

**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.