



Associated Students of Western Washington University

[Committee/Council name]
Expires on [expiration date]

This document should be used as a guideline, but in no way limits how charters may be written.
Delete this text box.

1. Purpose

[Purpose (or “charge,” but “purpose” is a more common and accessible word)]

2. Authority

[Cite where certain rights in this charter come from (e.g., AS Charter, State Law). This section may not be necessary]

3. Membership

The [Committee/Council Name] will consist of [# of members] members:

Voting ([# voting members])

- a. 1 [Vice Chair] (vice chair)
- b. 1 [voting member]
- c. # [voting member(s)]

If the chair is a voting member put them in this section.
Delete this text box.

Non-voting ([# non-voting members])

- d. 1 [Chair] (chair)
- e. 1 [SGA or VU Staff person] (Secretary)
- f. 1 [Advisor] (Advisor)
- g. # [Additional non-voting members]

Appointment

[Manner by which individual members or members as a whole are appointed. Could be *ex officio* (Membership by nature of position held) or through appointment by student government or another body.]

4. Chair

The Chair shall be [Chair]. The Vice Chair shall be [Vice Chair]. The Chair has final authority over the agenda and will run all meetings. Both the Chair and Vice Chair may call meetings. In the absence of the Chair, the Vice Chair will act as Chair.

The Chair shall not vote except in the case of a tie. The Vice Chair may vote except when acting as chair.

5. Meetings

Meetings shall be called by the Chair or Vice Chair. The committee shall generally meet [meeting frequency] with a minimum of twenty-four (24) hours' notice. Meetings may also be called by any member with the support of at least twenty-five percent (25%) of the seated, voting membership.

The first meeting of each academic year will take place only when [conditions].

Open Meetings

The Chair and Vice Chair should make a reasonable effort to allow public access to the proceedings of this committee. The Secretary shall keep minutes and recordings of meetings to this effect.

6. Quorum

A majority of the seated, voting membership shall constitute a quorum. If a quorum is not present for a meeting, the Chair will adjourn and reschedule to a new day and hour.

7. Voting

In order for a motion to pass, it must obtain a majority of the legal votes cast and at least a majority of the seated, voting membership. An abstention shall not count as a legal vote cast.

8. [Working Groups / Subcommittees]

In order to provide for coordination and direction, this committee may establish [working groups/subcommittees]. These groups would work on [what they would work on]. [This section may not be necessary]

9. Rules of Operations

This committee will follow the rules of operations established by the Student Government. This committee may choose to use its own rules of operations as it sees fit. Such rules must conform to this charter and all other governing policies, procedures, and laws.

10. Amendments

This Charter may be amended with the approval of the [relevant governing body/bodies].

11. Reportage

This committee shall report to [relevant body/bodies] through [member/members].

12. Dissolution

The [committee name] shall be a [standing/temporary] committee of the ASWWU, it may be dissolved by a [supermajority (60% + 1) or majority (50%+1)] vote of the [relevant governing body/bodies]. [This section may only be amended by a supermajority vote of the {relevant governing body/bodies}. *(delete this sentence for non-standing/temporary committees)*]