



Associated Students of Western Washington University

AS Business Committee Charge & Charter

October 2016 November 2018

I. CHARGE

Business Committee will advise in decision-making related to the business functions of the AS Business Director ~~Associated Students 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 that affect business practices or operations for the AS to the AS Board of Directors for final approval.
- Creating consistency in business issues and in the AS Business Office.
- Assisting in preparing and implementing the annual AS Budget process.

II. MEMBERSHIP

AS Business Director, Chair

Club Business Director, Vice Chair

AS ESC Assistant Director for Club Logistics

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. Decisions shall be made by consensus. If consensus cannot be made, any voting member can make a motion. 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.