 **Associated Students of Western Washington University**

Sustainability, Equity and Justice (SEJ) Committee– Rules of Operation

**SUSTAINABILITY, EQUITY AND JUSTICE FUND PROGRAM**

**Mission Statement**

The Sustainability, Equity and Justice Fund Grant Program promotes student development opportunities through the implementation and support of sustainable environmental, social, human health and economic practices at Western Washington University.

**SEJ Committee**

The Sustainability, Equity and Justice Committee provides program oversight to the SEJ, provides budgetary direction and approval, and determines project application approval as guided by the tier system and rubric. The SEJ Committee upholds the SEJ mission to support social, environmental, human health and economic sustainability on our campus and community, as well as to provide student engagement and development opportunities.

The SEJ Committee acts in accordance with the SEJ Committee Charge & Charter and the SEJ Rules of Operation.

**Grant Program**

The SEJ program funds grants for innovative student-driven project proposals that fit within the mission and priorities of the SEJ program.

The program awards grants in the following areas:

* Club Grants: One per AS club.
* Small Grants: Suggested one stakeholder.
* Medium Grants: Suggested two stakeholders
* Large Grants: No restrictions.

**PROGRAM OVERSIGHT**

**Program Advisement** The SEJ Committee shall offer interpretations and advisement to the SEJ Operations Staff in regards to program direction and decision making based on the values of the SEJ Program.

**Sets and Interprets Fee Language** In the event that the SEJ Fee is up for reauthorization, the SEJ Committee will develop and approve the language for the ballot as well as determine the fee amount. Following a majority vote to approve the language, final approval of ballot language will be from the AS Board of Directors through the AS VP for Student Life. Additionally, any needed interpretation of the fee language shall be from the SEJ Committee by consensus of the committee, or a majority vote. The first draft of the referendum must be seen by the committee by the end of fall quarter of a renewal year.

**Ensures Appropriate Use of Student Funds** The SEJ Committee works to ensure the fair and equitable use of student funds, prioritizing projects that best supports the goals and values of the program. This will be done through the utilization of the SEJ Scoring Rubric for project evaluations.

**BUDGET APPROVAL** The Sustainability, Equity and Justice Fund Budget is created by the SEJ Operations and approved by the SEJ Committee during fall quarter. The SEJ Budget contains the Administrative Budget and Projects Budget. The Budget Authority will provide quarterly updates to the committee.

**Administrative Budget**

**Renewable Energy Certificates (RECs)**  
 A portion of the collected funds will be allocated by the committee towards the purchase of RECs to help fund the expansion of renewable power production and offset 100% of the University’s carbon emissions.

**Club & Small Grants**

Committee allocates funding to the Administrative Budget in order to fund Club and Small grants at the approval of the SAF Operations Staff. All club and small grants will come to the committee as consent items.

**Projects Budget**

**Medium & Large Grants**All funding not allocated to the Administrative Budget or committed to existing projects are allocated to the Projects Budget to fund Medium and Large grants at the approval of the committee.

**PROJECT APPROVAL AND FUND GRANTING** The SEJ Program funds grants for innovative student-driven project proposals that fit within the mission and priorities of the SEJ Program.

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| --- | --- | --- | --- | --- |
| **Tier** | **Amount\*** | **Approval** | **Restriction** | **Annual Limit\*** |
| Club | $500 or less | Office of Sustainability approves. | One per club. | $5,000 (*or ten grants*) |
| Small | $5,000 or less | Office of Sustainability approves. | Suggested one stakeholder. | $25,000 |
| Medium | Suggested $5,001-$30,000 | Committee approves, with one project presentation. | Suggested two stakeholders. | $70,000 |
| Large | Suggested $30,001-$100,000 | Committee approves conceptual and final application, with one project presentation at final application stage. | None. | $120,000 |
|  |  |  |  | *$220,000* |

**Tier System**

\*The tier system grant amount and annual limit will be reviewed and approved by the committee during fall quarter based on the adjustments to the budget.

**Club Grants**Club Grants are an opportunity for an AS club to engage in sustainable community building. To be considered clubs need to submit the one page grant application to the SEJ Operations Staff. The fund granting authority for Club Grants is delegated by the SEJ Committee to the SEJ Operations Staff and will be spent out of the funds allocated for Club Grants in the Operating Budget. Once the SEJ Grant Program Coordinator and Campus Sustainability Manager approve the Club Grant, they are considered funded and brought as a consent item of the committee.

**Small Grants**To be considered groups need to submit the Small Grant application to the SEJ Operations Staff. The fund granting authority for Club Grants is delegated by the SEJ Committee to the SEJ Operations Staff and will be spent out of the funds allocated for Club Grants in the Operating Budget. Once the SEJ Grant Program Coordinator and Campus Sustainability Manager approve the Small Grant, they are considered funded and brought as a consent item of the committee.

**Medium Grants**To be considered groups need to submit the Medium Grant application. The grant will be brought to the SEJ Committee for decision in what may be a one-meeting proposal process, decided at the discretion of the committee. Approval is based on available funds and alignment with the SEJ mission and values as detailed in the rubric. Approval happens at the motion of a committee member and a majority vote of the seated membership.

**Large Grants**Large Grants will be brought to the SEJ Committee for decision in a two-step proposal process:

* Conceptual Application: The committee will review the application and give a Memo of Feedback to the team with feedback and recommendations. Approval is based on available funds and alignment with the SEJ mission and values as detailed in the rubric. Approval happens at the motion of a committee member and a majority vote of the seated membership.
* Final Application and Presentation: After approval of the conceptual application groups are eligible to submit a final application. Following the final presentation, the committee will vote on project approval. Approval is based on available funds and alignment with the SEJ mission and values as detailed in the rubric. Project approval happens at the motion of a committee member and a majority vote of the seated membership.

**Contingency Funding** Tier 1 Grants will be automatically funded a 25% contingency. Tier 2 and Tier 3 Grants will be automatically funded a 10% contingency.

**Electronic Voting** Online or electronic voting may be utilized by the SEJ Committee as needed at the motion of the committee. Electronic voting should still follow committee process as listed in the Charge & Charter.

**Project Follow-up** Proposals will have an individual timeline determined by the team with the support of the SEJ Staff. All allocated funds must be spent within that timeline, unless an extension is approved by the SEJ Committee. Any unspent funds at the end of the project will be released back to the SEJ Fund.At the recommendation of the SEJ Operations Staff, the committee can vote to pull funds from a project that has not spent its funds in the appropriate timeline.

**Conflict of Interests** In the event of a project proposal of any tier where a committee member is a project owner and/or directly benefits members of the SEJ Committee (including ex-officio members), the application will automatically be brought to the committee for approval. This includes, but is not limited to, the Environmental and Sustainability Programs, the AS Board of Directors, The Office of Sustainability, and The Viking Union. The committee member(s) will be asked to abstain from voting.

**COMMITTEE MEMBERSHIP AND OPERATIONS**

The SEJ Committee is made up of students, faculty, and staff from different areas of campus which represent different stakeholders in the SEJ. The makeup of the committee is as follows:

AS Vice President for Student Life (Chair)   
AS Vice President for Business and Operations or Designee (Vice Chair)   
3 Students at-large, appointed by AS Board of Directors   
Environmental and Sustainability Programs Director or Designee  
1 ESC Representative or Designee

1 Prevention and Wellness Services Representative   
1 Faculty representative, appointed by the Faculty Senate (appointed Faculty rep can send a designee)  
1 Representative from Business and Financial Affairs   
AS Sustainability, Equity and Justice Fund Education Coordinator (non-voting)   
Sustainability, Equity and Justice Fund Grant Program Coordinator (non-voting)

Sustainability, Equity and Justice Action Fund Project Coordinator (non-voting)  
Secretary (non-voting)   
Director of Student Activities, Advisor or Designee (non-voting)

**Member Responsibility**Members of the SEJ Committee are expected to attend committee meetings and review relevant documents before meetings. All voting members are expected to vote according to their own opinion guided by the SEJ rubric, keeping in mind the goals and values of the SEJ program, and ensuring the best use of student funds. Specifically if members miss 3 meetings per quarter they may be asked to give up their seat on the committee.

**RECORDS & ACCOUNTABILITY**

The SEJ Program and the SEJ Fund Committee shall be accountable to the student body and shall make all meeting agendas, minutes, and documents available to the public in alignment with Washington Open Public Meetings Act, [42.30 RCW](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30). The SEJ Operations Staff creates an annual report on the operations of the SEJ Program and fee level which can be shared by the AS VP for Student Life to the AS Board of Directors yearly.

**AMENDMENTS**

These rules of operation 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.