
University of Wisconsin-Eau Claire



Information Technology Commission

Bylaws

Table of Contents

Article 1.	Purpose and Authority	- 1 -
Section 1.01:	Purpose	- 1 -
Section 1.02:	Authority	- 1 -
Article 2.	Commission Organization	- 1 -
Section 2.01:	Membership	- 1 -
Section 2.02:	Qualification Requirements for Student Membership	- 2 -
Section 2.03:	Director	- 2 -
Section 2.04:	Minimum Composition	- 2 -
Section 2.05:	Advisors	- 2 -
Article 3.	Roles and Responsibilities	- 2 -
Section 3.01:	Attendance Policy	- 2 -
Section 3.02:	Student Commission Member Responsibilities	- 3 -
Section 3.03:	Information Technology Director Responsibilities	- 3 -
Article 4.	Commission Procedures	- 3 -
Section 4.01:	Open Meeting Policy	- 3 -
Section 4.02:	Viewpoint Neutrality Statement	- 3 -
Section 4.03:	Quorum	- 4 -
Section 4.04:	Voting	- 4 -
Article 5.	Information Technology Policies	- 4 -
Section 5.01:	Policy Recommendations	- 4 -
Section 5.02:	Controversial Policies	- 4 -
Article 6.	Funding Criteria	- 5 -
Section 6.01:	General Funding Policies and Guidelines	- 5 -
Section 6.02:	Policy on Questionable Appropriateness of Funding	- 5 -
Section 6.03:	Records	- 5 -
Article 7.	Student Technology Fee Funding Process	- 5 -
Section 7.01:	Outline of Process	- 6 -
Section 7.02:	Recommended Budget Ranges	- 6 -
Section 7.03:	Budget Range Hearings	- 6 -
Section 7.04:	Budget Range Deliberations	- 7 -
Section 7.05:	Tentative Budget Ranges	- 7 -
Article 8.	Appeal Process	- 7 -
Section 8.01:	Appeal Request	- 7 -
Section 8.02:	Acknowledging Appeal Requests	- 8 -
Section 8.03:	Appeal Hearing Time Limits	- 8 -
Section 8.04:	Notification of Reconsideration Results	- 8 -
Section 8.05:	Appeals to the Student Senate	- 8 -
Section 8.06:	Appeals to the Chancellor	- 9 -
Article 9.	Student Technology Fee Budget Ranges Bill	- 9 -
Section 9.01:	Budget Ranges Bill	- 9 -
Section 9.02:	Senate Deliberations	- 9 -
Section 9.03:	Budget Transmittal	- 10 -
Article 10.	Special Student Technology Fee Allocations	- 10 -
Section 10.01:	Definition	- 10 -
Section 10.02:	Criteria	- 10 -
Section 10.03:	Introduction and Voting	- 10 -

Article 1. Purpose and Authority

Section 1.01: Purpose

The Information Technology Commission (“Commission”) is a standing commission of the University of Wisconsin-Eau Claire Student Senate (“Senate”) and annually recommends to the Senate a plan for the distribution of the Student Technology Fee budget. The Student Senate is the Student Technology Fee Committee of this University under the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (F49) and will annually approve budget ranges for submission to the Chancellor, basing its decision on the recommendations of the Information Technology Commission. The Student Technology Fee may only be used to support various equipment and services that meet the criteria defined in these bylaws, among other stipulations.

Section 1.02: Authority

The Student Senate of the University of Wisconsin-Eau Claire, as the student governance body of this University, is granted responsibility for the disposition of the Student Technology Fee under the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (F49) that states, in part:

Each University of Wisconsin System institution shall form a committee that will review plans for the allocation of the Student Technology Fee. This committee shall include students appointed by student government, and appropriate campus staff appointed by the Chancellor or the Chancellor’s designee. This committee shall be advisory to the Chancellor or the Chancellor's designee.

If there are changes in Student Technology Fee plans during the year, the new plans shall be reviewed by the committee; and

The Student Technology Fee is a tuition surcharge, which is part of the University of Wisconsin System’s General Purpose Revenue (“GPR”)/Fee budget. As such, it is subject to policies for approval and allocation of GPR/Fee funds. It is not a Segregated University Fee.

Further guidance from Wisconsin State Statute §36.09(5) on the role of student governance of funding and policy states:

Students shall have the primary responsibility for the formulation and review of policies concerning student life, services and interests.

Article 2. Commission Organization

Section 2.01: Membership

The voting members (“Members”) of the Information Technology Commission shall be composed of the following:

- One Director of the Commission, who shall be called the Information Technology Director (“Director”);
- Any number of Student Senators; and
- Any number of students who are not Student Senators

Section 2.02: Qualification Requirements for Student Members

All student Members of the Commission must maintain a minimum cumulative grade point average of 2.0 and be an officially enrolled student at the University of Wisconsin-Eau Claire for a minimum of six credit hours, exclusive of summer and winter session. Any student who meets these criteria is eligible to be appointed a Member of the Commission.

Section 2.03: Director

The President and Vice President of the Student Senate shall appoint the Information Technology Director, with the advice and consent of the Student Senate.

Section 2.04: Minimum Composition

All Members of the Commission other than the Information Technology Director are recommended to the President for appointment to the Commission by the Director through a process of his or her determination. At all times, the Commission must consist of a minimum of four total Members. At the start of a new Student Senate session when a new Information Technology Director is appointed, all Members must re-apply to be re-appointed to the Commission.

Section 2.05: Advisors

- (2.05.1) The Director(s) and Associate Director(s) of the University of Wisconsin-Eau Claire’s Information Technology Management (“ITM”) unit will serve as official advisors (“Advisors”) to the Information Technology Commission with no voting rights.
- (2.05.2) Any other appropriate campus faculty, staff, and/or administrators may also serve as unofficial advisors to the Information Technology Commission with no voting rights.
- (2.05.3) If student leaders deem it necessary based on an abuse of power, they may petition the Chancellor through a Commission vote for assignment of different advisor(s) in the place of said advisor(s).

Article 3. Roles and Responsibilities

Section 3.01: Attendance Policy

Commission Members are expected to be at all regular meetings, budget hearings, budget deliberations, and budget appeals sessions of the Commission. Absences will be excused at the

discretion of the Information Technology Director. In the event of two unexcused absences, the Commission Member will be subject to removal by the Information Technology Director.

Section 3.02: Student Commission Members Responsibilities

As Members of the Commission, and in recognition of the important duties of the Commission, all student Members shall be expected to accept the following responsibilities:

- Understand the policies that guide the allocation of the Student Technology Fee;
- Adhere to the policy of viewpoint neutrality as expressed in Section 4.02 of these bylaws;
- Comprehend the budgetary process;
- Have an awareness of campus technology;
- Have an awareness of the campus information technology plan and overall campus strategic plan;
- Contribute to the work of the Commission as a representative of the student body; and
- To the best of his or her ability, complete all duties requested of him or her by the Information Technology Director in a timely, thoughtful, and thorough manner.

Section 3.03: Information Technology Director Responsibilities

The Information Technology Director, as Director of the Commission, shall accept the following responsibilities:

- Prepare meeting agendas and minutes;
- Chair Commission meetings;
- Provide necessary information and guidance to the Commission;
- Provide instructions and consultations for Student Technology Fee funding;
- Provide extensive times for Senators to meet with him or her previous to the discussion and vote on the Student Technology Fee Budget Ranges as required by Student Senate Bylaws (5.04.4);
- Create a detailed record of any Student Technology Fee funding;
- Author the budget range bill and any funding allocation bills for introduction to the Student Senate; and
- Serve regular office hours and provide information to interested parties.

Article 4. Commission Procedures

Section 4.01: Open Meeting Policy

The Information Technology Commission shall comply with the provisions of the Wisconsin Open Meeting Law. All Commission meetings, as well as meetings of any sub-units of the Commission, shall be open meetings unless otherwise required by law. If a closed session is required, the rules set forth in the Student Senate Bylaws Article 3 shall be observed.

Section 4.02: Viewpoint Neutrality Statement

It is a guiding principle of the Information Technology Commission that all funding decisions will be made without regard to race, color, creed, religion, national origin, ancestry, gender, gender identity or expression, sexual orientation, disability, political affiliation, age, or veteran status of either the organization requesting funds or its individual or collective membership. Funding decisions and the expenditure of approved allocations must conform with constitutional requirements, including the decision of the United States Supreme Court in Board of Regents v. Southworth, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing Wisconsin Statutes, Attorney General's opinions, Board of Regents' regulations, UW System Policy Papers, and State Department of Administration and Office of State Employment Relations regulations.

Section 4.03: Quorum

A quorum is defined as more than fifty percent of appointed Commission Members present. For purposes of determining a quorum, the Director shall be considered a voting Member.

Section 4.04: Voting

- (4.04.1) Voting by the Commission shall be accomplished in accordance with the latest edition of "Robert's Rules of Order," requiring a simple majority, unless otherwise indicated in these articles.
- (4.04.2) Members of the Information Technology Commission who have in the past or currently hold executive or paid positions in proposals, who are funded or have requested funding through the Student Technology Fee, may participate in the discussion or debate of any motion. However, such members must abstain on any vote affecting funding for that proposal. If any such member votes for or against any motion relating to a proposal in which he or she has held or currently holds an executive or paid position, it will be grounds for dismissal from the Commission at the discretion of the Director. The Director shall seek counsel from the Student Senate President and Parliamentarian before taking action on this matter.

Article 5. Information Technology Policies

Section 5.01: Policy Recommendations

- (5.01.1) The field of information technology is a rapidly-changing field, and policies governing information technology should be reviewed frequently.
- (5.01.2) The Information Technology Commission shall review and recommend changes of University information technology policies to Information Technology Management as necessary. ITM shall also consult the Commission regarding any information technology policy changes that are being proposed.

Section 5.02: Controversial Policies

Any information technology policies that receive controversial responses from the Commission shall be presented to the Student Senate in the form of legislation for consideration by the whole Senate body. The results of the vote on the resolution shall be distributed to the Director(s) and Associate Director(s) of ITM.

Article 6. Funding Criteria

Section 6.01: General Funding Policies and Guidelines

- (6.01.1) All Student Technology Fee funding must comply with the University of Wisconsin System Financial Administration Policies Regarding Student Technology Fee Expenditures (F49).
- (6.01.2) The Student Technology Fee is intended to provide students with additional services and should not replace existing funds intended to support student technology.
- (6.01.3) Student Technology Fee funding should concentrate on areas that visibly benefit all students.
- (6.01.4) Student Technology Fee funding shall be consistent with the campus information technology plan and the campus overall strategic plan.
- (6.01.5) Student Technology Fee funding for the following uses is normally considered inappropriate:
 - Equipment or services used by faculty/staff for personal, instructional, research, or other purposes; and
 - Equipment or services for department specific usage with limited or little potential for student use.

Section 6.02: Policy on Questionable Appropriateness of Funding

If the Commission budgets for or allocates funds to a purpose that is normally considered inappropriate or is of questionable appropriateness, the Commission must keep a rationale of how the expenditures benefit students on file for future audits.

Section 6.03: Records

It is the responsibility of any unit, department, office, organization, or individual receiving Student Technology Fee funds to keep all records, documents, and receipts in the case of a possible audit. The length of time each type of record is to be retained shall be in accordance with University records retention standards.

Article 7. Student Technology Fee Funding Process

Section 7.01: Outline of Process

The process the Information Technology Commission shall use to develop Student Technology Fee Budget Tentative Budget Ranges for consideration by the Student Senate shall proceed according to general order listed below, with the specific steps described in further detail in subsequent sections of this article.

- ITM shall submit recommended budget ranges to the Commission;
- Establish and publicize a date, time, and location for budget range hearings;
- Hold budget range hearings;
- Hold budget range deliberations and vote on the Tentative Budget Ranges; and
- Notify ITM of the Tentative Budget Ranges and of the deadline for filing an appeal request.

Section 7.02: Recommended Budget Ranges

(7.02.1) The Director(s) and Associate Director(s) of the Information Technology Management unit shall present the Commission with recommended budget ranges for the following year no later than the Commission meeting on the third week of October.

(7.02.2) Along with the recommended budget ranges, the following should be included:

- A justification of why these tentative budget ranges represent the best usage of Student Technology Fee money;
- A justification of how the tentative budget ranges satisfy the Funding Criteria (Article 6);
- A justification of how the tentative budget ranges are aligned with the University's technology master plan and University's mission;
- A cost estimate of the current year's funding needs;
- The previous year's actual funding;
- A clear itemized report of all revenue streams from any other sources.

Section 7.03: Budget Range Hearings

(7.03.1) The primary purpose of proposal hearings before the Commission shall be to further the information gathering of Commission Members and to provide an opportunity for proposal authors to make oral presentations, offer additional justification for the proposal, and respond to questions of the Commission Members.

(7.03.2) Budget Range Hearings shall take place at the Commission meeting on the week following the submission of the Recommended Budget Ranges.

(7.03.3) The Director(s) and Associated Director(s) of ITM shall receive twenty minutes to present each range category to the Commission. This time may be divided in any proportion between presentation and answering questions from the Commission Members. A majority vote of Commission Members may extend the time allotted for any range category.

Section 7.04: Budget Range Deliberations

- (7.04.1) Budget Range Deliberations shall take place at the Commission meeting on the week following the Budget Range Hearings.
- (7.04.2) Each range category shall be discussed individually in turn, with the order determined by the Commission or the Director. The floor will then be opened to discussion on the amount that the proposal requested. Pertinent discussion topics include, among others, the proposal's compliance with criteria for Student Technology Fee funding; budget management competence; quality of services provided to students; and relation of the range category to the technology master plan and mission of the University. At the end of discussion for each range category, a motion may be offered by a Commission Member proposing a recommended funding level for the range category. The motion may be for any dollar amount equal to or less than the level requested by the range category. This motion must be seconded but cannot be amended. For a different funding level to be considered, the first motion must be voted down.
- (7.04.3) After the preliminary allocation recommendations are set by vote of the Commission and before deliberations have concluded, any Commission Member may offer a motion to revisit any range category. Reconsideration of the preliminary funding level shall occur only if such a motion is seconded and approved by vote of the Commission.

Section 7.05: Tentative Budget Ranges

- (7.05.1) Following all budget range hearings and Commission budget range deliberations, the Commission shall adopt the Tentative Budget Ranges for the Student Technology Fee.
- (7.05.2) Immediately following Commission adoption of Tentative Budget Ranges, the Information Technology Director, in writing, shall:
- Notify the Director(s) and Associate Director(s) of ITM, the method and deadline for appealing the Commission's decision, and the date, time, and location scheduled for appeal hearings, if any.
 - Notify the Senate and Senate officers, the Chancellor, the Advisors, and campus media of the tentative recommendations of the Information Technology Commission and the date, time, and location scheduled for appeal hearings, if any.

Article 8. Appeal Process

Section 8.01: Appeal Requests

Upon receipt of notification of the Information Technology Commission's Tentative Budget Ranges, any student, staff, faculty, or administrator may request reconsideration of the Tentative Budget Ranges for a specific range category by submitting a written appeal request to the

Information Technology Director within five business days, unless the Commission provides in advance for a longer response period.

Section 8.02: Acknowledging Appeal Requests

Upon timely receipt of an appeal request, the Information Technology Director, in writing, shall immediately confirm receipt of the request and notify the appellant of the format, date, time, and location of the appeal hearing and of the appellant's opportunity to provide the Commission with a written statement in addition to or in lieu of the oral appeal hearing. Copies of such appeal confirmations shall be provided to the Student Senate President and Vice President, each Information Technology Commission Member, the Chancellor, the Advisors, and campus media.

Section 8.03: Appeal Hearing Time Limits

Unless the Commission provides for greater time limits, each appeal hearing before the Information Technology Commission shall be limited to twenty minutes and may be used for presentation by the appellant, for answering questions from the Commission Members, and for answering questions from the gallery, time permitting.

Section 8.04: Notification of Reconsideration Results

Immediately following all appeals hearings, the Commission shall take action on each appeal by vote. The Commission shall reconsider its funding for the appealed range category based on motions from the Commission members. Subsequent to vote by the Commission, the Information Technology Director shall notify in writing the author of each appealing proposal of the Commission's final Tentative Budget Ranges and the method and deadline for appealing the Commission's final Tentative Budget Ranges to the Student Senate. Copies of such notices shall be provided to the Student Senate President and Vice President, the Advisors, and campus media.

Section 8.05: Appeals to the Student Senate

(8.05.1) An appellant may appeal the Commission's final Tentative Budget Ranges to the Student Senate by serving written notice to the Student Senate President within five calendar days following the appellant's receipt of notification from the Information Technology Director of the Commission's final Tentative Budget Ranges. No appellant may appeal to the Student Senate unless he or she has first appealed to the Commission.

(8.05.2) Upon timely receipt of an appeal notice from an author, the President shall:

- Confirm, in writing, receipt of the appeal notice and notify the appellant of the format, date, time, and location of the appeal hearing before the Senate and of the opportunity to provide the Senate with a written statement(s) or other material in addition to or in lieu of the oral appeal hearing. Copies of such confirmation notices shall be provided to the Student Senate Vice President, the Information Technology Director, the Advisors, and campus media.

- Schedule the necessary appeal hearings before the Senate during the first and/or second reading of the Information Technology Commission's Student Technology Fee Budget Ranges Bill.

(8.05.3) Unless the Senate or the President provide in advance for greater time limits, each range category being appealed before the Senate shall be provided ten minutes for an oral presentation, followed by twenty minutes for questions by Student Senators and Student Senate Executive Board.

Section 8.06: Appeals to the Chancellor

(8.06.1) Following an unsuccessful appeal to the Student Senate, an appellant may appeal a funding decision to the Chancellor. Such appeal must be submitted in writing within five days of the appellant's receipt of notice of the Student Senate's action on the appeal to the Student Senate.

(8.06.2) Within ten days of the Chancellor's receipt of the appeal request, the Chancellor shall schedule a meeting consisting of the Chancellor, the Commission's Advisors, the Information Technology Director, the Student Senate President, and the appellant. There will be a ten-minute presentation with time for questions to follow.

(8.06.3) The Chancellor shall announce his or her decision within one week following the meeting specified in (8.06.2). If the Chancellor determines there was a procedural irregularity regarding the funding decision of the Student Senate, the Chancellor may remand the decision back to the Student Senate for reconsideration.

(8.06.4) All time limits outlined in this section that involve the Chancellor are subject to extension based on the Chancellor's schedule and potential need to consult with others or gather further information before rendering a decision.

Article 9. Student Technology Fee Budget Ranges Bill

Section 9.01: Budget Ranges Bill

Following consideration of all appeals, if any, of its Student Technology Fee Tentative Budget Ranges for the next fiscal year, the Commission shall adopt and, via the Information Technology Director, introduce to the Student Senate a bill proposing the Student Technology Fee Budget Ranges no earlier than six business days after the Tentative Budget Ranges are announced that shall incorporate the Commission's final recommendations for Student Technology Fee Budget Ranges.

Section 9.02: Senate Deliberation

(9.02.1) Following the hearing of all appeals, if any, the Student Senate shall consider and adopt the Student Technology Fee Budget Ranges for the next fiscal year.

- (9.02.2) During deliberations, the Information Technology Director shall be given ten minutes to introduce the bill. During debate, all those present shall have the opportunity to speak no more than two times and no more than five minutes per speaking turn on the main motion. Speaking time on amendments shall be limited to three turns for each person present wishing to speak, with each turn not to exceed five minutes.
- (9.02.3) All votes on amendments and on the final Student Technology Fee Budget Ranges shall be by roll call. A simple majority vote of those Senators present is needed for passage of all amendments and the budget bill in its entirety.
- (9.02.4) In the event the budget bill does not receive a simple majority vote, it will be immediately referred back to the Information Technology Commission for reconsideration with the intention that the budget bill will be re-introduced on or by the second full week of the spring semester.

Section 9.03: Budget Transmittal

Immediately following Senate adoption of the Student Technology Fee Budget Ranges, the President shall transmit, with explanation as necessary, copies of the adopted budget to the Chancellor, Commission Advisor(s), Director(s) and Associate Director(s) of ITM, anyone who submitted an appeal, and the campus media.

Article 10. Special Student Technology Fee Allocations

Section 10.01: Definition

Occasionally, there are unexpected or unplanned occurrences which will change the funding needed for a project or service during the course of a fiscal year. An unallocated portion of the Student Technology Fee may be held in reserve to enable the Commission and Student Senate to consider cases in which additional funding is deemed appropriate and necessary.

Section 10.02: Criteria

The following criteria generally are used in reaching a decision about a special allocation:

- The special allocation request must meet the Funding Criteria (Article 6);
- The equipment or service to be funded by a special allocation must be judged to be a substantial benefit to the university and/or community.
- The equipment or service must be determined to be an extraordinary item.
- Primary consideration will be given to groups that attempt to economize on expenses.

Meeting these criteria does not insure approval of a special allocation request, as other factors may also affect a funding decision.

Section 10.03: Introduction and Voting

The unallocated Student Technology Fee funds used to fund special allocations are controlled by the Information Technology Management, who shall allocate funds from the Student Technology Fee only upon approval of the Student Senate. The special allocation motion shall be introduced by the Information Technology Director in bill form, and in the next Student Senate meeting's debate, the Director may refer his or her first speaking turn to the member of the gallery wishing to present this request to the Student Senate. Passage shall require a simple majority vote of the Student Senators present.