



## Associated Students of Western Washington University

### Sustainability, Equity and Justice f SEP Sustain-ibis Action Fund Committee- Rules of Operation

#### SUSTAINABILITY, EQUITY AND JUSTICE SUSTAINABLE ACTION FUND PROGRAM

##### **Mission Statement**

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

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##### SEJ SAF-Committee

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

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

##### **Grant Program**

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

The program awards grants in the following areas:

» Club Grants: One per AS club.

• Tier 1 Small Grants: wage grants, professional development grants, research grants, event/workshop grants Suggested one stakeholder.

• Tier 2 Medium Grants: purchasing grants Suggested two stakeholders

• Tier 3 Large Grants: projects that are multi-stakeholder and/or "complex" No restrictions. Higher complexity and cost

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## PROGRAM OVERSIGHT

### Program Advisement

\_\_\_\_\_ The SEJ SAP-Committee shall offer interpretations and advisement to the SEJ SAP  
Operations Staff in regards to program direction and decision making based on the  
values of the SEJ SAR-Program.

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### Sets and Interprets Fee Language

\_\_\_\_\_ In the event that the SEJ SAP-Fee is up for reauthorization, the SEJ SAF  
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 SAP-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.

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### Ensures Appropriate Use of Student Funds

\_\_\_\_\_ The SEJ SAP-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 SAP-Scoring Rubric for project evaluations.

## BUDGET APPROVAL

\_\_\_\_\_ The Sustainability, Equity and Justice Sustainable Action Fund Budget is created  
by the SEJ SAP-Operations Staff and approved by the SEJ SAR Committee during fall  
quarter. The SEJ SAP-Budget contains the Administrative Operating Budget and Non-  
Operating Projects Budget. The Budget Authority will \_\_\_\_\_ provide quarterly updates to the  
committee. The committee has the authority to review the allocation of \_\_\_\_\_ reserves  
based on a committee vote^

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### Administrative Budget

#### Renewable Energy Certificates (RECs) Investments in Renewable Energy

A portion of the collected funds shall/wtff be allocated by the committee towards  
the purchase of RECs investments in renewable energy such as Renewable Energy  
Certificates, direct \_\_\_\_\_ investments, etc.. to help fund the expansion of renewable  
power production and offset \_\_\_\_\_ 400% of the University's carbon emissions.

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#### Tier 1 Club & Small Grants

\_\_\_\_\_ The SAF-Committee allocates funding to the Admin istrative-Operating Budget in  
order to fund Tier 1 Club and Small grants Projects at the approval of the SAF  
Operations Staff. All club and small grants will come to the committee as consent items.

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### Projects Budget

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### **Tier-2 and Tier-3 Medium & Large Grants**

All funding not allocated to the Administrative Budget or committed to existing projects are allocated to the Projects Budget to fund Tier-2 and Tier-3 Medium and Large projects/grants at the approval of the committee.

### **PROJECT APPROVAL AND FUND GRANTING**

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

#### **Tier System**

Tier	Amount*	Approval	Restriction	Annual Limit*
Club	\$500 or less	Office of Sustainability approves.	One per club	\$5,000 (total 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

\*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.

#### **Tier-1 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 Tier-1 Grants is delegated by the SEJSAE Committee to the SEJSAE Operations Staff and will be spent out of the funds allocated for Tier-1 Club Grants in the Operating Budget. Once the SEJSAE Grant Program Coordinator and Campus Sustainability Manager approve the Club Grant Tier-1, they are considered funded and brought as a consent item of the committee.

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### Small Grants

To be considered groups need to submit the Small Grant application to the SEJ Operations Staff. The fund granting authority for Small Grants is delegated by the SEJ Committee to the SEJ Operations Staff and will be spent out of the funds allocated for Small 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.

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### Tier-2 Medium Grants

To be considered groups need to submit the Tier-2 Medium Grant application. The grant will be brought to the SEJSAE 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.

### Tier-3 Large Grants

Tier-3 Large Grants will be brought to the SEJSAE 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. <sup>ST</sup>
- 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. <sup>A</sup>

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### Contingency Funding

All Grants must include a contingency plan in their budget as an individual line item.

Tier-1 Club and Small Grants will be automatically given a contingency of up to 25% of their original proposal amount. Tier-2 and Tier-3 Medium and Large Grants can be given a contingency of up to 10% of their original proposal amount.

will be automatically funded a 10% contingent.

### Electronic Voting

Online or electronic voting may be utilized by the SEJSAE Committee as needed at the

motion of the committee. Electronic votine 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 SAF-Staff. All allocated funds must be spent within that timeline, unless an extension is approved by the SEJ SAF-Committee. Any unspent funds at the end of the project will be released back to the SEJ FundSAF. At the recommendation of the SEJ SAF-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 SAF 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 SAF Committee is made up of students, faculty, and staff from different areas of campus which represent different stakeholders in the SEJ SAF. 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 Student Representative or Designee

1 Prevention and Wellness Services Student 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 Sustainable Action Fund Education Coordinator (non-voting)

Sustainability, Equity and Justice Sustainable Action Fund Grant Program Coordinator (non-voting)

Sustainability, Equity and Justice Sustainable Action Fund Project Coordinator (non-voting)

Secretary (non-voting)

Director of Student Activities, Advisor or Designee (non-voting)

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### Member Responsibility

Members of the SEJ-SAP 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.^

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### RECORDS & ACCOUNTABILITY

The SEJ SAP Program and the SEJ Fund Committee SAP€ 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^ The SEJ SAP-Operations Staff creates an annual report on the operations of the SEJ\_SAP Program and fee level which can be shared by the AS VP for Student Life to the AS Board of Directors as needed yearly.

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### 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.