



"VP Business & Operations Charges/Charters Update"

Proposed Motions: *(Last name)* moves to approve the updated *(Name of CC)* charter.

Sponsor: Hung Le, AS VP Business & Operations

Persons of Contact: AS VP Bus. Ops

Date: July 2013

Attached Document(s)

The six charges and charters are attached in the respective order as seen under the summary section.

Background & Context

Each year, all charges and charters are updated by their respective Vice Presidents.

Summary of Proposal

All Charges & Charters have been updated to reflect the date "July 2013". Other changes are noted below. After this was presented as an information item, I went back to the respective parties to hear feedback and made changes accordingly.

Doc 3. Facilities & Services language addition under Charge:

- ~~Prioritizing projects requested from the Associated Students to the Director of VU Facilities.~~
- Reworded the above charge to more understandable language.

Additionally, added a clause under the last charge to expedite the approval process of very small expenditures out of FXXGRR. 3rd, Removed Student Senator from membership. Finally, changed language under quorum from "When not in academic session" to "During the summer," to more clearly define when this clause was designed for.

Doc 4. Personnel Committee - Change membership to include VP Diversity instead of designee due to change in VP Diversity job description this past spring to include this committee in their committee responsibilities. After consultation with the Personnel Director & Adviser, the charge was revised to more clearly articulate the responsibilities of the committee. Additionally, a section under Quorum was added so that the committee could meet during the summer.

Doc 5. Management Council – Change "intent" to "purpose" under Charge. Remove AS Assessment Associate Director due to the office being removed and the position changed to Coordinator level position. The coordinator can attend as guest speaker as needed.

Doc 6. Business Committee – ~~No Changes other than date.~~ Added a charge to Business Committee to explicitly state that the Business Committee plans the Budget Process.

Doc 7. Budget Committee – No Changes other than date.

Doc 8. Structure and Program Advisory Committee – No Changes other than date.

Rationale

The purpose of updating the charges and charters is to ensure that are being evaluated on a yearly basis to continue serving students.



Associated Students of Western Washington University

Facilities & Services Council Charge & Charter

October 2012 ~~August~~ 2013

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.
- Facilitate 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 Senator~~

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)

Viking Union Director of Facilities Advisor (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 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 (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. ~~When not in academic session~~ During the summer 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