



**Associated Students of Western Washington University**  
**AS Business Committee Charge & Charter**  
August 2013 August 2014

**I. CHARGE**

Business committee will advise the AS Business Director in decision-making related to business matters by:

- Assisting in the development and implementation of policies & procedures which will aid in handling business issues.
- Creating consistency in business issues and in the AS Business Office.
- Recommending policy and procedural changes to the AS Board of Directors for final approval.
- Assisting in preparing and implementing the annual AS Budget process.

**II. MEMBERSHIP**

AS Business Director, Chair  
Assistant Business Director, Vice Chair  
Vice President for Business and Operations  
Advisor, non-voting Finance Manager (non-voting)  
Director of Student Activities, or designee Assistant Dean of Student Engagement and Director of the Viking Union (advisor, non-voting)

**III. CHAIR**

The Chairperson shall be the AS Business Director. The Chairperson shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the Assistant Business Director and they act in the absence of the Chairperson.

**IV. MEETINGS**

Meetings shall be called by the Chair. The committee shall meet as necessary, but no 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 125% 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 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.

**VII. RULES  
OF OPERATION**

The committee may adopt and amend rules of operation governing its operation by a majority vote of the committee, 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 committee shall report to the AS Board of Directors through the AS Vice President for Business & Operations.