

ASSOCIATED STUDENTS FACILITIES COMMITTEE CODE

I. NAME

This document shall be called the Associated Students Facilities Committee (ASFC) Code.

II. AUTHORITY

This code is established under the authority given in Article IX, Section 1.c. of the Restated Bylaws of the Associated Students (AS) of California State University, Chico (CSUC).

III. PURPOSE

The purpose of this code is to define the membership, authority, and operating procedures of the ASFC.

IV. DATE OF EFFECTIVENESS

This code shall be effective upon approval of the ASFC and the Board of Directors (BOD).

V. AMENDMENTS

This code may be amended by a 2/3 vote of the ASFC with the approval of the BOD.

VI. MEMBERSHIP

A. Voting Membership – Ten (10)

1. Seven (7) students

- a) AS Vice President of Facilities and Services (votes only in case of a tie).
- b) Four (4) appointed by a group consisting of the AS Vice President of Facilities and Services and the non-student members, excluding the Student Life and Leadership representative. These members will serve concurrently as a member of the ASFC and the Sustainability Fund Allocation Committee (SFAC).
- c) One (1) appointed by the Government Affairs Committee (GAC). This member will serve concurrently as a member of the ASFC and the SFAC.
- d) One (1) jointly appointed by the AS Vice President of Business and Finance, and the AS Vice President of Facilities and Services, serving on both the Associated Students Businesses Committee (ASBC) and the ASFC.

2. Three (3) non-students

- a) One (1) Alumnus or Alumna appointed by the CSUC Alumni Association.
- b) One (1) Faculty member or University staff, selected jointly by the Executives on the one hand and by the University President, on the other.
- c) One (1) representative selected by the University Staff Council.

B. Non-Voting Members – One (1)

1. Student Life and Leadership Office representative designated by the University President.
- C. AS staff to the ASFC
 1. AS Executive Director.
 2. Associate Executive Director.
 3. Wildcat Recreation Center Director.
- D. Officers
 1. Chair
 - a) Shall be the AS Vice President of Facilities and Services.
 - b) Shall vote only in the case of a tie.
 - c) Shall preside over all meetings of the Committee.
 - d) Shall ensure preparation of the agenda.
 - e) Shall report to the BOD following each formal business session.
 - f) Shall ensure that the Student Union Strategic Plan is updated annually and the progress thereof is reported to the BOD.
 2. Vice Chair
 - a) Shall be appointed by the Vice President of Facilities and Services.
 - b) Shall be a voting member.
 - c) Shall take the place of the Chair in their absence or when required by Robert's Rules of Order, Newly Revised.
 - d) Shall aid the Chair in their duties and responsibilities.
- E. Term of Office
 1. The student members, with the exception of the elected chair, will each have a term of office commencing on the date they are approved by the BOD and ending on the last day of the spring semester.
 2. The Faculty member or University staff member, and the Student Life and Leadership representative shall be appointed on even-numbered years. These appointments shall be for two (2) years.
 3. The Staff Council representative and the Alumnus or Alumna representative shall be appointed on odd-numbered years. These appointments shall be for two (2) years.
 4. There shall be no limit on the number of consecutive terms of office that may be held by the non-student members of the ASFC.
- F. Rules for Non-elected Voting Members
 1. Student appointees must adhere to the Associated Students Appointment Policy.

VII. MEETING PROCEDURES

- A. The ASFC is to meet at least once each month during the academic year.
- B. The Chair shall set aside and publish a regular meeting time and location at the beginning of each academic year.
- C. ASFC meetings shall be publicly announced and open, as stated in the Gloria Romero Open Meeting Act, and shall be conducted according to Robert's Rules of Order, Newly Revised.
- D. The ASFC may hold Closed Session in accordance with the Gloria Romero Open Meeting Act.
- E. Agenda items shall be presented to the Chair. Agendas will be distributed to each member no later than seventy-two (72) hours in advance of the meeting.
- F. A quorum shall consist of six (6) of the ten (10) voting members.

- G. All actions taken by the ASFC shall stand unless overturned by 2/3 + 1 vote of the BOD.
- H. Proxies shall not be allowed.

VIII. DUTIES AND RESPONSIBILITIES

The ASFC shall be responsible for:

- A. Establishing procedures and policies for the use of the BMU and all areas funded by the Student Union Fee.
- B. Ensuring compliance with policies and procedures of the BMU and all areas funded by the Student Union Fee.
- C. Approving the Student Union budget and all other budgets which in whole or in part concern the use, administration, expansion, or financing of all areas funded by the Student Union Fee with the exception of all budgets approved by the BOD or sub-committees thereof.
- D. Monitoring the Student Union budget including the establishment of procedures and regulations for the collection and disbursement of funds and/or obligation of the AS for the expenditure of monies from the ASFC building budgets in the future.
- E. Approving all plans for the financing and expansion of the BMU and all areas funded by the Student Union Fee.
- F. Ensuring adherence to the budget process policy.
- G. Responsible to the needs of students, University community, AS organizations and employees in reference to use of the buildings.
- H. Planning for future construction or lease of facilities related to the ASFC.
- I. Delegating responsibilities in such a manner that the AS is represented on all committees and board in which planning for expansion or use of the BMU and/or WREC facilities will be considered, including administrative committees.
- J. Approving the annual ASFC Strategic Plan.

Approved BMUC: 10/27/89
Approved BOD: 11/15/89
Revision Approved BMUC: 9/23/98
Revision Approved BOD: 10/2/98
Clean-up Changes: Summer 1999
Revisions Approved BMUC: 10/29/14
Reported to BOD: 11/4/14
Revisions Approved BMUC: 10/19/17
Reported to BOD: 11/15/17
Summer 2022 Cleanup