



**Associated Students of Western Washington University**  
Facilities & Services ~~Council~~ Advisory Council Charge & Charter  
October 2015~~4~~

- 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 FXXGRR 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