



**Associated Students of Western Washington University**  
**Activities Council Charge & Charter**  
**October 2017**

**I. CHARGE**

Promote an engaged campus community by:

- Recognizing AS Clubs.
- Authorizing AS Club name and statement of purpose changes.
- Allocating funding for events, activities, publications, and conferences from Grants/Underwrite/Loans (FXXGRN), Club Conference Funding (FXXCLC), and Large Event Opportunity Fund (ASBSDE).
- Overseeing distribution of the AS Bookstore Donation fund.
- Providing guidance on proper adherence to policies and procedures.
- Connecting AS Clubs with resources.
- Providing guidance to align AS Clubs with the values of the AS Strategic Plan and AS Mission Statement.
- As necessary, place stipulations on the activities of the requesting AS Club.

**II. MEMBERSHIP**

AS Vice President for Activities (Chair)  
AS Club Business Director (Vice Chair)  
AS Club Events Facilitator 1 and 2  
3 AS Club Representatives (from 5 different clubs)  
2 Students-at-large  
Secretary (non-voting)  
Coordinator of Student Activities, Advisor (non-voting)

**III. CHAIR**

The Chairperson shall be the AS Vice President for Activities. They shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the AS Club Business Director and acts in the absence of the Chairperson.

**IV. MEETINGS**

Meetings shall be called by the Chair. The council shall meet no less than three times 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 four (4) 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. During the summer, or when the council is not in session, this council's responsibilities fall to the AS VP for Activities and AS Coordinator of Student Activities with the exception of Large Event Opportunity Fund requests. Those shall be heard by a taskforce of the ASVP for Activities, 3 AS Student Directors and 1 other AS Board of Directors Member.

**VII. FUNDING**

It shall be the purview of this council, in addition to normal AS budgeting procedures and subject to the regular review process, to allocate funding to student groups for events not budgeted for elsewhere by the AS Board of Directors.

**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. All Chairpersons shall be voting student members.

**IX. RULES  
OF OPERATION**

The council may adopt and amend rules of operation governing its operation by a majority vote of the council, subject to review or approval by the AS Board of Directors.

**X. AMENDMENTS**

This Charter may be amended by a majority vote of the AS Board of Directors.

**XI. REPORTAGE**

This council shall report to the AS Board of Directors through the AS Vice President for Activities.