



**Associated Students of Western Washington University**  
Structure and Program Advisory Committee Charge & Charter  
October 2010

- I. CHARGE** Will act as an advisory committee to the AS Board of Directors making appropriate recommendations to the AS Board of Directors regarding structure, policies, procedures, and carry out the implementation of the Tactical Assessment Program (TAP). Their topics for discussion will include, but are not limited to, reportage concerns, position relevance, hiring processes, transition tactics, program standards, the creation of new programs, the alteration or elimination of existing programs, AS structure, and long-term goals.
- II. MEMBERSHIP** AS Vice President for Business & Operations (Chair)  
AS Vice President for Diversity (Vice-Chair)  
1 Student Senator  
1 AS Employee  
at least 5 Students-at-large, at least 50% must not be employees of the AS  
Director of Student Activities (Advisor, Non-Voting)  
Secretary (Non-Voting)
- III. CHAIR** The Chairperson shall be the AS Vice President for Business & Operations. (S)he shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the AS Vice President for Diversity and acts in the absence of the Chairperson.
- IV. MEETINGS** Meetings shall be called by the Chair. The committee shall meet 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. 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 Vice President for Business & Operations.