

**University of Michigan
Facilities Users Network (FUN)
Governance Bylaws
June 27, 2007**

Article I- NAME

The official name for this group is the Facilities Users Network (FUN).

Article II – PURPOSE

The purpose of the organization is to facilitate communication, the sharing of knowledge and exchange of information among department/school/college facility managers, service providers and professionals.

Article III – MEMBERSHIP

Any current facilities related professional employed by the University of Michigan is entitled to membership. Members are welcome to attend all meetings. Information and presentations from past and current meetings are available via web postings.

Article IV - STRUCTURE

The organization is solely representative of the interests of the University of Michigan facilities professionals.

The FUN group will receive administrative support through Plant Operations (Facilities and Operations). Administrative support should include basic general meeting logistics of room, food, audio/visual, power point assembly, plus some communication support in terms of updating email lists, maintaining attendance sign-in sheets, the member information database, basic statistical data, and website work. Off-site meetings may be handled in a different manner from the regular location. Specifics on logistics are detailed in a separate Executive Committee document.

The primary information exchange communication vehicles will be:

- 1) monthly meetings
- 2) a website
- 3) an email list

An Executive Committee will provide direction for the FUN group. It will meet monthly two weeks in advance of each FUN meeting to prepare current meeting agendas, including time, logistics, presentation topics and/or tours as well as to provide input and generate ideas for future presentations according to the needs and wishes of the University facilities community. The FUN chair is responsible for the Executive Committee meetings.

Article V – EXECUTIVE COMMITTEE AND OFFICERS

The Executive Committee will have a minimum of two and preferably three officers each year – a chair, a vice chair and a past chair. The officers will be Facility Managers in a department/school/college. They will be nominated by the general membership and chosen by the Executive Committee. Officers will

serve for one year and may continue for a second year. It is desirable to have these positions rotate among both small and large departments/schools/colleges.

Executive Committee Member – Committee members shall be made up of one ex officio representative each of the following F&O Departments: OSEH, AEC, DPS, Facilities Maintenance, and Work Control. The balance of members shall be filled by a diverse representation of voluntary participants from the University’s Schools, Colleges and Auxiliaries. A total of twelve Executive Committee members are desired, up to sixteen maximum. It is preferable to have representatives from the large entities – Athletics, Engineering, LSA, Medical School, Housing – and smaller departments, schools, colleges, institutes. A significant effort should be made to always have representatives from all three areas of the Ann Arbor campus – South, Central and North – and to include new and different schools/departments over time. Unless there are no others who wish to serve on the Executive Committee, facility managers should normally serve for 1-5 years.

Chair - The organization shall be led by an active facilities professional of The University of Michigan. The individual shall be approved via a nomination and acceptance process of the Executive Committee. The position shall be considered to be the “Chair” by title, or “Co-Chair” if sharing leadership responsibilities. The Chair shall preside at all meetings, play an active role in soliciting presentation topics, and carry out the will of the membership. If there is no Past Chair, the Chair shall coordinate the appointment of the next Vice Chair at the last Executive Committee meeting in June. The Chair’s term is one year. With the consent of the Executive Committee, 1-2 additional terms are possible.

Vice Chair – The Vice Chair will, serve one year as Vice Chair, and the following year as Chair. The Vice Chair will provide leadership and other support for the Chair and may equally share duties if desired by the Chair. The Vice Chair will preside over the monthly FUN meeting in the Chair’s absence.

Past Chair – The Past Chair will provide advice to the current officers and may perform Chair or Vice Chair duties as needed. The Past Chair will organize and manage the election of the following year’s Chair and Vice Chair. If there is no Past Chair, the Chair shall coordinate the appointment of the next Vice Chair at the last Executive Committee meeting in June.

Administrative Support - The logistical and administrative tasks of the group are a shared responsibility between the FUN Executive Committee and the Office of the Plant Director. A small budget is available through the Plant Director’s office for basic support of the meetings and web site.

Article VI – SUBCOMMITTEES

Established subcommittees will be the following:

- A. Governance
- B. Membership
- C. Awards/Recognition

Ad hoc committees to address topics for more in-depth study may be formed by the Executive Committee as needed.

Committee members may be taken from the Executive Committee or the general membership. It is preferable for subcommittee chairs to be members of the Executive Committee.

Article VII – MEETINGS

The general membership shall meet monthly, ten times per year, September through June. Additional meetings in July and August can be determined by general consensus. The meeting venue, day and time as well as a continental breakfast (or other simple food array) should remain the same as much as possible to promote familiarity and ease of attendance. Meeting attendance should be kept via a sign-in sheet at each meeting. The sign-in sheet should include space for information on new and departing members.

Article VIII – MEETING PRESENTATIONS AND TOPICS

Meeting presentation topics shall be both internal and external to the University's processes of operation, funding, employment practices, safety, material and contractual procurements, infrastructure and projects. Presentations must be in the final stages of preparation at the time of the Executive Committee meeting. Presenters should attend the Executive Committee meeting prior to the general meeting to discuss their topic, allow Executive Committee members to mold the presentation to the needs of the FUN group as a whole, and help decide the timing of the presentation.

Tours of single or multiple buildings may be organized as primary drivers for some meetings. Large topics may be broken down into a "mini-series" over several meetings. Popular topics may be repeated in subsequent years as needed or desired by the general membership.

Article IX – RECOGNITION

The organization shall recognize the Chairperson(s) for their term of service. Recognition shall be through the gift of a plaque bearing witness to their period of service presented at a monthly FUN meeting.

Article X - AMENDMENTS AND BYLAWS

A recommendation to amend the bylaws may be made in writing to the Executive Committee. Discussion on any recommendations will occur at a future scheduled Executive Committee meeting and reported at the subsequent general FUN meeting.