

**Student Environmental Sustainability Fee (SESF) and Fund By-Laws**  
06/18/2012

Created by Students in 2008

1. Introduction

1.1. The Student Environmental Sustainability Fee and Fund By-Laws will be considered the system by which this fee and funds are governed.

1.2. SESF's objectives are to:

- Promote student's commitment to sustainability
- Provide student opportunities to engage in projects of individual or collective interest or that support the institution's sustainability plans and goals.
- Broaden or enhance student success by integrating sustainability into the curriculum;
- Provide leadership in our communities and throughout society by modeling paths to a sustainable future.

2. Student Environmental Sustainability Oversight Committee

2.1. Hereinafter "the Committee" is an advisory body to the Associated Student Government (ASG) Board of Directors (BOD), responsible for making recommendations pertaining to the collection, distribution and direction of the SESF budget.

2.2. The Committee will have, at minimum, quarterly public meetings, adhering to the Open Public Meetings Act, to review funding requests and reports, which will include SESF expenses, oversight, revenues, fund balances, and new proposals.

2.3. The Committee is made up of the following members:

Voting

- ASG Environmental and Social Responsibility Representative (Committee Chair)
- ASG President
- Sustainability and Science Association Program Coordinator or designee
- Student-at-large appointed by the ASG president
- Faculty member appointed by Faculty Union
- Classified Staff appointed by Classified Union
- Administrative representative appointed by VP of Administration

Non-Voting

- Student Programs Representative
- Environmental Advisory Committee Representative
- ASG Chief Justice or Judicial Board Designee
- Office of Sustainability Representative

Committee members may designate proxies to vote on their behalf in the event they are unable to attend.

Any changes to membership structure must pass through the ASG BOD. The SESF Oversight Committee is structured to retain a student majority in membership.

2.4. The Committee will keep detailed records and minutes.

2.4.1. The Judicial Board will take minutes, and, if requested, act as a parliamentarian.

### 3. Voting Procedure and Budget Approval Process

3.1. The Approval of all expenditures shall require a simple majority vote.

3.2. The Committee shall not deliberate without a quorum (two-thirds of voting members present).

3.3. The Committee Chair is responsible for tracking and presenting budget status and information to the committee at the beginning of all meetings.

3.4. The Committee upon approval will send its recommendations to the ASG BOD for approval.

3.4.1. Upon disagreement, the Committee and the BOD will enter into negotiations.

3.5. The Assistant Dean of Student Services, or designee, has final budgetary authority, and will act as an arbiter between the SESF Committee and President's Staff in the case of disagreement.

3.5.1. The Assistant Dean, in the capacity as budgetary authority, will be responsible for ensuring that the College's Fiduciary responsibility is maintained and that students retain the ability to govern the SESF fee.

3.5.2. Upon irreconcilable disagreement between the budgetary authority and the SESF Committee, the College President will arbitrate.

### 4. Fee Allocations:

The annual revenue of the Student Environmental Sustainability Fee shall be allocated to the following purposes:

#### 4.2 Office of Sustainability

**Purpose:** Outreach, administration, strategic planning, project management, support to Bellevue College community.

#### 4.1 Student Environmental Sustainability Fund

**Purpose:** Supporting student and employee sustainability projects from conception to completion.

**Criteria:** Student or employee generated limited term sustainability activities.

**Target:** Students and employees with the desire and capacity to implement a sustainability project.

#### 4.3 Sustainable Transformations Fund

**Purpose:** Leverage funds and offer revolving loans for high value projects that make large institutional shifts in the campus environments, operations or curriculum.

**Criteria:** 1) Total project value (including matches) anticipated around 5% or more of the total fund balance 2) Must provide partial matching funds (internal or external) or in-kind contributions or a partial financial return.

**Target:** ASG/ College Administration/ Office of Sustainability in partnership with a public, private or not for profit organization

4.4 Sustainability Curriculum Fund

**Purpose:** To reach students and employees who otherwise would not participate through targeted incentives and support.

**Criteria:** Creates an incentive for students to participate in sustainability focused courses or assignments and faculty to create sustainability related curriculum.

**Target:** Students and faculty with little to no previous experience with sustainability.

5. Use of Funds: The SESF fund intends to support programs or initiatives that are sustainable for student use and education while enhancing BC's efforts to continue to create a campus that is environmentally responsible. The costs to be incurred for these programs are subject to the guidelines set forth in the Student Financial Code and BC policies and procedures.

4.5.1. All SESF expenditures will be allocated from fees collected from prior academic period. The committee will recommend SESF allocation for the next fiscal period.


4.5.2 The Committee may recommend adjustment or reallocation of the fee revenue between any of the above allocations. This will require a two-thirds vote of the committee.

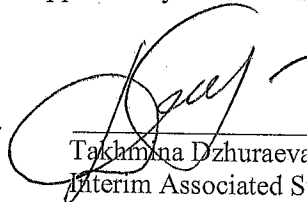
6. Transparency

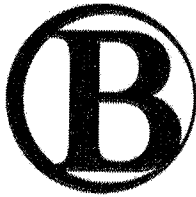
5.1 The SESF shall make all of its records available to the public, including project proposals that have received funding.

7. Agreement Maintenance

6.1. Any changes to this agreement must be approved by the BOD with a two-thirds vote. These By-Laws should be reviewed annually.

  
Date 06/18/12  
Laura Saunders  
Interim College President

  
Date 06/18/2012  
Takhmina Dzhuraeva  
Interim Associated Student Government President



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