

# Associated Sustainability Fund Allocation Committee Procedures

## AS Sustainability Center, Updated Spring 2017

### Background

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In the spring 2006 AS General Election the student voters overwhelmingly passed a referendum that increased the student union fee by \$5.00\* each semester to specifically develop a comprehensive sustainability program for the Associated Students. The program was created to advance and coordinate sustainability standards for the AS and to provide a competitive funding source for student-generated projects that uphold the goals and ideals of sustainability.

This specific fee is expected to generate an annual budget of \$205,675 for the 2017-18 academic year. These monies first support the AS Sustainability Coordinator career position, paid student coordinators, and program operations. Remaining dollars are then assigned to the Sustainability Funding Allocation Committee (SFAC) to allocate to student-driven and/or AS projects through competitive funding cycles during the academic year. The amount expected to be available for SFAC in 2017-18 is \$99,845. The total budget for AS Sustainability including SFAC dollars is approved by the Bell Memorial Union Committee (BMUC) each year.

*(\*Note: All campus based fees at CSU, Chico increase annually by an approved CPI. The specific fee for AS Sustainability is now \$6.12 per semester for the 2017-18 FY and will continue to increase by the future applications of the CPI.)*

### Purpose

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The purpose of the Sustainability Fund is to further the goals of Sustainability. Sustainability, as defined in the 2006 Referendum, “is about remaking the human presence in the natural world in a manner that will allow all current and future humans to be healthy; have strong, vibrant, secure, and thriving communities and nations’ have economic opportunity for all; and restore and maintain the integrity of our life-support system – the biosphere. Without sustainable, social, environmental, and economic policy, we have no future. Every day the American people consume more resources that the planet can recover. If we continue down this path we will leave nothing of the planet, we have borrowed from our children. However, the purpose of education is to create responsible citizens and stewards of a common future.”

### SFAC Meetings

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- The Chair will notify committee member at the start of each academic year with information regarding the total funds available for allocation, the proposed timeline for workshops and meetings, and the total reserves.
- SFAC members are required to attend two meetings each academic year and one workshop

- Three weeks before each meeting, proposals and rubric forms will be sent to each committee member, to be returned a week before the meeting
- Proposals will be ranked based on total score and presented along with funds available for that cycle
- Applicants will have the opportunity to present their projects and SFAC committee members can edit their evaluations before making a recommendation for funding.

### AS Voting Procedures

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- Quorum – there are 12 members, 10 of which vote. Quorum is 50% plus one of the voting members, 7 is a quorum for SFAC. The AS does not allow proxy voting.
- Abstentions should only be done if there is a conflict of interest or the member does not have enough information to vote.
- In order to discuss possibility of funding, there needs to be a motion on the table. “I move to approve funding (project name) in the amount of \$. A second is required to continue.
- Discussion will begin. The maker of the first, original motion can amend their own motion. The motion needs to be seconded by the original seconder, or another voting member.
- If someone else has a different dollar amount in mind, they can make a Substitute motion, which needs to be seconded by someone on the committee. After further discussion, the committee votes on the Substitute motion first, and if it passes, they do not need to vote on the first, original motion. If it does not pass, the first, original motion is still on the table.
- If a motion does not pass, number of Substitute motions are made; voting is done on the most recent Substitute motion. If the most recent substitute, it continues down the layers. Substitute Motion #3 fails, then it’s SM #2, then SM #1, then original motion.

### Roles

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- AS VP of Facilities and Services
  - Chair the SFAC, or appoint the Commissioner of Sustainability Affairs as their chair designee
- SFAC Chair
  - At the first of each academic year, the Chair will distribute information regarding the total funds available for allocation, the proposed timeline for workshops and meetings, and total reserves.
  - Shall call all committee meetings
  - Shall report to BMUC
- Commissioner of Sustainability Affairs
  - Shall be the Vice-Chair of the SFAC
- AS Sustainability Coordinator
  - Assist the Chair to establish an agenda for meetings

- Review applications for completeness
- Facilitate all stages of the SFAC request for funding process (workshops, marketing, meeting preparation, award processing...)
- AS Assistant Sustainability Coordinator
  - Assist the Sustainability Coordinator with the funding process
  - Take minutes at the SFAC meetings
  - Manage individual project budgets
- AS Associate Executive Director
  - Provides a final check-off and evaluates risk to Associated Students

### Project selection

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- Applicants will define sustainability as related to their project
- Applicants will have approximately six weeks to complete their applications
- All CSU, Chico students and AS programs are eligible
- Evaluate if other sources of funding (IRA, SFA..) were sought after. Matching funds are encouraged, but not allowed if the source is from the AS.

### Recipient requirements

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- Attend one workshop
- Applicants are required to set a meeting with AS Sustainability Coordinator to have their applications reviewed for completeness
- Schedule a post award meeting with AS Sustainability Assistant Coordinator and receive the informational packet for project directors
- Log reusable items with the AS Sustainability Center as determined by the AS Associate Executive Director
- Upon projects completion, complete a SFAC survey for project overview, program evaluation, and promotion as well as submit 3-5 photos of the project.

### Procurement requirements based on resolutions

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- Styrofoam cups are prohibited
- Recycled paper is strongly encouraged
- T-shirts need to be made with 100% organic cotton or pay a mitigation fee
- Use reusable products or bio-plastics when re-usable products are not possible, not petroleum based products
- Purchase organic food products whenever possible

### Assets and inventory

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- Assets derived from SFAC funding become the property of the AS once the project is completed unless otherwise authorized by the Associate Executive Director.
- Equipment will be logged by AS Sustainability
- Logged equipment will be added to AS' insurance coverage

- Equipment will be stored either with the receiving department or by AS Sustainability
- Equipment will be available for loan to future sustainability projects

### Trainings

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- Three applicant workshops will be held at the start of each semester
- SFAC on-boarding for AS VP of Facilities and Services, BMUC, and the AS Sustainability Commissioner will take place at the beginning of each academic year
- SFAC members will receive a Sustainability 'kit' at the start of each academic year which includes; 2006 Referendum and advisory measure, policy and code, annual Sustainability Fund Budget, sample proposal, sample rubric, past projects

### Outreach

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- Ensure the student body is informed about where student dollars are going and how to access these dollars and services.
- Maintain current stakeholder list
- Update the AS Sustainability Fund Webpage
- Host a library of projects on the AS Sustainability webpage
- Announce funding cycles through Campus Announcements, Student Announcements, stakeholder e-mail list, posters, facebook, and the marquee