



# **Associated Students**

## **Western Washington University**

### **Management Council Rules of Operations**

**October 2012**

#### **I. Authority of the Management Council**

1. The Council derives its authority from the AS Management Council (MC) Charge and Charter approved by the AS Board of Directors.
2. MC, by majority vote, distributes up to \$5,000 in funding from the AS Supplemental Programming Fund (FXXSBR-ASBSCW).

#### **II. Meetings of the Council**

1. All MC meetings shall be open to the public. The Council may call executive sessions by a majority vote, in which participants not included in the MC Membership or a relevant party must leave until the executive session is over. The only motion that can be made during executive session is to return to open session. Reasons to call executive sessions are limited to what is permissible in RCW 42.30.110.
2. The AS Vice President for Business and Operations shall act as Chairperson for meetings of the MC and shall have the customary powers and duties associated with such office. The Chair shall have full right of discussion and vote.
3. If the Chair is absent or otherwise unable to preside over the meeting, the Vice-Chair shall preside. The Vice-Chair must be a voting member of MC, must be nominated by another member, and then must be selected by a majority vote of MC.
4. The Agenda shall be set and approved by the Chair a minimum of 24 hours before scheduled meetings, but revisions may be made during meetings. Items are put on the agenda at the discretion of the Chair. If the Chair denies the addendum to the agenda, the requester may seek 25% of the voting membership to cosponsor the item, which will require the Chair to put the item on the agenda.
5. Meetings of MC shall be called by the Chair, whenever in their judgment it may be deemed necessary, but no less than every other week. Meetings may also be called by any member when requested by twenty-five percent (25%) of the seated voting membership. If the Chair has not scheduled and/or notified the managers of the meeting within the two (2) business days, the Vice-Chair shall schedule a meeting of the MC within one (1) business day to be held within ten (10) business days of the original request. Twenty-four (24) hours' notice of meetings of MC shall be sent to all members of the council and shall be deemed sufficient notice of such meetings.

#### **III. Council Subcommittees**

1. Subcommittees, with a clear mission or purpose, may be created by a majority vote of MC.
2. Subcommittees may not contain a majority of the voting members of MC.
3. If the MC deems necessary, any member of the Associated Students may serve on the subcommittee.
4. A chair of the subcommittee will be selected either by a majority vote from the entire MC or by the subcommittee itself.
5. Subcommittees will report to MC no less than once every other meeting.
6. Subcommittees will only exist for the current academic year unless the subsequent MC votes to renew it and assign new members.

#### **IV. Review and Amendments**

These rules of operations will be reviewed annually and may be amended or temporarily suspended by a 2/3 majority vote of MC.

# **AS Management Council**

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## **Supplemental Funding Proposal Guidelines**

The purpose of supplemental funding is to supplement the cost of programs or events for AS Programs. Money from supplemental funding may be given as a grant, loan, or underwrite. Supplemental funding use must meet the following conditions:

- a. The program primary sponsor must be an AS program.
- b. The program must fall within the mission objective of the AS program.
- c. Supplemental funding is to be used either to fund unique opportunities, unforeseeable events, and/or unexpected costs that are beyond the scope of the office's allocated budget.

In order for AS Management Council to be able to hear and vote on your request for funds, we must have a full written proposal sent to the AS Vice-President for Business & Operations at least one week prior to a council meeting. The proposal should include the following:

### **1. Program Overview**

- a. Title of program
- b. Possible dates of program
- c. Co-sponsoring offices/organizations
- d. Detailed description of program, type of event, performer/speaker, etc.
- e. Past Program Information—have we had similar programs to this in the past? What was the attendance/reception of that?

### **2. Program Vision**

- a. Target Audience—who are we reaching out to?
- b. Event Goals and Expected Outcomes
  - i. Why are we doing this?
  - ii. What do we want people to get out of this?
  - iii. What benefit will be given to the student body and how does this fit within the mission statement and goals of the Associated Students?
  - iv. Logistical goals (ex: expected attendance, logistical preparations)
- c. Current budget and co-sponsorship financial details—why can't your current budget handle this?
- d. Publicity and promotion plan
- e. Assessment—how will we evaluate the success of this program?

### **3. Detailed itemized budget, including projected expenses, revenues, and any other sources of funding. (Fill out Management Council Budget Proposal Form excel sheet in Q:\Transfer-AS\Management Council**