



Associated Students of Western Washington University

Management Council Charge & Charter

October 2017

I. CHARGE

The purpose of the Management Council is to provide a forum in which the student leaders of internal AS departments can come together to foster communication, teamwork, and to share recommendations and best practices to improve AS-wide operation and program and services by:

- Providing input and making recommendations about AS policies and administrative processes. Including but not limited to: AS training, AS employee evaluations, AS hiring, the AS Employment Policy and the AS Program Standards, Personnel Office items / topics, budget processes, communications and assessments
- Making decisions about distributing funds from the AS Program Supplemental Event Fund. (FXXSBR-ASBSCW)
- Taking over the assessment process in the event that SPAC is suspended.

II. MEMBERSHIP

AS Vice President for Business & Operations (Chair)

AS Business Director

AS Communications Director

AS Environmental & Sustainability Programs Director

AS Ethnic Student Center Internal Coordinator

AS KUGS Program Director

AS Outdoor Center Equipment & Bike Shop Coordinator

AS Personnel Director

AS Productions Director

AS Representation & Engagement Programs Director

AS Resource & Outreach Programs representative (designated by ROP Director)

AS Review Editor in Chief

AS Publicity Center Account Executive (designated by AS PC Coordinator)

AS Club Event Planning Facilitator

Secretary (non-voting)

Assistant Director for Student Activities (Advisor)

AS Assessment Coordinator (non-voting for assessment items)

III. CHAIR

The Chairperson shall be the AS Vice President for Business & Operations. They shall convene the meetings, develop agendas, and preside at all meetings. The Vice-Chairperson shall be selected at the discretion of the council and acts in the absence of the Chairperson.

IV. MEETINGS

Meetings shall be called by the Chair. The council shall generally meet every other week 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. FUNDING** It shall be the purview of this council To allocate Supplemental AS Program Funding [FXXSBR-ASBSCW]
- 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 OPERATION** The council may adopt and amend rules of operation governing its operation by a majority vote of the council, subject to review and 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 Business & Operations.