



Associated Students of Western Washington University
Sustainability, Equity, and Justice Fund Committee
Charge & Charter
Expires October 1, 2024

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.

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)
- Environmental Justice Programming Coordinator
- AS Vice President for Student Services
- 3 Students at large, appointed by the AS Executive Board
- 1 AS Senator
- 1 Faculty Representative, appointed by the Faculty Senate
- 1 Representative from Business and Financial Affairs

Commented [ZL1]: Not sure what this new date would be.

Commented [SG2R1]: Just changed it to be the end of the academic year, seems like a time that makes sense to do it

Commented [LM3R1]: The April date allows for reviewing and submitting any updates prior to the end of the school year...such that any work over the summer can continue to operate within a current doc. So, I would encourage something in the spring.... just my 2 cents.

Commented [ZL4]: Final decision needed: are we keeping the SAIRC student rep and ESC student rep, or removing them?

Commented [GW5R4]: @Zinta Lucans , I think 3 students at large is too many. One would be plenty, as there is already plenty of input from the 4 students. Having too large of a committee prevents getting a quorum. (And there were two faculty in the past. I'm not necessarily advocating that, just acknowledging that there was no process in who gets added and taken off.)

Non-voting members:

- Sustainability, Equity, & Justice Fund Grant Program Coordinator (Co-Chair)
- Assistant Director for Student Activities and Media (Advisor)
- Sustainability Engagement Institute Associate Director
- Sustainability, Equity, & Justice Fund Grant Program Ambassador
- 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 Coordinator. 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.

Conflict of Interest Clause: We must avoid activities that would compromise the public's confidence in the Associated Students' and SEJF Program's integrity, and activities that would impair our objectivity of judgement in the discharge of our responsibilities to the institution and student body. We should demonstrate sensitivity in identifying potential conflicts of interest, whether of a financial, personal, or professional nature. In the event of any grant proposal where an individual committee member is a project owner and/or direct beneficiary (including non-voting members), the application will automatically be brought to the SEJF Committee for approval, regardless of grant size. This includes, but is not limited to, the Associated Students, the AS Executive Board, the Sustainability Engagement Institute, and the Viking Union. 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.

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, Assistant Director for Student Activities and Media, and the Director of the Sustainability Engagement Institute. They are tasked with reviewing and determining approval of projects for grants that are facing schedule constraints. 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 consensus of the committee, subject to review and approval by the AS Executive Board.

6. AMENDMENT:

This Charter may be amended by a majority vote from the AS Executive Board, with input from the SEJF Committee and the Sustainability Engagement Institute.

7. REPORTAGE:

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

Commented [LM6]: Is this standard AS language for committee operation? When is an instance where this would be necessary or appropriate?



Associated Students of Western Washington University
Sustainability, Equity, and Justice Fund Committee Charge & Charter
Expires April 10, 2023

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- Making recommendations concerning the allocation of Sustainability, Equity, and Justice Fund funds and following up on multi-year grants.
- Evaluating the Sustainability, Equity, and Justice Fund program, identifying issues, and recommending changes to the fee level as well as the program as a whole.
- Acting in accordance with the Sustainability, Equity, and Justice Fund Program Rules of Operation.
- Upholding the Fee Mission.

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 voice in sustainability movements through:

- Defining equity and justice, and aligning committee conduct and processes to reflect these values
- Integrating educational opportunities and dialogue to build understanding of environmental justice and systemic issues rooted in the history of sustainability and environmentalism
- Redefining sustainability on campus and in the larger community to reflect focuses on human health

MEMBERSHIP

Voting:

AS Vice President for Sustainability (Co-Chair)

Environmental & Sustainability Programs Director (Vice Chair)

AS Vice President for Student Services

3 Student at-large , appointed by AS Executive Board

- 2 Students at-large with interest in equity and/or justice
- 1 Student at- large,

- 1 WWU AS Senator
- 1 Faculty representative, appointed by the Faculty Senate
- 1 Representative from Business and Financial Affairs
- 1 Student Staff Representative from SAIRC
- 1 ESC Student Staff Representative

Non-voting:

- Facilitator and advisor to the SEJF Committee, Professional Staff designee appointed by Eric Alexander (Co-chair)
- Sustainability Engagement Institute Director
- Sustainability, Equity, & Justice Fund Grant Program Manager
- Sustainability, Equity, & Justice Fund Grant Program Coordinator
- Sustainability, Equity, & Justice Fund Grant Program Ambassador
- Student Governance Assistant Secretary

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.

CHAIR

The Chairpersons shall be the AS Vice President for Sustainability and . They shall convene the meetings, approve agendas, and preside at all meetings. The Vice- Chairperson shall be AS Environmental and Sustainability Programs Director and acts in the absence of the Chairperson.

1. MEETINGS:

Meetings shall be called by the Chairpersons. 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.

2. 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.

Conflict of Interest:

We must avoid activities that would compromise the public’s confidence in the Associated Students’ and SEJF Program’s integrity or activities that would impair our objectivity of judgment in the discharge of our responsibilities to the institution and student body. We should demonstrate sensitivity in identifying potential conflicts of interest, whether of a financial, personal, or professional nature. In the event of any grant proposal where an individual committee member is a project owner and/or directly benefits individual members of the SEJF 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

Commented [LW1]: Point was raised: Since the Chair or Vice Chair are both positions that are extremely busy, should there be a third in line and who? I am personally not comfortable with non voting members leading a meeting because they are SEJF workers who are not as familiar with AS process and proceedings of meetings under the OPMA and general committee standards. I would be comfortable with the AS VP of Student Services or their Exec Board proxy running things

Commented [LW2]: Point was raised: should it be any member or just voting members? I am ok with keeping the language as is so long as the member has the support of 3 voting members (the conditions now)

Commented [EA3]: Does this include grants that come from other elements of the AS, SEI, any of the departments that are represented?

Commented [LW4R3]: Discuss this point further with others: Maybe make a distinction that the grant proposal cannot benefit the individual member in their position? But then barring entire groups of people (for example the ESC and SAIRC) from access to funds because they have a single person from their department making votes not based on their individual/ positional insight, but about viability/ value of grants, seems like a step in the wrong direction for upholding the SEJF values and DEI related values

limited to, the Environmental and Sustainability Programs, the AS Executive Board, Sustainability Engagement Institute, and The Viking Union. The committee member(s) will be asked to abstain from voting.

3. QUORUM:

A simple 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.

4. OUT OF SESSION PROCESS:

When the committee is not in session, this committee's responsibilities fall to the AS VP for Sustainability (Chair of SEJF Committee or designee), AS ESP Representative (Vice Chair of SEJF Committee or designee), and the Director of the Sustainability Engagement Institute (or designee) to consider and determine approval of projects for medium to large sized grants that are facing schedule constraints. Grant proposal approval will require the support of all involved parties and will be based on the project's alignment with the values of the SEJF mission and Western's Sustainability Action Plan, in addition to the proposal's viability. Approval of a project via this process will facilitate funding and implementation that will fall under the standard SEJF grant program guidelines and expectations.”

Excusing oneself from the out of session process:

If the aforementioned decision makers of the out of session process are involved with an out of session project or have conflicts of interest that would interfere with providing an unbiased, objective opinion, then the person(s) will need to abstain and the decision will fall on the rest of the decision makers or their designees.

4. RULES OF OPERATION:

The committee may adopt and amend rules of operation governing its operation by consensus of the committee, subject to review or approval by the AS Executive Board.

5. AMENDMENT:

This Charter may be amended by a majority vote of the AS Executive Board, with input and insight from the SEJF Committee membership and any Sustainability Engagement Institute positions.

6. REPORTAGE:

This committee shall report to the AS Executive Board through the AS Vice President for Sustainability in consultation with the President of Western Washington University, or their designee.