



**Associated Students of Western Washington University**  
Alternative Transportation Fee Committee Charge & Charter  
September 2018

**I. CHARGE**

The Alternative Transportation Fee Committee manages the operations of the Western Student Transportation (WST) program by:

- Overseeing the finances of the WST Program and Alternative Transportation Fee.
- Evaluating the WST program.
- Gathering and reviewing student input.
- Identifying issues related to transportation.
- Recommending changes in the fee as well as the program as a whole.
- Upholding the fee mission.

**II. MEMBERSHIP**

AS Vice President for Student Life (Chair)  
AS Vice President for Governmental Affairs (Vice Chair)  
AS Alternative Transportation Coordinator  
1 Student at-Large (off-campus resident)  
1 Residence Hall Association Student Representative  
Sustainable Transportation Program Manager  
Director of Public Safety (or designee)  
Financial Manager for the Alternative Transportation Fee (or designee)  
Assistant Director of Viking Union Facilities (Non-voting)  
Student Transportation Program Assistant-Secretary (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 AS Vice President for Governmental Affairs 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**

Decisions shall be made by consensus. If consensus cannot be made, any voting member can make a motion. 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 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, 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.

**IX. REPORTAGE**

This committee shall report to the AS Board of Directors through the AS Vice President for Student Life. Any fee recommendations made to the Board of Directors shall be in consultation with the Vice President for Business and Financial Affairs.