**Sustainability and Environment Committee (SEC)**

 Functions:

1. Provides proposals, advice, and support on matters of policy and procedure relating to sustainability and the environment to the Executive Committee and the university where Washington State University (WSU) – Pullman and the Research and Extension Centers are responsible for the implementation of sustainability and environmental requirements set forth in federal, state, local, laws and regulations and the American College and University President’s Climate Commitment.

The Regional Campuses have, or are in the process of developing, separate sustainability and environmental programs and committees.

A common website will be available to all WSU sustainability and environment programs and committees. <http://sustainability.wsu.edu/>

1. Coordinates and communicates with WSU departments and their faculty, staff, and students about sustainability and environmental policies, procedures, and issues including but not limited to those identified in Executive Policy # 24 – WSU Sustainability Initiative. <http://public.wsu.edu/~forms/HTML/EPM/EP24_WSU_Sustainability_Initiative.htm>
2. Coordinates and facilitates communication between other WSU sustainability and environment -related committees and programs, including but not limited to the Center for Environmental Research Education, and Outreach (CEREO), ASWSU Environmental Student Organizations, Institute for Sustainable Design, Center for Sustaining Agriculture and Natural Resources, Clean Technologies, and Transportation Services.
3. Reviews University sustainability and environmental issues annually.
4. Sends proposals that require funding or proposed policy changes to the Executive Committee for approval or further development.
5. Annually reviews sustainability and environment statistics and campus sustainability and environment information provided to students, staff, faculty, visitors, stakeholders, and regulatory agencies, and makes suggestions for improvements.
6. Administers the Student Green Fund and establishes other subcommittees for specific issues.
7. The committee is scheduled to meet monthly.
8. A quorum of greater than 50% of the voting members is required to conduct the business of the committee.

**Composition:**

*Voting Members:* Nominations reviewed and approved by the President’s Office

**Students**

1 Graduate student voting member nominated by GPSA

1 Undergraduate student voting member nominated by ASWSU

1 Student Affairs staff member – nominated by Student Affairs to advocate for students and to providing consistency for multi-year projects and initiatives

**Faculty**

3 voting members nominated by the Faculty Senate

**Staff**

  3 voting members nominated by the Vice President for Finance and Administration

*Non-Voting Members:*

1. The Committee will ask others as needed to provide contact personnel to offer advice, information and support to the Committee.
2. The Environmental Health and Safety Department will provide the committee secretary.
3. The Committee will ask each of the following community affiliates and others as needed to provide a contact person to offer advice, information, and support as needed to the Committee: Pullman Public Works, Whitman County Public Works Department, Whitman County Public Health Department.

**Tenure:**

1. Every March the ASWSU and GPSA will each nominate a student voting member for a 1 year term from August 16 to August 15. Student Affairs will nominate a Student Advocate staff member as needed.

Every other year in March three Staff voting members will be nominated by the Vice President for Finance and Administration for a two year term.

Every other year in March three Faculty voting members will be nominated by the Faculty Senate for a two year term.

Term years are from August 16 through August 15.

1. At the April meeting, the Committee Chair for the next year is nominated by the Committee.  The nomination is reviewed by the Vice President for Finance and Administration, and if approved, the nomination is forwarded to the President for approval and appointment. When a committee member leaves his/her position or employment at the campus, or is absent for an extended length of time, the member will notify their nominating administrator and/or the committee secretary so that a replacement can be nominated to serve the remainder of the term.  ASWSU or Faculty Senate will send a memorandum to the Vice President for Finance and Administration who will forward the nomination to the President. If the Committee Chair leaves this position or employment at the campus, or is absent for an extended length of time, interim leadership of the committee is established promptly by special election at a meeting of the committee to serve the remainder of the term until scheduled elections in April.

**Executive Committee**

Functions:

1. Decides and implements, rejects, or alters proposed policy changes or proposals received from the SEC that require additional funding.
2. Communicates with College and Department Heads about policy and regulatory changes that require implementation from the top down.
3. Sends requests to study and make recommendations on sustainability and environment issues to the Sustainability and Environment Committee
4. The Executive Committee will meet at the call of the Executive Committee Chair and when requested by the members of the Executive Committee.
5. A quorum of greater than 50% of the voting members is required to conduct the business of the Executive Committee.

Composition and Tenure:

*Voting Members:*

1. One student, one faculty, and one staff voting member elected from the Sustainability and Environment Committee
2. Faculty Member – Nominated by CEREO Director
3. Director Student Involvement
4. The Executive Director for Sustainability - Chair