



**Associated Students of Western Washington University**  
Sustainability, Equity, and Justice Fund Committee  
Charge & Charter

**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)
- AS Vice President for Diversity
- 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 Representative from Business and Financial Affairs

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(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 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.

If a 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 prior to the meeting.

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

Approved by AS Executive Board

{10/12/2023}

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 SEJF Committee, with input from the Sustainability Engagement Institute. If changes are proposed that would change the fundamental structure of this charter, those amendments are subject to AS Executive Board approval.

#### **7. REPORTAGE:**

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