



ADMINISTRATIVE MANUAL

A.S.I. Sustainability Guidelines

1.0 Purpose:

The purpose of A.S.I. Sustainability Guidelines is to establish CSULA A.S.I. as a leader in sustainable practices; to educate A.S.I. members on sustainability and promoting environmental efficiency so to better serve Cal State L.A. students and the larger CSU community.

2.0 References:

3.0 Definitions:

3.1 Sustainability: Of, relating to, or being a method of harvesting or using a resource so that the resource is not depleted or permanently damaged. Of or relating to a lifestyle involving the use of sustainable methods.

3.2 Carbon Credits

3.2.1 A permit that gives a company, country, etc., the right to emit a specified amount of carbon compounds into the atmosphere, and maybe purchased if emissions are expected to exceed a quota or sold if the quota is not reached: *Companies can accumulate carbon credits by funding new forest growth.*

3.2.2 a certificate showing that a government or company has paid to have a certain amount of carbon dioxide removed from the environment

3.3 Energy Star

3.3.1 Energy Star is an international standard for energy efficient consumer products originated in the United States of America.

4.0 Procedural Guidelines:

The A.S.I. shall conduct, establish, encourage, and practice environmentally responsible and sustainable practices so to decrease its carbon footprint; be it through overhead office supplies purchased, recycling initiatives, utilizing the preferred font of Century Gothic, performing a quarterly carbon footprint assessment, powering down electronics nightly, and switching to energy saving star appliances, to name a few.

The Environmental Affairs Commissioner will be assigned the task to calculate, on a quarterly basis, the carbon footprint of A.S.I.; and

4.1 Carbon Footprint:

- 4.1.1 The Environmental Affairs Commissioner will evaluate ways to lower the footprint by either practices, procedures, policies, and/or by purchasing carbon credits (through the Environmental Affairs Commissioners program funding); and
- 4.1.2 Whereas such practices, procedures, policies, and/or funding/purchases should be jointly agreed upon by the A.S.I. Environmental Policy Committee and A.S.I. Board of Directors, any order would be preceded by an evaluation of inefficiencies and possible solutions.

4.2 Preferred Font of Century Gothic:

- 4.2.1 A.S.I. shall exclude marketing and graphics from using the preferred font; still
- 4.2.2 The preferred A.S.I. font is recommended and the culture shall be adapted and encouraged in the utilization for all internal use (i.e. all internal committee and sub-committee minutes and agendas, including the Board of Directors meetings, so to reduce the waste of ink); additionally
- 4.2.3 The preferred A.S.I. font shall be encouraged to be used on internal printed documents used as supplemental materials during any A.S.I. for meetings, *excluding* those held with third parties, which may require a specific font to do business with, and presentations to third parties of prominent or distinguished positions (e.g. formal resolutions distributed State Senators and/or Assembly Members).

5.0 Sources

- 5.1.1 San Diego State University's Associated Students Sustainability policies and procedures. <http://www.as.sdsu.edu/greenfest/green.php?grn=3>
- 5.1.2 Cal Poly Pomona Associated Students, incorporated. <http://www.csupomona.edu/~sustainability/sustainability.shtml>
- 5.1.3 California State university Monterrey Bay Sustainability <http://sustainability.csumb.edu/>
- 5.1.4 California State university System Commitment to Sustainability <http://www.calstate.edu/cpdc/sustainability/>