

**Associated Students of Western Washington University
Sustainable Action Fund Task Force Charge & Charter**

June 2015

- 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
1 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.