



Associated Students of Western Washington University

Budget Committee Charge & Charter

[August 2013](#) [August 2014](#)

- I. CHARGE** The purpose of the AS Budget Committee is to review the budget proposals of the AS organizations and activities and to establish the operating budget in the form of a recommendation for the next fiscal year by:
- Proposing a budget that carries out the mission of the AS.
 - 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 ([first priority goes to non-AS employees](#))
VU Finance Office Manager (non-voting)
[Director of Student Activities](#) [Assistant Dean of Student Engagement and](#)
[Director of the Viking Union](#) (non-voting)
Secretary (non-voting)
- III. CHAIR** The Chairperson shall be the AS Business Director. The Chairperson shall convene the meetings, approve agendas, and preside at all meetings. 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~~ [fifth week of fall quarter](#). The committee shall meet as necessary, but hold not less than five meetings total to facilitate training, presentations by AS organizations, decision-making and voting on a final recommendation. 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 [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.
- 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.