



**Associated Students of Western Washington University**  
**Facilities & Services Council ~~Council~~ Advisory Council Charge & Charter**  
October 20154

**I. CHARGE**

To act as an advisory council providing student input to the Director of VU Facilities by:

- Reviewing policies and operational procedures for Viking Union Facilities including Lakewood and the AS Recycle Center.
- Establishing policies and overseeing operations of AS programs managed through Viking Union Facilities including: the Child Development Center, Publicity Center, AS Vehicles, the Viqueen Lodge, and the Outdoor Center.
- Making recommendations on fiscal and operational topics to the AS Board of Directors and the Director of VU Facilities.
- Facilitating the annual “Facilities & Services Proposals” process to prioritize requests heard from AS offices as a recommendation to the Director of VU Facilities.
- Approving authorizations in excess of \$1,500 from the AS Repair and Replacement budget [FXXGRR].

**II. MEMBERSHIP**

AS VP for Business & Operations, Chair  
1-2 Students-at-large, appointed by the AS Board  
1- Student representative from Viking Union  
1- Student representative from Outdoor Center  
1- Student representative from the Child Development Center  
~~1- Student representative from the Recycle Center~~  
1- Student representative from the Publicity Center  
1- Student representative from Lakewood  
Disability Outreach Center Coordinator  
Secretary (non-voting)  
Assistant Director of Viking Union Facilities or designee (non-voting)  
Associate Dean of Student Engagement and the Director of the Viking Union Facility (non-voting)

**III. CHAIR**

The Chairperson shall be the AS VP for Business & Operations. The Vice-Chairperson shall be selected at the discretion of the council and acts in the absence of the Chairperson, The Chairperson shall convene the meetings, ~~approve~~ develop agendas, and preside at all meetings.

**IV. MEETINGS**

Meetings shall be called by the Chair. The council shall meet as necessary, but not less than one time per month, with a minimum of twenty-four (24) hours notice. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, ~~voting~~ membership.

**V. VOTING**

In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast. Voting is only necessary when a request over \$1,500 from LXXGRR is made. All other discussions will be advisory in nature.

**VI. QUORUM**

A majority of the ~~seated~~ membership present shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour. During the summer, or when the council is not in session, this council’s responsibilities fall to the AS VP for Business & Operations in consultation with the AS Board of Directors.

**VII. RULES**

**OF OPERATION** The council may adopt and amend rules of operation governing its operation by a majority vote of the council, subject to review or approval by the AS Board of Directors.

**VIII. AMENDMENTS**

This Charter may be amended by a majority vote of the AS Board of Directors .

**IX. REPORTAGE**

This council shall report to the AS Board of Directors through the AS Vice President for Business and Operations