



**Associated Students of Western Washington University**  
Management Council Charge & Charter  
October 2018

**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.
- Taking over the assessment process in the event that the Structural Review Committee is suspended.

**II. MEMBERSHIP**

AS Business Director (Chair)  
AS Vice President for Business and Operations  
AS Communications Director  
AS Environmental & Sustainability Programs Director  
AS Ethnic Student Center Advocacy Director  
AS KUGS Program Director  
AS Outdoor Center Equipment & Bike Shop Coordinator  
AS Personnel Director  
AS Productions Director  
AS Representation & Engagement Programs Director  
AS SAIRC Outreach and Representation Coordinator  
AS Review Editor in Chief  
AS Publicity Center Project Manager (appointed by AS PC Coordinator)  
AS Club Training & Development Facilitator  
AS WWU Student Senator  
AS Assessment Coordinator (non-voting)  
Secretary (non-voting)  
Assistant Director for Student Activities (Advisor)

**III. CHAIR**

The Chairperson shall be the AS Business Director. 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. 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.
- VIII. 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.
- IX. AMENDMENTS** This Charter may be amended by a majority vote of the AS Board of Directors.
- X. REPORTAGE** This council shall report to the AS Board of Directors through the AS VP for Business & Operations.