SUSTAINABILITY BOARD POLICIES (“the Board”)

1. Purpose of the Sustainability Board

1.1. The Sustainability Board represents the sustainability interests of the Northeastern University community and serves as manager of the Sustainability Fund.

2. Responsibilities of the Sustainability Board

2.1. Serve as the liaison between the student body and the university administration in matters concerning sustainability initiatives.
   1.1.1. Maintain contacts with university offices in order to facilitate future collaboration.
   1.1.2. Provide guidance for members of the Northeastern University community pursuing sustainability initiatives.

2.2. Manage the Sustainability Fund
   1.2.1. Make available funds for sustainability projects initiated by members of the Northeastern University community.
   1.2.2. Review all projects meeting the requirements in the Sustainability Fund Policies.
   1.2.3. Promote the Fund in order to maintain it through continued donations.

2.3. The Board will meet regularly to discuss possible projects and approve of project proposals.

3. Membership of the Board

3.1. The Board will be comprised of the following:
   2.1.1. The Vice President of Student Services or his/her designee, who will serve as chair and cast a vote only in the case of a tie;
   3.1.2. A Vice Chair, if deemed necessary, who would apply and be designated by the Vice President of Student Services and chair, if the Vice President of Student Services is not the chair;
   3.1.3. No more than six Student Government Association senators;
      3.1.3.1. No more than three of which can be Special Interest Senators representing student organizations that focus on sustainability initiatives
   3.1.4. No more than six students at-large;
3.1.4.1. No more than three of which can be members of student organizations that focus on sustainability initiatives.

3.1.5. No more than one faculty member who is knowledgeable in the fields of economics, environmental sciences, environmental studies, or engineering, who will serve as an ex-officio non-voting member;

3.1.6. No fewer than two Student Government Association Senators and two students at-large; and

3.1.7. Any non-voting members who wish to attend meetings.
   3.1.7.1. Non-voting members will have the right to participate in any and all discussions at meetings.

3.2. The Chair of the Sustainability Board will have the power and responsibility to:
   3.2.1. Chair meetings;
   3.2.2. Set the date, time, place and agenda for each meeting;
   3.2.3. Maintain the roster;
   3.2.4. Coordinate all administrative duties of the Board;
   3.2.5. Maintain communication with the Vice President of Student Services and the Student Government Association Senate;
   3.2.6. Serve as the Board’s liaison to the University administration;
   3.2.7. Maintain the rights and privileges of a member of the Board; and
   3.2.8. Excuse or not excuse all Board member absences.

3.3. The Vice Chair of the Sustainability Board will have the power and responsibility to:
   3.3.1. Chair meetings in the absence of the Chair;
   2.3.1.1. In cases where the Chair is not present, and the Vice Chair is acting as the chair, he/she will only vote in the case of a tie.
   3.3.2. Maintain his/her own voting rights as a Board member; and
   3.3.3. Assist the Chair in administrative duties of the Board and serving as a liaison to the University administration and faculty.

4. Application for Membership to the Board

4.1. In order to be eligible to sit on the Board, a student must be enrolled as a full-time undergraduate student and be in good academic standing with the University.

4.2. Applications for all seats on the Board will be opened on a rolling basis as seats become available.

4.3. In order to apply, a student must submit a completed application form to the Chair of the Board. The chair will forward selected applicants to the Association’s Executive Board for confirmation.

4.4. Existing members must be reconsidered by the Executive Board at the conclusion of their one-year term.
4.5. Preference will be given to returning members who show a continued interest in board membership and dedication to sustainability initiatives through regular attendance of and active participation in Board meetings.  
   4.5.1. Members who miss three or more consecutive meetings or five meetings within an eight-week period are subject to dismissal at the discretion of the chair. In the event that a dismissal opens up a position on the Board, the Chair may appoint to the empty position any non-voting member who has shown continued interest in the Board through notification of the Student Government Executive Board. Furthermore, Board members may choose to resign at any time during their tenure.

5. Voting Requirements

   5.1. Quorum will be considered half of the voting members of the Board plus one
   4.1.1. At least two students at-large must be present in order to hold a vote

   5.2. When an inherent conflict exists, a member must abstain from voting.

   5.3. The Chair will only vote in the case of a tie.

SUSTAINABILITY FUND POLICIES (“the Fund”)

1. Purpose of the Fund

   1.1. The Sustainability Fund exists to demonstrate student initiative towards environmental sustainability at Northeastern University as well as promotion of initiatives dedicated to sustainability.

2. Collection of the Fund

   2.1. The fee for the Fund will be an optional fee proposed to all students enrolled in classes for the upcoming semester via the I AM Here Registration in increments of:
      2.1.1. $10 for each fall and spring semester
      2.1.2. $5 for each summer semester

   2.2. Students will also be able to contribute their own amount through NU PAY in the myNortheastern portal.

   2.3. Funds may also be collected from students, alumni, third party organizations, and other individuals.

3. Administration of the Fund

   3.1. The Fund will be administered by the Sustainability Board.
3.2. Fundable items include but are not limited to:
   3.2.1. A project that lessens the environmental degradation that are the result of activities at Northeastern University and within associated communities.
   3.2.2. The purchase of products that promote on and/or off campus sustainability
   3.2.3. Projects that promote on and/or off campus sustainability
   3.2.4. A campaign or event that promotes sustainability at Northeastern University

4. Limitations on Funding

4.1. Normally, the Fund will not be used to supplement the budgets of student organizations or be used toward maintenance and repair for the University.

4.2. The Board may only approve to use 30% of the available budget in any given two-year span.

4.3. The Board may not approve to spend any more than 20% of the available budget on any one project.
   4.3.1 When plausible, the Board may turn to other donors or sponsors, raise funds dedicated to the project, or seek funding from university offices in order to complete the project.

5. Preparing Proposals

5.1. Project proposals must include the following components in order to be presented to the Board:
   5.1.1. A description of the project
   5.1.2. Where and if the project has been implemented in the past
   5.1.3. A cost-benefit analysis
   5.1.4. A budget break-down
   5.1.5. Blueprints or visual representation of the project where appropriate
   5.1.6. Anticipated timeline for implementation

5.2. An in-person presentation to the Board is required for consideration.
   5.2.1 If the presenter is not on campus in a given semester, they may present via a video call to the chair.

6. Eligibility for Funding

6.1. Proposing projects to the Board is open to all students, administration, faculty, staff and third parties.

7. Funding Decision

7.1. Applicants must be notified within 6 business days of the Board’s decision.
7.2. The board may give conditional approval, meaning that project approval is granted contingent on following special instructions or agreeing to specified modifications decided by the Board.

7.2.1. Similarly, the board may recommend changes to the presenters and invite them to present again whenever they deem appropriate

7.3. Any proposal not selected for implementation in a given semester may be reconsidered by the Board if it is presented again in a following semester.

8. Follow Up

8.1. The Board may require spending reports or other follow-up information at its discretion.