Student Union: Student Sustainability Fund
Constitution

Preamble

The Student Sustainability Fund (SSF) is an Executive Entity of the Student Union at Washington University in Saint Louis, charged with allocating money towards funding undergraduate students’ sustainability projects. The SSF is comprised of Washington University students, faculty, administrators, and facilities representatives to support projects that benefit the student body and promote an ethos of sustainability and stewardship of the environment.

Article I: Name

The name of this organization shall be Student Sustainability Fund (SSF) and shall be comprised of four (4) constituents parts: SSF Executive Board, SSF Graduate Treasurer, the Committee, and Advisory Board. Projects lead by undergraduate students will only be funded by Student Union’s grant and be overseen by only the undergraduate members of the SSF Executive Board and Committee. Projects lead by graduate students will only be funded by Office of Sustainability’s grant and be overseen by all members of the SSF Executive Board, SSF Graduate Treasurer, and Committee.

Article II: SSF Executive Board

Section 1. Purpose
a. The Executive Board shall serve as the principal governing body of the SSF and will oversee duties of the SSF Graduate Treasurer, Committee members, Advisory Board members, and funded project leaders.

Section 2. Membership
a. All positions in the SSF Executive Board shall consist of constituents of the Student Union.
b. Membership in the SSF Executive Board shall consist of the President, Undergraduate Treasurer, Director of Internal Communications, Director of Public Relations Chair for Traditional Media, and Director of Public Relations Chair for Social and Digital Media.
c. All members of the SSF Executive Board shall have voting rights in the bi-semester application review meetings for both undergraduate and graduate projects.

Section 3. Minimum Requirements
All members of the Executive Board must follow these requirements within their term:
   a. Cannot miss more than three weekly meetings barring extenuating circumstances.

1 The Student Sustainability can allocate money towards both graduate and undergraduate projects; however, graduate projects will only be granted from Office of Sustainability. Only undergraduate projects will be granted from Student Union.
b. Cannot miss the bi-semester review meetings barring extenuating circumstances.
c. Must perform all tasks within one week, unless stated by the President. Failure to do so for the first time will a warning. After the second failure, the Officer will be assigned additional tasks to compensate for the missed task. At the third failure, the position will be terminated and replaced (refer to Article IV: Election and Termination of SSF Executive Board).

**Article III: Duties of the SSF Executive Board**

**Section 1.** Each Member of the Executive Board must:
   a. Hold his or her position for at least one (1) calendar year from spring to fall semesters.
   b. Attend weekly meetings of the Executive Board and Committee of the SSF.
   c. Attend the Information Session.
   d. Attend the bi-semester application review meetings having filled out Pre-Meeting Review Sheet.
   e. If not able to attend with extenuating circumstances, email in the Pre-Meeting Review Sheet with thoughts, concerns, and vote.
   f. Create thorough transition materials to be given to his or her successor. The transition period will occur during winter break and beginning of the spring semester.

**Section 2.** The President shall:
   a. Oversee the overall coordination of the entire SSF.
   b. Organize and facilitate weekly meetings to outline weekly jobs for each Executive Board and Committee members.
   c. Meet with the SSF Student Union Staff Advisor once per week.
   d. Collect and ensure the creation and upkeep of thorough transition materials by all SSF Executive Board members.
   e. Act as a liaison between the SSF and Student Union and Office of Sustainability.
   f. Maintain a calendar with the application deadline dates, bi-semester application review meeting dates, and funded groups workshop dates.
   g. Compile all End of Semester Reports from all ongoing projects for Student Union and Office of Sustainability. All ongoing project must submit a End of Semester Report outlining its spending, future budget, and successes from the semester.
   h. Set-up and run the bi-semester application review meetings one week after the application deadline (refer to Article XIII: Application Process).
   i. Set-up and run the Information Session three weeks before the first application deadline of each semester.
   j. Set-up and run the Funded Groups Workshop one week after bi-semester application review meeting (refer to Article XIII: Application Process).

**Section 3.** The Undergraduate Treasurer shall:
   a. Oversee the money granted by Student Union.
b. Submit the yearly budget request to the Vice President of Finance of the Student Union at the beginning of each spring semester.

c. Meet with the Vice President of Finance of Student Union at least three times each semester to discuss the spending and budget of the SSF.

d. Track spending, allocations, and liability of all undergraduate projects at sufinance.wustl.edu.

e. Track reimbursement for undergraduate projects
   - Meet with project leaders to obtain expense request forms and check if forms are properly completed.
   - Submit the properly-completed forms to the Student Union business office.
   - Update information on sufinance.wustl.edu
   - Check the SSF folder for any rejected requests at least twice per week

Section 4. The Director of Internal Communications shall:

a. Manage internal documents through DropBox and GoogleDrive.

b. Check the email daily and reply to every email as efficiently as possible.

c. Forward emails to responsible parties and organize them with appropriate tags:
   - PNMS-perspective new committee members
   - Current Applicants
   - Past Applicants (A)= accepted applicants
   - Past Applicants (F)= failed applicants

c. Send out a scheduling survey at the beginning of each semester to determine a weekly meeting time. Reserve a space for all weekly meetings.

d. Reserve a space for the Information Session.

e. Reserve a space for the bi-semester application review meeting.

f. Create a PowerPoint summarizing each project for the bi-semester application review meeting.

g. Take notes at both application review meetings with
   - Initial and final votes
   - Decisions for each application
   - Explanation for rejection
   - Explanation for approval
   - For approved groups, include how much of the budget was approved
   - For approved groups, include which parts of the budget was denied (if applicable)

h. Send out a summary of application review meetings to the all members of the Executive Board, Committee, and Advisory Board.

i. Send out rejection/acceptance emails to applicants.

Section 5. The Director of Public Relations for Traditional Media shall:

a. Advertise for any event or deadlines beginning at least three (3) weeks before the date itself.

b. Perform any advertising tasks needed to advertise application deadlines, new member recruitment deadlines, and Information Session dates.
- Booking the underpass
- Securing TV advertisement in the DUC
- Tabling in the DUC
- Reserve table tents in the DUC
- Reserve chalkboards in the Fun Room
- Emailing department administrators (such as the Environmental Studies Department) to be included in email listservs
- Emailing Office of Sustainability, Graduate School Council, Olin Business School, Student Union, and other departments to be included in their newsletters
- Speak at green groups’ meetings
- Speak in select classes

c. Prepare for and attend the Fall and Spring Activities fair.
d. Work with the First Year Center and Green Ambassadors during Orientation to notify freshmen and transfer students about the SSF as a funding resource.
e. Keep a contact list with all pertinent information for all the past applicants.

Section 6. The Director of Public Relations for Social and Digital Media shall:

a. Advertise for any event or deadlines beginning at least three (3) weeks before the date itself.
b. Manage the Facebook site.
   - Announce application deadlines, new member recruitment deadlines, and Information Session dates
   - Post pictures of ongoing projects
   - Post pictures of SSF members at green events
   - Support fellow WUSTL green groups’ events by reposting them
c. Manage the website, which is the main source of information about the SSF, projects, and applications.
d. Create flyers, underpass design, promotional videos, and all other digital materials.

**Article IV: Election and Termination of SSF Executive Board**

Section 1. Process for selection of the SSF Executive Board

a. The new Executive Board shall be chosen by Thanksgiving Break for a spring to fall transition.
b. Each prospective member of the Executive Board must submit an application to be considered.
c. Candidate who receives the highest number of votes will obtain the position. All members of the Executive Board and Committee will vote except for applicants of the position abstaining.
d. In cases of ties, the current President will elect the new member.

Section 2. In case of resignation or termination of the SSF President:
a. Reasons for termination can include failure to meet minimum requirements, violating SSF governing documents, ethics violations, and/or violating Student Union policies.
b. The President must finish the spring semester. After the spring semester, the Treasurer will appoint a Committee member to fill the vacancy for the fall semester.

Section 4. In case of resignation or termination of the SSF Undergraduate Treasurer, Public Relations, or Internal Communications:

a. Reasons for termination can include failure to meet minimum requirements, violating SSF governing documents, ethics violations, and/or violating Student Union policies.
b. The Undergraduate Treasurer, Public Relations, or Internal Communications must finish the spring semester. After the spring semester, the President will appoint a Committee member to fill the vacancy for the fall semester.

Article V: SSF Graduate Treasurer

Section 1. Purpose

a. SSF Graduate Treasurer shall be the main liaison between the Office of Sustainability and the SSF and will be responsible for tracking spending of funded projects.

Section 2. Membership

a. Each semester that must be one (1) Treasurer.
b. The SSF Graduate Treasurer shall have voting rights in the bi-semester application review meetings for only graduate projects.

Section 3. Minimum Requirements

The SSF Graduate Treasurer must follow these requirements within their term:

a. Cannot miss more than three weekly meetings barring extenuating circumstances.
b. Cannot miss the biweekly application review meetings barring extenuating circumstances.
c. Must perform all tasks within one week, unless stated by the President. Failure to do will result in a warning for the first strike. The second strike, the SSF Graduate Treasurer will be assigned additional tasks to override the missed task. The third strike, the position will be replaced (refer to Article VII: Election and Termination of SSF Graduate Treasurer).

Article VI: Duties of the SSF Graduate Treasurer

Section 4. The SSF Graduate Treasurer shall:

a. Oversee the money granted by the Office of Sustainability.
b. Meet with a representative from the Office of Sustainability at least three times each semester to discuss the spending and budget of the SSF.
c. Track Spending, Allocations, and Liability on the All Project Record for all graduate projects.
d. Track reimbursement for graduate projects:
- Meet with project leaders to obtain expense request forms and verify that forms are properly completed.
- Submit the properly-completed forms to the Office of Sustainability.
- Remind the project leaders that it is his/her responsibility to notify the SSF when he/she receives the reimbursement.
- Update information in the All Project Record and make note of when the project leader receives the reimbursement.

**Article VII: Appointment and Termination of SSF Graduate Treasurer**

Section 1. Process for selection of the SSF Graduate Treasurer:
  e. The new Graduate Treasurer shall be chosen by Thanksgiving Break for a spring to fall transition.
  f. Each prospective member must submit an application to be considered.
  g. Candidate who receives the highest number of votes will obtain the position. All members of the Executive Board and Committee will vote except for applicants of the position abstaining.
  h. In cases of ties, the current President will elect the new member.

Section 2. In case of resignation of the SSF Graduate Treasurer:
  a. Reasons for termination can include failure to meet minimum requirements, violating SSF governing documents, ethics violations, and/or violating Student Union policies.
  b. The Graduate Treasurer must finish the spring semester. After the spring semester, the President will appoint an undergraduate Committee member to fill the vacancy for the fall semester.
  c. In the case that no graduate student applies, the President will appoint an undergraduate Committee member to fulfill the role for one calendar year.

**Article VIII: SSF Committee Members**

Section 1. Purpose
  a. Committee members shall be all undergraduate students.
  b. Committee members shall be in charge of managing at least one current on-going project. They shall act as the liaisons between funded projects and the SSF, playing the most hands-on role in helping projects come to life.
  c. The spring semester shall be the transition period, when the Committee members act as the liaison between funded projects and the SSF.
  d. The fall semester shall be the shadowing period, when the Committee members act as the liaison between funded projects and the SSF while shadowing one of Executive Board member excluding the Graduate Treasurer. The Committee member shadows the Executive Board member he/she intends to apply for after one (1) calendar year.

Section 2. Membership
a. Each semester there must be at least three (3) committee members.
b. All members of the SSF Committee shall have voting rights in the bi-semester application review meetings.

Section 3. Minimum Requirements
Committee members must follow these requirements within their term:
d. Cannot miss more than three weekly meetings barring extenuating circumstances.
e. Cannot miss the biweekly application review meetings barring extenuating circumstances.
f. Must perform all tasks within one week, unless stated by the President. Failure to do will result in a warning for the first strike. The second strike, the Committee member will be assigned additional tasks to override the missed task. The third strike, the position will be replaced (refer to Article X: Election and Termination of SSF Graduate Treasurer).

**Article IX: Duties of the SSF Committee Members**

Section 1. Each Member of the Committee must:
a. Hold his or her position for at least one (1) calendar year from spring to fall semesters.
b. Attend weekly meetings of the Executive Board and Committee of the SSF.
c. Attend the Information Session.
d. Attend the bi-semester application review meetings having filled out Pre-Meeting Review Sheet.
e. If not able to attend, email in the Pre-Meeting Review Sheet with thoughts, concerns, and vote.

Section 2. The Committee Members shall:
a. For each funded projects, create a binder that organizes all materials about that project. Each binder will include
   - project’s application
   - original and updated budgets
   - copies of expense request forms
   - end of semester reports
b. Email funded project leaders on the last Friday of every month for a monthly update. Project leaders have until the first Friday of every month, seven (7) days after the reminder, to submit an update of their project. If no updates are available, project leaders must still email stating why no progress has been made.
c. Email funded project leaders to submit a “End of Semester Report”. This Report is due on the last Friday of the semester.
d. Keep project accountable by making sure projects follow their timeline. Request project leaders to update their project timelines as needed.
e. Offer help to project leaders by connecting them with relevant resources and contacts.
Email the Executive Board and Advisory Board members when projects request for more money due to an adjustment in their original budget. The Executive Board and Advisory Board will vote electronically to decide whether this budget change shall be approved.

**Article X: Appointment and Termination of SSF Committee Members**

**Section 1.** Process for selection of the SSF Committee:
- The new Executive Board shall be chosen by Thanksgiving Break for a spring to fall transition.
- Each applicant must submit an application to be considered for a position on the Committee.
- Members of the Executive Board will interview all applicants and appoint the new Committee members.
- If no consensus is reached, the members of the Executive Board will vote on which members to accept. Applicants with the most votes will be appointment.

**Section 2.** In case of resignation or termination:
- A Committee member may be terminated at any time if he or she does not meet the responsibilities stated in “Article V: Duties of SSF Committee Members”.
- Termination may occur with the recommendation of any member of the Executive Board and the approval of the President.
- If the number of committee members fall to below three (3) students, the SSF will instigate an immediate recruitment to fill the spots. This immediate recruitment will follow the same procedure with applications and interviews.

**Article XI: SSF Advisory Board**

**Section 1.** Purpose
- The SSF Advisory Board will serve as the principal advisory resource for the SSF Executive Board.
- The Advisory Board will act as liaisons between the SSF and the Office of Sustainability, the Student Union, the Washington University administration, and Washington University students at large.
- The Advisory Board will provide meaningful and constructive guidance for all SSF Executive Board members and Committee members.
- All members of the Advisory Board must attend the Application Review Meeting.

**Section 2.** Membership
- Membership in the SSF Advisory Board shall consist of the
  - One representative from the Office of Sustainability
  - Vice President of Finance of Student Union
  - Executive Advisor for Sustainability of Student Union
  - One representative from WUSTL Facilities
Article XII: Duties of the SSF Advisory Board

Section 1. The Office of Sustainability representative shall:
   a. Serve as the official representative of the Office of Sustainability to the SSF for issues relating to fundings, reimbursements, and sustainable efforts on campus.
   b. Provide professional advice regarding projects.

Section 2. The Vice President of Finance of Student Union shall:
   a. Serve as the official representative of the Student Union to the SSF for issues relating to budgets, revenues, and expenditures.
   b. The Vice President of Finance of the Student Union reserves the right to make alterations to any amount of money allocated to the SSF.
   c. Meet each semester with the Treasurer of the SSF to discuss the spending and budget of the SSF.

Section 3. The Executive Advisor for Sustainability of Student Union shall:
   a. Serve as the official representative of the Student Union to the SSF for issues relating to sustainability issues and efforts on campus.

Section 4. The SSF Facilities representatives shall:
   a. Serve as the official Facilities representatives of the SSF.
   b. Provide professional advices regarding technical and utility issues to facilitate the decision making on whether the projects should be funded.

Article XIII: Application Process

Section 1. If a project is comprised of more than half (1/2) undergraduate students, the project must enter the Undergraduate Stream.
   a. Undergraduate projects must use the undergraduate projects application.
   b. Only undergraduates in the Executive Board and Committee can vote on the decision for funding undergraduate projects.
   c. When funded, undergraduate projects will only obtain money from Student Union.
   d. When funded, undergraduate projects will be considered Student Union-approved student groups and must abide by all Student Union policy.
   e. Each funded undergraduate project will have access to rights given to any Student Union recognized student group mentioned in Student Union’s “How Things Work: A Guide to Student Union”.
   f. Funded undergraduate project will submit all expense request forms to the Undergraduate Treasurer.

Section 2. If a project is more than half (1/2) graduates, the project must enter the Graduate Stream.
   a. Graduate projects must use the graduate projects application.
b. All members, including undergraduates and graduates, in the Executive Board, Graduate Treasurer, and Committee can vote on the decision for funding graduate projects.
c. When funded, graduate projects will only obtain money from the Office of Sustainability.
d. When funded, graduate projects will abide by all Office of Sustainability policy.
e. Funded graduate project will submit all expense request forms to the Graduate Treasurer.

Section 3. Step-by-step to apply for funding

a. Once the SSF receives all applications for funding, the Internal Communications Officer shall send out confirmation emails.
b. The President shall email all members of the Executive Board, Graduate Treasurer, Committee, and Advisory Board the applications.
c. All Executive Board, Graduate Treasurer, Committee, and Advisory Board members shall meet at the Application Review Meeting. The Application Review Meeting shall include:
   - Summary of all projects
   - Preliminary vote (prior to discussion)
   - Discussion of Pros and Cons (if simple majority is not achieved with preliminary vote)
   - Open Discussion (if simple majority is not achieved with preliminary vote)
   - Final Vote
d. Internal Communications Officer shall send out rejection and acceptance letters. Internal Communications Officer shall send out a summary of results from the Application Review Meeting to all members of the Executive Board, Committee, and Advisory Board.
e. Committee members are assigned to specific funded projects.
f. Funded groups must attend the Funded Groups Workshop outlining the group’s responsibilities to the SSF and SSF contact information.

Article XIV: Reimbursement Process

Section 1. Options for Reimbursement for Undergraduate projects:


Section 2. Graduate projects must submit Expense Request Forms to the SSF Graduate Treasurer. The SSF Graduate Treasurer will submit the Expense Request Form to the Office of Sustainability. The Expense Request Form has three options:

a. Check Request - project pays out-of-pocket and gets reimbursed by a check from the Office of Sustainability
b. Purchase Order - reserve a certain amount of money for the purchase of specific goods or services from a designated outside company. This process eliminates the necessity of
project members to use their own money and wait for a reimbursement. The designated outside company must accept Purchase Orders from the University.

c. Interdepartmental Transfers - transfer funds to or from another student group or University department. This excludes transfers to or from Student Union groups.

**Article XV: Termination of Funded Projects**

**Section 1.** Projects that fail to comply to these rules shall be terminated and their allocation shall be cancelled:

a. All projects must submit expense requests within thirty (30) days of the date of purchase stated on the receipt.

b. All projects must be complete and spend all allocation within one semester.

c. If an undergraduate project cannot complete the project within one semester, the undergraduate project must apply for an extension through Student Union and receive approval from the Vice President of Finance of Student Union.

d. If a graduate project cannot complete the project within one semester, the graduate project must notify its Project Liaison with an updated timeline and obtain approval from the SSF Executive Board.

e. All projects must send monthly updates. All projects must be responsive within seven (7) days barring extenuating circumstances.

f. All projects must fill out an End of Semester Report. All projects must be responsive within fourteen (14) days barring extenuating circumstances.

g. Undergraduate projects must include the Student Union and SSF logo on all promotional materials and the finished product.

h. Graduate projects must include the SSF logo on all promotional materials and the finished product.

**Article XVI: Laws and Amendments**

**Section 1.** Amendments to this Constitution may be proposed by:

a. A member of the Executive Board of the SSF

b. An Executive Officer of the Student Union.

**Section 2.** All Constitutional Amendments must be presented to the Executive Council of Student Union.

**Section 3.** The Amendment shall be enacted when ratified by:

a. A two-thirds (⅔) vote of the Executive Board of the SSF.

b. A two-thirds (⅔) vote of the Executive Council of Student Union.

**Article XVII: Washington University and Student Union Policy**

**Section 1.** SSF shall not engage in, support, or initiate any activities that violate:
a. The Washington University Charter
b. The Washington University non-discrimination policies
c. The University Judicial Code
d. Any and all University policies
e. The Constitution or Statutes of Student Union
f. The tax-exempt status of the University
g. Any human and/or civil rights of the faculty, staff, or student body at Washington University
h. Any Student Union Policies outlined in “How Things Work”