



**Associated Students of Western Washington University**  
AS Business Committee Charge & Charter  
October 2016

- I. CHARGE** Business committee will advise the AS Business Director in decision-making related to business matters by:
- Assisting in the development and implementation of policies & procedures which will aid in handling business issues.
  - Creating consistency in business issues and in the AS Business Office.
  - Recommending policy and procedural changes to the AS Board of Directors for final approval.
  - Assisting in preparing and implementing the annual AS Budget process.
- II. MEMBERSHIP** AS Business Director, Chair  
Club Business Director, Vice Chair  
Vice President for Business and Operations  
Advisor, non-voting Finance Manager (non-voting)  
Associate Dean of Student Engagement and Director of the Viking Union (advisor, 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 Club Business Director and they act in the absence of the Chairperson.
- IV. MEETINGS** Meetings shall be called by the Chair. The committee shall meet as necessary, but no less than one time per month 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. 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.
- VIII. AMENDMENTS** This Charter may be amended by a majority vote of the AS Board of Directors.
- IX. REPORTAGE** This committee shall report to the AS Board of Directors through the AS Vice President for Business & Operations.