

**Associated Students of Western Washington University
Sustainable Action Fund Task Force Charge & Charter**

June 2015

I. CHARGE To make recommendations to the AS Board of Directors regarding the Sustainable Action Fund operational, programmatic, and budgetary guidelines.

II. MEMBERSHIP ASVP for Student Life, Chair
ASVP for Business and Operations (Or Designee), Vice Chair
3 Students at-Large, appointed by AS Board of Directors
1 Faculty representative, appointed by the Faculty Senate
1 Representative from Business and Financial Affairs
Green Energy Fee Program Coordinator
Environmental & Sustainability Programs Director
Secretary (non-voting)
Manager of the Office of Sustainability (non-voting)
Assistant Dean of Student Engagement, Adviser (non-voting)
Assistant Director of Viking Union Facilities, Adviser (non-voting)

III. CHAIR The Chairperson shall be the AS Vice President for Student Life. They shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the ASVP for Business and Operations and acts in the absence of the Chair.

IV. MEETINGS The task force shall meet when called upon by the Chair. Meetings shall be called by the Chair with a minimum of forty-eight (48) 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 Decisions within the task force shall be made by consensus. However, if consensus cannot be made, any member can make a motion and the task force will move into 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. A member of the committee may appoint a proxy, with the approval of the chair, in the event they cannot attend a meeting.

VI. QUORUM A majority of the voting membership seated 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 The task force may adopt and amend rules governing its operation, subject to review by the AS Board of Directors.

VIII. REPORTAGE The task force shall report to the AS Board of Directors through the ASVP for Student Life.

IX. AMENDMENTS This charter may be amended by a majority vote of the AS Board of Directors.

X. TERM The task force will be valid for Summer and Fall Quarters 2015.