



**Associated Students of Western Washington University**  
**Sustainable Action Fund Committee Charge & Charter**  
**November~~September~~ 2015**

**I. CHARGE**

To oversee the operations of the Sustainable Action Fund program by:

- Reviewing project applications.
- Making recommendations concerning the allocation of Sustainable Action Fund funds and following up on multi-year projects.
- Evaluating the Sustainable Action Fund program, identifying issues, and recommending changes to the fee level as well as the program as a whole.
- Acting in accordance with the Sustainable Action Fund Program Rules of Operation.
- Upholding the Fee Mission.

**II. MEMBERSHIP**

AS Vice President for Student Life (Chair)

AS Vice President for Business and Operations or Designee (Vice Chair)

3 Students at-large, appointed by AS Board of Director

24- Faculty representatives, appointed by the Faculty Senate

1 Representative from Business and Financial Affairs

1 ESC Representative

Environmental & Sustainability Programs Director or Designee

AS Sustainable Action Fund Education Coordinator (non-voting)

Sustainable Action Fund Grant Program Coordinator (non-voting)

Secretary (non-voting)

Assistant Director of Viking Union Facilities, Advisor (non-voting)

This committee may, at any time, solicit expert or guest feedback.

**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 AS Vice President for Business and Operations and acts in the absence of the Chairperson.

**IV. MEETINGS**

Meetings shall be called by the Chair. The committee shall meet at least once per quarter 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, but no less than four (4) affirmative votes. 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 in consultation with the President of Western Washington University, or their designee.

**EX. REPORTAGE** This committee shall report to the AS Board of Directors through the AS Vice President for Student Life in consultation with the President of Western Washington University, or their designee.