



## Associated Students of Western Washington University

### Budget Committee Charge & Charter

November 2010

- I. CHARGE** To review the budget proposals of the AS organizations and activities and to establish the operating budget for the next fiscal year, carrying out the mission of the AS. The committee is responsible for presenting the proposed AS budget to the AS Board of Directors for approval.
- II. MEMBERSHIP**
  - AS Business Director (Chair)
  - AS Vice President for Business and Operations (Vice Chair)
  - 3-5 at-large students
  - VU Finance Office Manager (non-voting)
  - Director of Student Activities (non-voting)
  - Secretary (non-voting)
- III. CHAIR** The Chairperson shall be the AS Business Director. (S)he shall convene the meetings, approve agendas, and preside at all meetings. The Chair is responsible for presenting the final AS Budget recommendation to the AS Board of Directors. The Vice-Chairperson shall be the AS Vice President for Business & Operations and acts in the absence of the Chairperson.
- IV. MEETINGS** Meetings shall be called by the Chair. The committee shall meet no later than the third week of winter quarter. The committee shall meet as necessary, but hold not less than three meetings total to facilitate training, presentations by AS organizations, and voting and decision-making. Meetings may be called with a minimum of twenty four (24) hours notice. Meetings 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. In the event of a tie, the motion fails. 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 committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.
- VIII. RULES OF OPERATION** The committee may adopt and amend rules of operation governing its operation by a majority vote of the committee, subject to review or 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 committee shall report to the AS Board of Directors through the AS Business Director.