



**Associated Students of Western Washington University**  
**Student Enhancement Fund Committee Charge & Charter**  
October 2016

**I. CHARGE**

To oversee the operations of the Student Enhancement Fund program by:

- Reviewing student applications.
- Making recommendations concerning the allocation of the Student Enhancement Fund funds.
- Evaluating the Student Enhancement Fund program, identifying issues, and recommending changes to the program as a whole.
- Upholding the Fee Mission.

**II. MEMBERSHIP**

Student Enhancement Fund Facilitator (Chair)  
AS Business Director (Vice Chair)  
1 ESC Representative  
1 AS Club Representative  
2 Students at-large  
Secretary (non-voting)  
Business Manager, Advisor (non-voting).

**III. CHAIR**

The Chairperson shall be the AS Student Enhancement Fund Facilitator. The Chairperson shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the AS 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 (25%) of the seated, voting membership.

**V. VOTING**

In order for a motion to pass, it must obtain a majority of the legal votes cast but no less than half the committee membership's affirmative votes.. 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.