



**Associated Students of Western Washington University**  
**Green Energy Fee Sustainable Action Fund Committee Charge & Charter**  
September 2015~~4~~

- I. CHARGE** To oversee the operations of the Sustainable Action Fund~~Green Energy Fee~~ program by:
- Reviewing project applications.
  - Making recommendations concerning the allocation of Green Energy Fee funds and following up on multi-year projects.
  - Evaluating the Sustainable Action Fund~~Green Energy Fee~~ 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~~Green Energy Fee~~ Program Rules of Operation.
  - Upholding the Fee Mission.
- II. MEMBERSHIP** AS Vice President for Student Life (Chair)  
AS Vice President for Business and Operations~~Academic Affairs~~ (Vice Chair)  
2 Students at-large, appointed by AS Board of Directors  
2 Faculty representatives, appointed by the Faculty Senate  
1 Representative from Business and Financial Affairs  
Environmental & Sustainability Programs Associate Director (non-voting on project selection only)  
AS ~~Green Energy Fee Education~~Sustainable Action Fund Coordinator (non-voting)  
Sustainable Action Fund~~Green Energy Fee~~ 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~~Academies~~ 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.

**IX. 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.