



Associated Students of Western Washington University

Finance Council Charter

Expires on [Month Day, Year]

I. CHARGE

The purpose of the Associated Students Finance Council is to ethically and responsibly manage Associated Students funds by:

- Allocating operating funds to AS Offices and Programs designated to the Associated Students by the Services and Activities Fee Committee.
- Approving the final AS Operating budget to be submitted to the Services and Activities Fee Committee.
- Reviewing and approving grant proposals to be funded from AS Reserves.
- Revising and approving AS fiscal policies.
- Referring the final AS Operating Budget and grant proposals over \$20,000 to the AS Executive Board and AS Student Senate as consent items.

II. MEMBERSHIP

Voting:

AS President (Vice Chair)

AS Vice President (appointed by the AS Executive Board)

AS [Student Senate Pro Tempore President](#)

AS Student Senator (appointed by the AS Student Senate)

1 Student At-Large (appointed by the AS Business Director)

1 AS Employee from the following resource program: Ethnic Student Center

1 AS Employee from the following resource program: Student Advocacy and Identity Resource Centers

1 AS Employee from the following central service programs: Communications, Personnel, Publicity Center, AS Review, Assessment

1 AS Employee from the following activities programs: Productions, Environmental and Sustainability Programs, the Outback Farm, Club Activities, KUGS FM, Outdoor Center

Non-voting:

AS Business Director (Chair)

[Assistant Director for Business Services & Planning Business Manager](#) (Advisor)

Secretary

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 the AS President ~~who will act in place of AS Business Director in their absence.~~

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. In case of a tie, the AS Business Director shall act as a voting member. The council shall only vote electronically if action is required before the next available meeting time.

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. During the summer, or when the council is not in session, this council's responsibilities fall to the AS Business Director, AS President, and AS Student Senate President to approve grants up to \$19,999, in consultation with the Assistant Director for Business Services & Planning.

VII. FUNDING

It shall be the purview of this council to allocate-review and approve AS Grants and Equipment Reserves, and recommend the AS Operating Budget to the AS Executive Board and the AS Student Senate.

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

~~This council shall abide by parliamentary procedure during all meetings.~~ 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 DirectorsAS Executive Board OR and AS Student Senate].

X. AMENDMENTS

This Charter may be amended by a majority vote of the [\[AS Executive Board AS Board of Directors and OR-AS Student Senate\]](#).

XI. REPORTAGE

This committee shall report to the [\[AS Board of Directors and OR-AS Student Senate\]](#) though the [\[insert elected official AS President and AS Student Senate President\]](#).

XII. DISSOLUTION

[The AS Finance Council is a permanent council of the Associated Students of Western Washington University. The AS Finance Council may be dissolved by a majority vote of both the AS Executive Board and the AS Student Senate.](#)