



Associated Students of Western Washington University
AS Business Committee Charge & Charter
October 2016

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
Club Business Director, Vice Chair
Vice President for Business and Operations
Advisor, non-voting Finance Manager (non-voting)
Associate Dean of Student Engagement and Director of the Viking Union (advisor, non-voting)
Secretary (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 Club 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. 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.