

Bookstore Advisory Committee Bylaws

I. Mission and Purpose

The Bookstore Advisory Committee provides advice to the bookstore manager on issues such as pricing policies, marketing, hours of operation, refund procedures, textbook ordering, and the availability of trade and supply items.

II. Governance

The Bookstore Advisory Committee reports to the Vice President of Administration.

III. Authority

The Bookstore Advisory Committee gathers ideas on how to better assist students while still meeting profitability goals.

IV. Membership and Leadership

The Bookstore Advisory Committee shall consist of:
Bookstore Manager, chair (standing member)
Bookstore Employee
Faculty Member
ASLCC Representative
Disability Support Services Representative

V. Subcommittees

The Bookstore Advisory Committee shall establish subcommittees as necessary.

VI. Meetings

The committee will meet as requested by the Bookstore Manager.

VII. Operating Procedures

The committee will operate by consensus. Each member shall have one vote. Voting may be conducted in person at the meeting or electronically.

VIII. Relevant Accreditation Standards, Policies, and/or Publications

LCC Administrative Policy 515, NWCCU Standard 2.D.12, NWCCU Standard 2.F.6

IX. Minutes

N/A

X. Process for Amendment of Bylaws

These bylaws may be amended at any time by a majority vote of the membership and are subject to the approval by the Executive Leadership Team.

XI. Effective Dates and Change Records

Executive Leadership Team approval: June 13, 2018