



## **Associated Students Committee Charter Policy**

**Proposed Motion:** To approve the proposed AS Committee Charter Policy.

**Date:** March 21, 2019

**Sponsor:** Nate Jo, ASVP for Business & Operations

**Persons of Contact:** Nate Jo, ASVP for Business & Operations

### **Background & Context**

The following issues have been identified with the current charge and charter process:

- Locked documents in the Q: Drive Master Documents folder prevent elected officials from taking ownership and directly editing AS Committee Charge and Charters.
- Charters are not updated in a timely manner. Committees must wait until their yearly charter is updated before meeting (some charters were not approved until winter quarter this year).
- Charters are not up to date on the AS Website.

### **Summary of Proposal**

#### ***Document Management***

- All Associated Students Committee Charters shall conform to the AS Committee Charter Template (see attached).
- All elected officials shall have the authority to freely edit charters for which they are responsible for. The AS Board Program Coordinator and Board Assistants shall ensure that charters conform to the template.

#### ***Charge & Charters Sunset Policy***

- Committee Charters last for two years but should be updated every year if there are changes to be made (see attached).

#### ***Charter Approval Timeline***

- AS Committees and councils review their Charge and Charter during spring quarter.
- The appropriate board member or senator brings recommended changes to the executive board or to the senate (depending on which body the committee reports to).
- The Charter is approved by the executive board or the student senate by the end of the academic year so that committees can meet at the start of fall in the following year.
- *Note: Charters may be amended at any point during the year if the Executive board, Student senate, or respective committees sees fit.*

### **Rationale**

- Shifting the charter renewal process to spring will allow committees and elected officials to gain experience throughout the year to understand changes that should be made to the charters.
- Allowing a two-year window for charter renewal will ensure that committees can begin work at the beginning of fall quarter. In the past committees either met without a valid charter or waited too long to start work.



# ASWWU Charter Sunset Policy

April 2019

*This policy sets timelines and processes in which charge and charters for AS committees and councils must be renewed.*

## **I. Expiration**

- a) Committee charters shall expire two years after they were last renewed or created. Committees and councils may not meet without an active charter.

## **II. Annual Review**

- a) Committees and councils should review their charter yearly during spring quarter. Any significant changes must be brought to the AS Executive Board or to the AS Student Senate and approved by the end of the year.
- b) Unless otherwise noted, the updated charter will take effect at the beginning of fall quarter of the following year.
- c) Charters need not be renewed each year if there are no changes to be made but must be renewed at least every two years.

## **III. Exceptions**

- a) Councils established within the bylaws of the ASWWU cannot be dissolved and are exempt from this policy. However, the charters of permanent councils should still be reviewed on an annual basis and updated as necessary.
- b) The AS Board Program Coordinator shall have the authority to correct grammar, syntax, or formatting errors in charters at any point.

## **IV. Amendments**

- a) Amendments to this policy require a majority vote of the AS Executive Board.



**Associated Students of Western Washington University**  
[Committee Name] Charter  
Expires on [Month Day, Year]

**I. CHARGE**

The purpose of the [insert committee] is to [insert charge] by:

- [Insert committee actions]

**II. MEMBERSHIP**

**Voting:**

[Insert Chair] (Chair)

[Insert Vice Chair] (Vice Chair)

[Insert voting members]

**Non-voting:**

[Insert secretary] (Secretary)

[Insert advisor] (Advisor)

[Insert non-voting members]

**III. CHAIR**

The Chairperson shall be the [insert chair]. 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.

OR

The Vice Chairperson shall be the [Insert Vice Chair]

**IV. MEETINGS**

Meetings shall be called by the Chair. The committee 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.

OR

Decisions shall be made by consensus. If consensus cannot be reached, 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.

OR

As this committee has no final decision aiming authority, voting is not necessary.

**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 [insert fund name]. (Delete clause if this committee does not allocate funding)

### **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 OPERATIONS**

The council may adopt and amend rules of operations governing its operation by a majority vote of the council, subject to review and approval by the [AS Board of Directors OR AS Student Senate].

### **X. AMENDMENTS**

This Charter may be amended by a majority vote of the [AS Board of Directors OR AS Student Senate].

### **XI. REPORTAGE**

This committee shall report to the [AS Board of Directors OR AS Student Senate] through the [insert elected official].