



Associated Students of Western Washington University
Facilities & Services ~~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.
- 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