members may be appointed to serve for the duration of the current academic year at the purview of the Chairperson.

Section 5. Members must not miss more than two (2) unexcused meetings per semester. Members may be excused from attending meetings at the discretion of the Chairperson.

Section 6. A member may be removed from the Board by a two-thirds (2/3) vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal. In the event of a removal, the appropriate appointing body will be asked to provide a new member.

Article IV: Officers and Representatives

Section 1. The Chairperson shall be elected at the last meeting of the spring semester by a majority vote of the members who have been selected to serve for the following academic year. The outgoing Chairperson shall preside over the election of the new Chairperson, and shall relinquish the Chair at the conclusion of the election of the new Chairperson. The Chairperson shall work with the Adviser to schedule and preside over all meetings of the Board; prepare agendas; maintain correspondence of the Board; maintain documentation and minutes of the activities of the Board; and serve as a representative to the ASCSU Student Fee Review Board (the SFRB). The Chairperson should be a returning member of the Board, if possible.

Section 2. A Vice Chairperson shall be elected at the last meeting of the spring semester by a majority vote of the members who have been selected to serve for the following academic year. The Vice Chairperson shall act on behalf of the Chairperson in the event of his or her absence or incapacity, and shall perform such other duties as assigned by the Chairperson.

Section 3. A Secretary shall be elected by a majority vote of the members present. The Secretary shall take meeting minutes, maintain documentation of all actions of the Board, and coordinate with the Advisor to maintain the UTFAB website.

Section 4. The Adviser shall be responsible for maintaining records of the Board's activities and serve as a representative to the ASCSU Student Fee Review Board. The Adviser shall also serve as the fiscal manager for the University Technology Fee.

Section 5. The Chairperson or Vice Chairperson may be removed from the Board by a two-thirds (2/3) vote of the total voting membership of the Board. All voting members must be notified at least one week prior to a vote for removal. In the event of removal of the Chairperson, the Vice Chairperson shall serve as Chairperson. In the event of removal of the Vice Chairperson, a new Vice Chairperson shall be elected by the Board.

Article V: Meetings

Section 1. The Board shall meet once per week or at the discretion of the Chairperson. All voting members shall be notified of meeting time, date and location at least one week prior to each meeting.

Section 2. All UTFAB meetings will be open to the public. Interested parties are welcome to attend.

Section 3. All official actions of the Board shall be open for public inspection. The Adviser shall be responsible for ensuring that copies of the minutes and other materials presented to the members at the meetings are available to members or other parties requesting these materials.

Section 4. Ex-officio members shall be non-voting, and serve in a support capacity, including advising, administrative support and other activities as directed by the Chairperson. Ex-officio members may be asked to remove themselves from portions of meetings, at the discretion of the Chairperson.

Section 5. Quorum shall consist of seven (7) voting members.

Section 6. Robert's Rules of Order Newly Revised, 10th Edition shall govern the Board in all cases where they are applicable.

Article VI: Responsibilities

Section 1. The UTFAB shall be responsible for reviewing the services and budgets for all areas funded by the University Technology Fee. All fee funded areas under the purview of the Board will make a presentation, including progress on their approved three (3) year project plan, to the Board during the fall semester on the services made available to the students of Colorado State University.

Section 2. In the spring semester, all areas seeking funding shall make a request to the Board. This shall be done in accordance with the three (3) year project plan presented in the fall semester. Departments seeking funding that have not previously presented a three (3) year project plan to the Board shall be required to make such a presentation at the time funding is requested. All funded areas under the purview of the Board will be required to make a presentation in the following fall semester in accordance with Article VI, Section 1 of these UTFAB bylaws.

Section 3. Should there be a positive budget carry over into the current fiscal year, the UTFAB may accept additional proposals for funding. These proposals can be for expansion of existing UTFAB projects or for new projects. Projects and proposals shall be in accordance with all other specifications in Article VI, Section 2. The Chairperson shall designate the manner in which proposals for new projects are made, screened and accepted for presentation to the Board.

Section 4. The UTFAB shall not recommend funding beyond the fiscal year for which the proposal is made. Exceptions may be made at the discretion of the Board for proposals that include multi-year contracts for vendor software, hardware, and support.

Section 5. The University Technology Fee shall not be used to fund items that are funded by the Charges for Technology assessed by each individual college within Colorado State University.

Section 6. The UTFAB shall review allocation requests on an annual basis and make recommendations to the SFRB based on the availability of projected funds.

Section 7. The UTFAB Chairperson and Adviser shall be responsible for making presentations to the ASCSU Student Fee Review Board in accordance with the Student Fee Review Board Bylaws.

Article VII: Funding Rules

Section 1. The UTFAB will evaluate project plan proposals by the following criteria (in no specific order):

1. The project's ability to benefit as many Colorado State University students as possible;
2. The project's ability to effectively utilize the fee;
3. The project proposal is not funded through individual college Charges for Technology;
4. The project's adherence to its planned budget and accountability for its expenses throughout the past fiscal year, if appropriate;
5. The project's potential for direct student use;
6. The effort, thought, justification and clarity reflected in the project plan and presentation;
7. The justification for the project provided to the Board in the form of quantitative student usage information;
8. The level of financial co-sponsorship being contributed to the project by the University;
9. The project's contribution to the overall balance between central and distributed technology in the University information technology environment;
10. The costs and potential benefits of the project.

Article VIII: Voting

Section 1. Each college-appointed representative and student-at-large representative shall have one vote. One Associate Member shall be responsible for voting on behalf of their respective appointing body in the event of their designated voting member's absence. Results of voting are determined by a majority decision of those eligible to vote. Quorum must be present before a vote can be taken. Votes should be based on funding rules articulated in Article VII of these Bylaws.

Section 2. At the conclusion of scheduled presentations in the spring semester, two votes shall be taken. The first vote shall be on the legitimacy of the project plan and budget. The second vote shall be taken before the final scheduled meeting of the Board on feasible scenarios determined by the Chairperson and Adviser. Each member shall retain the right to vote no on any and all scenarios or to abstain from the vote. The selected feasible scenario will be presented to the SFRB for their approval prior and subsequent action.

Section 3. The UTFAB Chairperson shall poll members to clarify reasons for voting no on project proposals and budgets. The reason for voting no on project proposals shall be recorded anonymously. This information shall be collected to determine if members are basing their votes on accurate information.

Section 4. Contingent upon funds availability, proposals for projects to be funded out of the current fiscal year shall be heard at a regularly scheduled meeting of the Board on a first-come, first-served basis and shall be voted on at the following regularly scheduled meeting of the Board. These recommendations shall be presented to the SFRB during a regularly scheduled fall or spring semester presentation.

Section 5. In the event that a proposal is made to the Board prior to its first meeting, the Chairperson shall have the authority to approve allocations with the consent of the ASCSU President.

Article IX: Amendment Procedure

Section 1. Amendments to these bylaws shall be approved by a two-thirds (2/3) vote of the total voting membership.

Section 2. The Board shall conduct a general review of these bylaws every year.