Associated Students of Western Washington University

Finance Council Charter

I. CHARGE

The purpose of the AS Finance Council is to serve as a central body in responsibly managing AS funds.

The Finance Council shall have the authority to:

- Review and approve AS grant proposals funded from AS Reserves. (AS Grants over $50,000 to require AS Executive Board, AS Student Senate, and Fund Financial Manager approval.)
- Review and approve Large Event proposals funded from AS Reserves.
- Revise and approve AS fiscal policies.
- Discuss and approve a recommended AS Operating Budget.

The Finance Council has the responsibility to:

- Present the recommended AS Operating Budget and grant proposals over $50,000 to the AS Executive Board and AS Student Senate to approve as Consent Items and to the Fund Financial Manager for approval.

II. MEMBERSHIP

Voting:

AS President or delegated Vice President (Vice Chair)
AS Student Senate President or delegated Student Senator
1 Student At-Large (appointed by the AS Business Director)
1-2 Club Members (AS and/or ESC) to represent the Club area (appointed by the AS Business Director)
1 AS Employee from the following central service programs: Communications, Business Office, Personnel, Publicity Center, Wavelength (appointed by the Assistant Director for Student Activities and Media)
1 AS Employee from the following activities programs: Productions, Club Activities, KUGS FM, Office of Civic Engagement, Outdoor Center (appointed by the Assistant Director for Student Activities and Media)

Non-voting:

AS Business Director (Chair)
AS/VU Business Services Manager (Advisor)
AS Fund Financial Manager
Viking Union Staff (Fiscal Support)
Secretary

III. CHAIR

The Chairperson shall be the AS Business Director. They shall convene the meetings, develop agendas, and preside at all meetings. The Vice Chairperson shall be the AS President.

IV. MEETINGS

Meetings shall be called by the Chair. The council shall generally meet every week with a minimum of twenty-four (24) hours' notice. Meetings may also be called by any member with the 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 at least four affirmative votes. An abstention shall not count as a legal vote cast. In the case of a tie, the AS Business Director shall act as a voting member.

VI. QUORUM

A majority of the voting 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 Business Director, AS President, and AS Student Senate President to approve time sensitive funding in consultation with the Business Manager and AS Fund Financial Manager or designee.

VII. FUNDING

It shall be the responsibility of this council to recommend the annual AS Operating Budget to the AS Executive Board, AS Student Senate, and the Fund Financial Manager for submission to the S&A Fee Committee. The council will also review and approve funding for Large Events and AS Grants (over $50,000 requires additional approval).

VIII. SUBCOMMITTEES

In order to provide for coordination and direction, the council may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the council with respect to procedure.

IX. RULES OF OPERATIONS

The council may adopt and amend rules of operations governing its operation by a majority vote of the council.

X. AMENDMENTS

This Charter may be amended by a majority vote of the Finance Council and consent of the AS Executive Board and AS Student Senate.

XI. REPORTING

The Chair shall prepare regular reports for the AS Executive Board and AS Student Senate.

XII. DISSOLUTION

The AS Finance Council is a permanent council of the Associated Students of Western Washington University. After input from Staff and Finance Council, the AS Finance Council may be dissolved by a 2/3 majority vote of both the AS Executive Board, the AS Student Senate, the [Leadership Group], and with final approval from the Fund Financial Manager.

Approved on January 11, 2024 by Finance Council Motion FC-24-W-02