



**Associated Students of Western Washington University**  
**Budget Committee Charge & Charter**  
May 2018

**I. CHARGE**

The purpose of the AS Budget Committee is to review the budget proposals and decision packages from the AS Offices and to establish the operating budget in the form of a recommendation for the next fiscal year by:

- Proposing a budget that carries out the mission of the AS.
- Presenting the proposed AS budget to the AS Board of Directors for approval.

**II. MEMBERSHIP**

AS Business Director (Chair)

AS VP for Business and Operations (Vice Chair)

3-5 at-large students (first priority goes to non-AS employees)

VU Finance Office Manager (non-voting)

Assistant Dean of Student Engagement and Director of the Viking Union (non-voting)

Secretary: Taking minutes, managing current number change and gathering data if necessary (non-voting)

1 General AS representative assigned by the Business Director and VP for Bus and Ops (voting)

**III. CHAIR**

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

**IV. MEETINGS**

Meetings shall be called by the Chair. The committee shall meet no later than the sixth week of fall quarter. The committee shall meet as necessary, but hold not less than five meetings total to facilitate training, presentations by AS organizations, decision-making and voting on a final recommendation. Meetings may be called 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. SUBCOMMITTEES** In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

**VIII. 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.

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

**X. REPORTAGE**

This committee shall report to the AS Board of Directors through the AS Business Director.