**University of Wisconsin – Green Bay**

**Sustainability Fund By-laws**

**Created in 2011**

**Last Updated in 2016**

**PURPOSE OF THE FUND**

• The UWGB Sustainability Fund provides one time grant funds for student led projects directed toward improving sustainability in the operation of the UWGB campus.

• The fund and the Environmental Affairs Committee empower students to develop projects in sustainability by providing a source of funding, guidance, hands-on experience, and networking.

• Funding student projects is consistent with the university mission and will contribute to the university’s vision to return to its Eco-U roots through student led programs and outreach.

**ARTICLE 1. ENVIRONMENTAL AFFAIRS COMMITTEE**

**Section 1.1—Powers and Voting**

The Environmental Affairs Committee shall have sole authority to receive and approve or reject grant requests for funds from the Student Government Association (SGA) Sustainability Fund. Only grant requests approved by the Committee may be considered by the Student Government Association as outlined in Article 2. A simple majority of the Committee’s full membership is required to make a grant award and any other official decisions, except as provided for elsewhere in these by-laws. Apart from his/her normal function as a part of this committee a member has no individual authority related to the Sustainability Fund.

**Section 1.2—Duties of the Environmental Affairs Committee**

It shall be the duty of the Committee members to:

-Establish and articulate clear priorities for developing sustainable projects

-Review project applications and determine which projects SGA should consider cosponsoring

-Provide resources and advice for students pursuing sustainability-related projects prior to the application and post selection of projects

-Provide guidelines to obtain regular progress updates and final reports for all cosponsored events

-Make semester reports to the Student Senate detailing progress and results for each project with which Sustainability Fund money is used.

**Section 1.3—Member Number and Representation**

The Environmental Affairs Committee shall consist of at least **three but no more than seven** students and **two** non-students, as follows:

• Student vacancies on the Environmental Affairs Committee will be filled through an open application process, administered by the SGA Environmental Affairs Committee

• Two ex-officio staff members will be appointed by the Campus Sustainability Committee

• The Chair of SUFAC or their designee.

**Section 1.4—Officers**

The Committee shall have a Chair appointed by the president of SGA and approved by the Student Senate. The Chair shall preside at all meetings of the Environmental Affairs Committee, acting as a facilitator and holding meetings to the agenda in a timely fashion.

The Committee shall have a Vice Chair selected by a majority vote of the Committee. The Vice Chair will assist the Chair with his or her duties, and in the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair may be a Student, Faculty, or Staff member of the Environmental Affairs Committee.

At the end of each term of office, the Environmental Affairs Committee will take nominations and/or voluntary bids for Chair for the following term and make recommendations to the SGA president. Potential nominees are encouraged to have prior experience as a member of the Environmental Affairs Committee.

**Section 1.5—Terms of Office**

Each member of the Environmental Affairs Committee shall be appointed for one year. All Committee member terms, as well as the terms of the Chair and Vice Chair appointments, will begin on May 15 and end on May 14 of the following year. The Environmental Affairs Committee will elect the Vice Chair in their first meeting of each term.

**Section 1.6—Member Qualifications**

All Student members of the Environmental Affairs Committee must be registered full time UWGB students in good standing during their term of office. Staff and Faculty members of the Environmental Affairs Committee must be permanent full time employees of UWGB.

**Section 1.7—Member Replacement**

Any Committee member may be removed by unanimous vote of the other committee members for unjustifiable absence, conflict of interest or other reasons deemed appropriate by the committee. In the event that a Committee member is removed or resigns, the original appointing body will select a replacement. The new Committee member will serve the remainder of the original member's term. In the event, the chair is removed from the Committee; the Vice Chair will accept all responsibilities of the former Chair. The Vice Chair will retain those duties until the President of SGA and the Senate have appointed and approved a new Chair.

**Section 1.8—Conflict of Interest**

The Environmental Affairs Committee shall conduct itself in such a way as to prevent conflicts of interest. All potential conflicts of interest discovered will be made public. To this end, each Committee member must publicly disclose all campus groups and organizations of which he or she is a member. Where appropriate, the Committee member shall recuse themselves from voting on grant requests for projects proposed by such groups. For such votes, the “full Committee membership” as defined for voting majority purposes shall be decreased to account for the Committee member’s recusal.

**ARTICLE 2—Operation of fund and OVERSIGHT BY SGA AND THE CAMPUS SUSTAINABILITY COMMITTEE.**

**Section 2.1—Operation of the fund by the Environmental Affairs Committee**

The Environmental Affairs Committee shall assure that operation of the Sustainability Fund follows university policy and procedure and shall serve as the office of record for all Sustainability Fund documents. All disbursements of Sustainability funds must be approved by the committee. The Environmental Affairs Committee must verify that requested disbursements are reimbursable according to the terms of these by-laws; the terms of the grant award; and are consistent with university policy and procedure prior to approving disbursement.

**Section 2.2—Oversight by the Campus Sustainability Committee**

In cases where sustainability spending for programs proposed by the Environmental Affairs Committee either collectively or individually exceeds $5,000 the Environmental Affairs Committee must submit their final recommendations to the Campus
Sustainability Committee. The Campus Sustainability Committee may return the proposal to the Environmental Affairs Committee for rework if they do not meet the conditions of these by-laws**.**

**Section 2.3-Oversight by SUFAC**

All expenditures from the Sustainability Fund must be presented to the Segregated University Fee Allocation Committee (SUFAC) for approval. SUFAC may either approve or recommend rework. Expenditures over $5,000 may be vetoed by the senate by a two-thirds vote.

**ARTICLE 3—distribution OF FUNDS AND COSPONSORING PROJECTS**

**Section 3.1—Distribution of Grant Awards by the Environmental Affairs Committee**

As noted in Section 1.1, the Environmental Affairs Committee shall propose grant awards for submitted projects by a simple majority vote of the full Committee membership. The Committee may elect to award only a portion of a grant proposal.

**Section 3.2—General Requirements for Funded Projects**

Project proposals may be submitted by UWGB students, staff and faculty. Individuals and organizations outside of UWGB may not submit proposals. Following is a list of broadly-defined requirements that must be followed for a project to receive funding.

The submitted proposals must meet the following criteria:

*1) Increase sustainability in operation of the UWGB campus*

Projects can directly address environmental sustainability on UWGB’s campus or in the capacity that off-campus activities influence on-campus sustainability. This includes a broad range of environmental considerations, including but not limited to energy efficiency, water efficiency, waste reduction, transportation management, green procurement, green building, and education.

*2) Have a clearly-defined, measurable outcome within the proposed timeframe*

All projects shall have a mechanism for evaluation and follow-up after funding has been disbursed. Projects should include a report made to the Environmental Affairs Committee after successful or unsuccessful implementation.

*3) Incorporate publicity, education and outreach*

The project should include some component that raises greater awareness of sustainability issues on campus. This might include an outreach component, an article in a UWGB publication, or the fact that the project is conducted in public view.

4) *Contain a component of direct student involvement*

Such projects include, but are not limited to internships, initiatives with students in oversight bodies, student research, and projects proposed by students.

**Section 3.3—Preferences for Proposed Projects**

At the beginning of each term, the Environmental Affairs Committee shall establish a rubric of priorities for the year. The Committee can choose to revise the rubric given in these by-laws or can write a new one. Projects that meet the criteria listed on the rubric shall be given preference, though exceptional projects that meet none of these criteria can still receive funding.

PRIORITIES:

Five questions guide SGA sustainability fund priorities:

• *Does the project add value?*

We encourage projects that will bring accomplishments in sustainability to compliment other existing programs and projects in place on campus. We encourage proposals that build on existing infrastructure with a commitment to work towards a common goal for campus sustainability.

• *Does the project educate or raise awareness?*

Preference will be given to projects that are highly visible, impact daily student life, and/or reach a wide demographic within the UWGB community.

• *Does the project make economic sense?*

Preference will be given to projects that demonstrate the greatest reduction in UWGB’s negative environmental impact for the least cost, that can obtain matching funds from sources other than the UWGB sustainability fund, and/or that are able to repay the Fund.

• *Does the project include strong student participation?*

• *Does the project have long-term impact?*

**ARTICLE 4—OTHER RULES GOVERNING SUSTAINABILITY FUND FUNDS**

a) Funds budgeted for a project that are not spent within the project timeframe shall be returned to the Fund for redistribution.

b) Sustainability Fund funds are not to be used or reallocated for purposes other than those described in these by-laws.

d) Sustainability Fund shall continue to operate as long as sufficient money remains in the Sustainability Fund account. Funds not used in any given year, can be rolled over to the following year.

e) Sustainability Fund funds may not be used for compensation, travel or entertainment expense for staff, students, or faculty of UWGB, or its affiliates; nor for any purposes that violate UWGB policies and procedures.

f) All intellectual property generated through the use of Sustainability Fund funds shall become the property of UWGB.

g) All materials and equipment purchased with Sustainability Fund funds shall become the property of UWGB and must be provided to the University upon completion of the grant.

**ARTICLE 5—ACCOUNTABILITY, RECORDS AND REPORTS**

**Section 5.1—Accountability of Sustainability Fund to the Student Body**

Administration of the Sustainability Fund shall be open and visible to the student body and therefore the Sustainability Fund shall:

• Make all of its records available to the public, including project proposals that have received funding.

• Publish an annual report of its activities and disseminate it to SGA and the Campus Sustainability Committee.

**Section 5.2—Accountability of Projects**

All projects funded by the Sustainability Fund shall submit a report to the Environmental Affairs Committee at the conclusion of the project, as well as an annual report from the date of the project approval if the project is funded for multiple years. The report must include a budget detailing the spending of all funds. Only those expenditures eligible under these by-laws and the specific terms of the grant award will be paid by the Sustainability Fund.

**Section 5.3– Coordination between Sustainability Fund Committee, Campus Sustainability Committee, and Student Project Members**

The Sustainability Fund committee will assign a contact person, preferably student Sustainability Fund committee members, who will be responsible in keeping open communication with project group members, provide any guidance, forward updates to the Campus Sustainability Committee, and be the liaison between student project members, the Environmental Affairs Committee, the Campus Sustainability Committee, and Student Senate. The Student contact person may request that a project manager present a current status/progress report of projects if deemed necessary. This may include a PowerPoint presentation or a verbal presentation by the assigned project manager or selected project member. Scheduled dates will be on a semester basis. Dates will be provided and publicized by the Environmental Affairs Committee and coordinated with the project manager.

**Section 5.5—Records and Reports**

Sustainability Fund records will be kept on file with SGA or its successors as determined by UWGB. At the request of the Environmental Affairs Committee Chair, the SGA Environmental Affairs Committee will provide administrative support for preparing Sustainability Fund meeting minutes, copying and filing Sustainability Fund records, and other administrative work required to support the Sustainability Fund.

The Environmental Affairs Committee must keep on record:

▪ Minutes of all meetings of the Environmental Affairs Committee indicating the time and place of meetings, the names of those present and the proceedings thereof.

▪ Record of projects selected each year and the funds used for each.

▪ Reports made back to the Environmental Affairs Committee on completed projects and all annual reports received from projects with ongoing grants.

**ARTICLE 6—DISBURSEMENT OF FUNDS**

Once the Environmental Affairs Committee has approved the issuance of a grant, the Environmental Affairs Committee will allocate funding through the process and procedures dictated by the Organization Finance Office (OFO).

**ARTICLE 7—AMENDMENT OF BY-LAWS**

A two-thirds vote by the voting members of the existing Environmental Affairs Committee may amend, create, or repeal portions of these by-laws. If these changes are considered to materially and adversely affect the mission of the UWGB SGA Student Grant Sustainability Fund, the minority committee members as a whole may request to discuss the changes in front of the entire Student Senate.