



Associated Students of Western Washington University

Sustainability, Equity, and Justice Fund Committee

Charge & Charter

Approved by ASWWU Exec Board: 10/15/24

CHARGE:

To oversee the operations of the Sustainability, Equity, & Justice Fund program by:

- Reviewing grant applications.
- Making recommendations concerning the allocation of the Sustainability, Equity, & Justice Fund program funds and following up on multi-year grants.
- Evaluating the Sustainability, Equity, & Justice Fund program, identifying issues, and recommending changes to the fee level as well as the program itself.
- Acting in accordance with the Sustainability, Equity, & Justice Fund Rules of Operation.
- Upholding the Fee Mission, as stated in the ASWWU Student Government Charter (Section 4.1).

STANDARDS:

Working proactively and collectively as committee members to create an inclusive space that recognizes/addresses the marginalization and disenfranchisement of specific groups of people who have not had a voice in sustainability movements through:

- Defining equity and justice, and aligning committee conduct and processes to reflect these values
- Integrating educational opportunities and dialogue (both within the committee and across the wider campus through approval of SEJF grants), to build understanding of environmental justice and systemic issues rooted in the history of sustainability and environmentalism.
- Expanding awareness of sustainability on campus and in the larger community to reflect focuses on human health.

MEMBERSHIP:

Voting members:

- AS Vice President for Sustainability (Co-Chair)
- AS Vice President for Diversity, or delegate appointed by the AS Executive Board
- 4 Students at large, appointed by the AS Executive Board
- 1 AS Senator, as appointed by the AS Senate President

- 1 Faculty Representative, appointed by the Faculty Senate
- 1 permanent staff representative, identified by SEJF staff

Non-voting members:

- Sustainability, Equity, & Justice Fund Grant Program Manager (Co-Chair)
- Assigned AS Governance advisor
- Sustainability Engagement Institute Associate Director
- Sustainability, Equity, & Justice Fund Grant Program Ambassador(s)
- Student Governance Assistant Secretary

Note: this committee may, at any time, solicit expert or guest feedback.

See the Rules of Operation document for guidance about Co-Chair and member responsibilities.

CO-CHAIRING RESPONSIBILITIES:

The Co-Chairpersons shall be the AS VP for Sustainability and the Sustainability, Equity, & Justice Fund Grant Program Manager. They shall convene all meetings, approve agendas, and preside over all meetings.

1. MEETINGS:

Meetings shall be called by the Chairpersons. The committee shall meet at least once per quarter with a minimum of forty-eight (48) hours' notice before a meeting. Meetings may also be called by any member of the committee, with the support of at least twenty-five percent (25%) of the seated, voting membership.

2. VOTING:

For a motion to pass, it must obtain a majority of the legal votes cast, but no less than three (3) affirmative votes. An abstention shall not count as a legal vote cast.

If a non-at-large voting member is unable to make it to committee meeting(s), they may delegate their seat to a trusted proxy person who may vote in their stead. Voting members seeking to delegate their seat must notify a Committee co-chair 24 hours prior to the meeting.

In the event of any grant proposal where an individual committee member is a project owner and/or direct beneficiary, the committee member(s) involved will be asked to abstain from voting.

3. QUORUM:

A simple majority of the appointed and seated voting membership shall constitute a quorum. If quorum is not met, an official meeting of the committee will not be convened. However, meeting time can still be utilized for general discussion and information sharing, given that voting items are not being deliberated.

Standing members will be considered seated on the first day of the fall academic term; appointed members will be considered seated upon approval from the respective governing body.

4. OUT OF SESSION PROCESS:

When the committee is not in session, the committee's responsibilities fall to the following members: the AS VP for Sustainability, Assigned AS Governance advisor, and the Associate Director of the Sustainability Engagement Institute. Grant proposal approval will require the support of all three involved parties and will be based on the proposal's alignment with the SEJF mission and Western's Sustainability Action Plan. Projects must follow the standard SEJF grant program guidelines and expectations.

If there are conflicts of interest, or if any of the members are unavailable to participate in this process, then the out of session process will not proceed.

5. RULES OF OPERATION:

The committee may adopt and amend Rules of Operation governing its operation by a majority vote of the committee. The AS Executive Board must be notified of changes made to the Rules of Operation.

6. AMENDMENT:

This Charter may be amended by a majority vote from the AS Executive Board with input from the SEJF Committee and program staff.

7. REPORTAGE:

This committee shall report to the AS Executive Board through the AS VP for Sustainability.