

Associated Students of Western Washington University
Travel Task Force Charge & Charter
February 2018

I. CHARGE

To make recommendations to the AS Board of Directors regarding all travel related items such as: centralized budgets, eforms, and policies, etc. with the hope of streamlining processes and creating ease of access to travel.

II. MEMBERSHIP

AS Business Director, Chair
AS Club Business Director (Vice-Chair)
AS VP for Activities
AS VP for Business & Operations
AS VP for Diversity (or ESC designee)
Student Enhancement Fund Coordinator
Club Activities Coordinator
Finance Office Staff
Cindy Monger, Policy Writer/Secretary of Task Force
Business Manager (or designee), Adviser (non-voting)

III. CHAIR

The Chairperson shall be the AS Business Director. They shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the AS Club Business Director 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.

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 Vice President for Business & Operations.

IX. TERM

The task force will be valid throughout the 2017-2018.