



Associated Students of Western Washington University
Facilities & Services Advisory Council Charge & Charter
October 2015

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 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, 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.

VI. QUORUM

A majority of the seated membership 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