



Associated Students of Western Washington University

Sustainable Action Fund Committee– Rules of Operation

SUSTAINABLE ACTION FUND PROGRAM

Mission Statement

The Sustainable Action Fund (SAF) Grant Program promotes student development opportunities through the implementation and support of sustainable practices at Western Washington University.

SAF Committee

The Sustainable Action Fund Committee provides program oversight to the SAF, provides budgetary direction and approval, and determines project application approval. The SAF Committee upholds the SAF Mission to support social, environmental, and economic sustainability on our campus and community, as well as to provide student engagement and development opportunities.

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

Grant Program

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

The program awards grants in the following areas:

- Tier 1 Grants: wage grants, professional development grants, research grants, event/workshop grants
- Tier 2 Grants: purchasing grants
- Tier 3 Grants: projects that are multi-stakeholder and/or “complex”

PROGRAM OVERSIGHT

Program Advisement

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

Sets and Interprets Fee Language

In the event that the SAF Fee is up for reauthorization, the 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 SAF Committee by consensus of the committee, or a majority vote.

Ensures Appropriate Use of Student Funds

The SAF 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 SAF Scoring Rubric for project evaluations.

BUDGET APPROVAL

The Sustainable Action Fund Budget is created by the SAF Operations and approved by the SAF Committee. The SAF Budget contains the Administrative Budget and the Projects Budget.

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.

Tier 1

The SAF Committee allocates funding to the Administrative Budget in order to fund Tier 1 Projects at the approval of the SAF Operations Staff.

Projects Budget

Tier 2 and Tier 3

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 projects at the approval of the committee.

PROJECT APPROVAL AND FUND GRANTING

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

Tier System

Tier 1

The fund granting authority for Tier 1 Grants is delegated by the SAF Committee to the

SAF Operations Staff and will be spent out of the funds allocated for Tier 1 Grants in the Operating Budget. Once the SAF Grant Program Coordinator and Campus Sustainability Manager approve Tier 1, they are considered funded and brought as a consent item of the committee.

Tier 2

Tier 2 Grants will be brought to the SAF 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. Approval happens at the motion of a committee member and a majority vote of the seated membership.

Tier 3

Tier 3 Grants will be brought to the SAF 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.
- **Final Application and Presentation:** Following the final presentation, the committee will vote on project approval. 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 SAF Committee as needed at the motion of the committee.

Project Follow-up

Proposals will have an individual timeline determined by the team with the support of the SAF Staff. All allocated funds must be spent within that timeline, unless an extension is approved by the SAF Committee. Any unspent funds at the end of the project will be released back to the SAF. At the recommendation of the 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 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 SAF Committee is made up of students, faculty, and staff from different areas of campus which represent different stakeholders in the 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)
- 2 Students at-large, appointed by AS Board of Directors
- Environmental and Sustainability Programs Director or Designee
- 1 ESC Representative or Designee
- 2 Faculty representatives, appointed by the Faculty Senate
- 1 Representative from Business and Financial Affairs
- AS Sustainable Action Fund Education Coordinator (non-voting)
- Sustainable Action Fund Grant Program Coordinator (non-voting)
- Secretary (non-voting)
- Director of Student Activities, Advisor or Designee (non-voting)

Member Responsibility

Members of the SAF 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, keeping in mind the goals and values of the program, and ensuring the best use of student funds.

RECORDS & ACCOUNTABILITY

The SAF Program and the SAFC shall be accountable to the student body and shall make all meeting agendas, minutes, and documents available to the public. The SAF Operations Staff creates an annual report on the operations of the SAF Program and fee level which can be shared by the AS VP for Student Life to the AS Board of Directors as needed.

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.