



**Associated Students of Western Washington University**  
Student Enhancement Fund Committee Charge & Charter  
Expires on \_\_\_\_\_

**I. CHARGE**

To oversee the operations of the Student Enhancement Fund program by:

- Reviewing student applications.
- Making recommendations concerning allocation of Student Enhancement Funds.
- Evaluating the Student Enhancement Fund program, identifying issues, and recommending changes to the program.
- Upholding the mission of student funds and fees.
- Maintaining and upholding values and stewardship of student fee dollars.
- Working to increase awareness and participation with the student body to allow students to advance themselves through the use of SEF Funds.

**II. MEMBERSHIP**

**Voting:**

- AS Business Director (Vice Chair)
- 1 Student At-Large
- 1 Student Senator
- 1 ESC Representative (approved by ESC Executive Board)
- 1 AS Club Representative

**Non-Voting:**

- Student Enhancement Fund Coordinator (Chair)
- Secretary
- Business Manager (Advisor)

**III. CHAIR**

The Chairperson shall be the Student Enhancement Fund Coordinator. They shall convene the meetings, develop 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 generally meet every week with a minimum of twenty-four (24) hours' notice. Meeting may also be called by any member with support of at least twenty-five (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. In case of a tie, the Student Enhancement Coordinator shall act as a voting member.

**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 OPERATIONS**

The committee 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