



Associated Students of Western Washington University
Sustainability, Equity, & Justice Fund Committee- Rules of Operation

SUSTAINABILITY, EQUITY, & JUSTICE FUND

Mission Statement

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

Commented [CC1]: Every time this acronym is used it needs to be updated to "SEJF"

SEJ Committee

The Sustainability, Equity, & Justice Fund Committee provides program oversight to the SEJ, provides budgetary direction and approval, and determines project application approval as guided by the 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 and Charter and the SEJ Rules of Operation.

Grant Program

The SEJ Program suggests funds, manages the recruitment and processing of grants for innovative student-driven project proposals that protect local and global ecology, uphold social equity, create economic vitality, maintain human health, advance sustainability and create access for students to ideas of sustainability.

The program awards grants in the following areas:

- Program Approved Grants: grants under five thousand dollars with limited stakeholders and complexity where the SEJ program has final approval, unless a conflict of interest exists
- Committee Approved Grants: multiple stakeholders, higher complexity, or higher cost projects where the Committee has final approval, includes grants that have a conflict of interest

Commented [CC2]: I was unaware of this stipulation - what is the threshold for stakeholders / complexity that would warrant committee review?

Commented [CC3]: Looks like the formatting got a bit wonky here. Also, the language looks like it's from an incomplete draft.

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

When the SEJ Fee is up for reauthorization, language and fee amount will be developed and approved for the ballot under the supervision of the committee.. When the SEJ fee needs

reaffirmation or reauthorization that significantly affects the fee amount or fee language an approval by student referendum is necessary. Following a majority vote to approve the language from students, final approval of ballot language will be from the AS Executive Board through the AS VP for Sustainability. Additionally, any needed interpretation of the fee language shall be from the SEJ Committee by consensus of the committee, or a majority vote. .

Ensures Appropriate Use of Student Funds

The SEJ Committee works to ensure the fair and equitable use of student funds, prioritizing grants that encompass a more equitable and transformative sustainability that strives for a just local and global environment, while continuing to resist the historically exclusive and marginalizing movements of environmentalism and improving the student experience. It also prioritizes grants that furthermore support the protection of local and global ecology, uphold social equity, create economic vitality and maintain human health. This will be done through the utilization of the SEJ Scoring Rubric for project evaluations.

Budget Approval

The Sustainability, Equity, & Justice Program Budget Is created by the SEJ Program Staff and subject to the approval of the SEJ Committee during spring quarter. The SEJ Budget contains the Operational Budget and the Funds for Granting Budget. The Budget Authority will provide at least quarterly updates to the committee. The committee has the authority to review and redistribute the allocation of reserves based on committee vote.

Operational Budget

Investments in Renewable Energy

A portion of the collected funds will be allocated by the committee towards investments in renewable energy such as Renewable Energy Credits (RECs), direct buy in programs, etc. to help fund the offset of the University's carbon emissions..

Program Approved Grants

The SEJ Committee allocates funding to the Administrative Budget in order to fund Program Approved Grants at the approval of the SEJ Program Staff and budget authority. All Program Approved Grants will be presented to the committee as consent items with their abstract and/or overview.

Funds for Granting Budget

Committee Approved Grants

All funding not allocated to the Administrative Budget or committed to existing projects or grants are allocated to the Fund Granting Budget to fund Committee Approved Grants at the approval of the committee.

APPROVAL AND FUND GRANTING

The SEJ Program suggests funds, manages the recruitment and processing of grants for innovative student-driven proposals that protect local and global ecology, uphold social equity, create economic vitality, maintain human health, advance sustainability and create access for students to ideas of sustainability

Tier System

Program Approved Grants

The fund granting authority for Program Approved Grants is delegated by the SEJ Committee to the SEJ Operations Staff and will be spent out of the funds allocated for Program Approved Grants in the Operating Budget. Once the SEJ Grant Program Manager and Director of Sustainability approve Program Approved Grants, they are considered funded and brought as a consent item of the committee.

Short Term Committee Approved Grants

Tier 2 Grants 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.

Long Term Committee Approved Grants

Tier 3 Grants will be brought to the SEJ Committee for decision in a two-step proposal process:

- **Abstract:** The committee will review the abstract and give a Memo of Feedback to the team with feedback and recommendations. Approval is based on available funds and alignment with the SEJF mission and values as detailed in the fee language. 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 abstract application groups are eligible to submit a final application. Following the final presentation, the committee will vote on approval. 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.

Contingency Funding

All Grants must include a contingency plan in their budget as an individual line item. Program Approved Grants can be given a contingency of 25% of their original proposal amount as decided by the SEJF Program. Committee Approved Grants can be given a contingency of up to 10% of their original proposal amount as decided by the committee.

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 grant period or project will be released back to the SEJF. 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 any grant proposal 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 regardless of grant type. Program Approved Grants that experience a conflict of interest must come to committee for a formal voting

process. This includes, but is not limited to, the Environmental and Sustainability Programs, the AS Executive Board, 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 Sustainability (Chair)

Environmental and Sustainability Programs Director (Vice Chair)

AS Vice President for Student Services

1 WWU AS Senator

3 Students at-large, appointed by AS Executive Board

-1 Student at-large

-2 Students at-large with special interest in equity and/ or justice within sustainability

1 Faculty representatives, appointed by the Faculty Senate

1 Representative from Business and Financial Affairs

AS Sustainability, Equity, & Justice Fund Education Coordinator (non-voting)

AS Sustainability, Equity, & Justice Fund Grant Program Manager (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 program, and ensuring the best use of student funds.

RECORDS AND ACCOUNTABILITY

The SEJ Program and the SEJC shall be accountable to the student body and shall make all meeting agendas, minutes, and documents available to the public. 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 Sustainability to the AS Executive Board annually.

AMENDMENTS

These rules of operation may be amended by a majority vote of the AS Executive Board.