Salem College Student Government Association Sustainability Fund Committee

Article 1: Committee Description and Mission Statement

The Salem College Sustainability Fund Committee promotes and enhances the institution’s sustainability efforts by raising environmental stewardship awareness through community led initiatives. The Sustainability Fund is supported by student fees collected through the Student Government Association and is administered by the Salem College Sustainability Fund Committee.

Mission Statement: The Salem College SGA Sustainability Fee initiatives empower students to continue the legacy of the College through environmental stewardship. The Sustainability Fund provides access to resources to support sustainable efforts, programs, projects and research. The fund is governed by the Salem College Sustainability Fund Committee

Article II: The Salem College Sustainability Fund Committee

Section 1: The Sustainability Fund Committee
The Salem College Sustainability Fund Committee, hereinafter also referred to as “Committee,” shall:
- Oversee the process for soliciting project recommendations;
- Determine fund allocations;
- Set priorities and timelines for the distribution of the funds;
- Publicize and promote the existence and usage of the Sustainability Fund; and
- Provide annual progress reports of funded projects.

Section 2: Voting and Powers
A simple majority of the full voting body is required for official action by the Committee. No member has individual authority to act on behalf of the Committee.

Section 3: Membership Number and Selection
The Committee shall have a total of six members. All members shall have an understanding of environmental stewardship and a willingness to promote the Sustainability Fund mission.

The Committee shall be comprised of the following members:
- Three Salem employees:
- One (1) member of the administration nominated by the Dean of Students and approved
by the SGA Legislative Board.
One (1) faculty member nominated by the Dean of the College and approved by the SGA Legislative Board.
One (1) staff member nominated by the Dean of Students and approved by the SGA Legislative board.

Three (3) student members:
- SGA Sustainability Chair (*)
- Eco Club member appointed by the Eco Club
- One student member at large. (*)

The SGA Sustainability Chair will be approved by a vote of the student body. The Chair will be responsible for seeking nominations for the student at large member to be presented to the full Committee for membership.

The Committee shall invite others to meetings as required to provide information and expertise.

Section 4: Membership Qualifications
All students serving on the Committee must be full-time undergraduate students with a minimum 2.25 GPA. All staff and faculty members must be current full-time employees at Salem College.

Section 5: Term Limits
Salem faculty, staff, and administration on the Committee will serve for a one-year term, with no limits on number of terms served.

Student members may serve no more than two (2) consecutive terms. For students, this will be a one-year position.

Terms will begin on the last full week of classes of the spring semester. Member appointments for the upcoming term shall be finalized in the last meeting of each semester.

The Committee has the right to appoint members should vacancies occur at any given time of the year and will follow the membership guidelines as set forth under section 3.

Section 6: Chair and Vice Chair
The Sustainability Committee shall have two (2) officers—the Chair and the Vice Chair.

The Chair will be the SGA-Elect Sustainability Committee student member and is
responsible for presiding over all meetings. The Chair shall schedule/facilitate meetings and develop the agenda. The Chair shall be responsible for all communication with Committee members. The Chair shall coordinate various financial and administrative issues, maintain the archives of the Sustainability Fund Committee, including but not limited to maintaining financial records, recording allocations, monitoring and reporting on progress of funded projects/programs; receive and distribute final reports; and prepare an annual report of the previous year’s budget and funded projects.

The Vice Chair shall assist the Chair with said duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair shall take minutes at the Committee meetings and keep copies for future reference. The Vice Chair shall submit a draft of minutes to members of the Committee for approval following each meeting. A copy of all materials shall be submitted to the director of administration for institutional recordkeeping.

At the beginning of each term, the Committee will accept nominations from the membership for Vice Chair. The Vice Chair will be selected by majority vote with a student-majority present (a simple 2 or 3 students).

**Section 7: Conflict of Interest**
The Committee shall ensure conflicts of interest are minimized and all potential conflicts of interest are made transparent.

**Article III: Meetings**

**Section 1: Meetings**
Meetings shall be held regularly as determined by the Chair upon consideration of member availability, but at least three times in one academic year. The schedule shall be set at the first meeting. The Chair shall also make recommendations to schedule additional meetings as necessary and communicate those to the Committee.

**Section 2: Attendance**
Student members may not miss more than one third of Committee meetings in one year (number of meetings would be predetermined at the beginning of the year) without an excused absence as determined by the Chair. Employees should make every effort to attend all meetings.

**Article IV: Parliamentary Procedures**

**Section 1: Quorum**
At least three (3) voting members with at least one (1) student and one (1) employee must be present for quorum to be established.
Section 2: Voting
A majority vote is required for all recommendations with one exception. Recommendations requiring Sustainability Fund approval shall demand all members of the Committee cast a vote.

Section 3: Amendment of Bylaws
Amendments of the Bylaws require a simple majority vote by members of the Committee.

Article V: Funding
Section 1: Allocations of Funds
The Sustainability Fund Committee determines the amount of funding allocated to each grant recipient(s). The Committee may recommend but shall not commit funds for future years. The entirety or a portion thereof of the Sustainability Fund may be carried forward and applied to future projects in years forward.

Section 2: Project Proposals
The Sustainability Fund shall be used exclusively for projects that provide: Environmental improvements at the College through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, educational programming, planning and maintenance, irrigation, environmentally oriented research, or matching funds for environmental improvement grants.

The Committee will determine the schedule, format and methods used to solicit project proposals. Any changes to plans during a project's duration must be presented and approved by a simple majority of the Committee.

2.1 Eligibility for Funding
To be considered for funding, the following criteria must be met:
- Completed application and supporting documents are required.
- Projects must directly address environmental sustainability or “green” initiatives at Salem College or within the Salem College Community.
- All proposed projects must have clearly articulated outcomes.
- Project proposals may be submitted by Salem College students, organizations or employees.
- Student proposals must be supported by a faculty or staff member, or student organization with an advisor.
- Employee proposals must be supported by the Dean of the College and/or head of the division to which the employee reports.
Whenever appropriate, the statement “Sponsored by the Salem College Sustainability Fund” or equivalent shall be used in the project. Projects are strongly encouraged to include student involvement.

2.2 Evaluation Criteria for Proposed Projects
The Committee shall give preference and priority to project proposals that meet the following criteria. All do not need to be met to qualify for an award, although projects must meet the mission of the Sustainability Fund. If applicable, proposals should

- Demonstrate the greatest reduction in Salem College’s negative environmental impacts;
- Demonstrate a return on investment through increased efficiency;
- Include strong student participation component;
- Should include publicity, education, and outreach considerations; and
- Include matching funds from other sources.

Section 3: Accountability
The Sustainability Fund shall be maintained using existing College protocols and will be disclosed to the student body upon request. SGA will outline expenditures from the Sustainability Fund and semester and annual reports of its activities shall be provided.

All projects funded by the Sustainability Fund shall submit a progress report halfway through the project timeline and a final report at the conclusion of the project to summarize the effectiveness of the project and assess the potential impact on the Salem College community.

Section 4: Other Rules Relating to the Sustainability Fund
Any funds not allocated or expended in a given year shall remain in the Sustainability Fund account for future usage. Funds allocated to a project that are not spent within the project time frame shall be returned to the Sustainability Fund for reallocation unless an extension of time is approved by the Committee.

Section 5: Compliance with Higher Regulations
Actions guided by the bylaws stated above shall comply with all local, state, and federal laws, in addition to Salem College policies.