



## **Associated Students of Western Washington University**

Sustainable Action Fund Task Force Charge & Charter

September 2015 ~~October 2014~~

### **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  
*I* 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.