

ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY
Budget Committee Charge and Charter
October, 2004

- I. CHARGE** To review the budget proposals of the A.S. organizations and activities and to establish the operating budget for the next fiscal year, carrying out the mission of the A.S. The committee is responsible for presenting the proposed A.S. budget to the A.S. Board of Directors by the third week in May, for approval.
- II. MEMBERSHIP**
- A.S. Vice President for Business and Operations, Chair
 - A.S. Business Director
 - 3 additional students, at least one from the AS Board of Directors
 - VU Finance Office Manager, non-voting
 - Director of Student Activities, non-voting
 - Secretary, non-voting
- III. CHAIR** The Chairperson shall be the A.S. Vice President for Business & Operations. S(he) convenes all meetings, approves agendas, and presides at all meetings. The Chair is responsible for presenting the final A.S. Budget recommendation to the A.S. Board of Directors.
- IV. MEETINGS** Budget meetings shall convene 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 1. Training, 2. Presentations by A.S. organizations, and 3. Voting and decision-making. Meetings shall be called by the Chair with a minimum of twenty-four (24) hours' notice.
- 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 seated shall constitute a quorum (a minimum of four (4) voting members present.) If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.
- VII. AMENDMENTS** This Charge and Charter may be amended by a majority vote of the A.S. Board of Directors.
- VIII. PROCEDURES** The committee may adopt procedures governing its operation by a majority vote of the legal voting members.
- VIII. REPORTAGE** This committee shall report to the A.S. Board of Directors.