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DOCUMENT 1
GOVERNING POLICIES
1. THE GREEN FUND

i. Definitions

Allocated by a 10 member student Committee, the UA Green Fund is intended to support projects that make the University of Arizona a more environmentally sustainable institution.

The UA Green Fund Committee has approximately $400,000 per year total to allocate to Annual Grant and Mini Grant projects. The Board of Regents approved the Green Fund Program for the first time as part of tuition in March 2010. These fees are allocated by a student-majority governance committee. The monies will be held and monitored by the Office of the Senior Vice President for Student Affairs and Enrollment Management (SVP SAEM).

ii. Green Fund Purpose

The Green Fund provides financial support for projects that make the University of Arizona’s campus more environmentally sustainable. The Green Fund Committee will allocate funds to projects that include but are not limited to: increasing the amount of renewable energy used on campus, increasing energy efficiency, increasing outdoor and indoor water efficiency, communicating sustainability themes to a wider campus and community audience, and reducing the amount of waste created by the University of Arizona. The Green Fund Committee encourages projects that extend beyond research, and implement applied solutions to campus sustainability challenges.

Portions of the fund will support education, research initiatives, and cost-saving student projects that support environmental sustainability.

iii. Mandatory Allocations

At the start of the fiscal year, up to 3% of the current fiscal year Green Fund allocations can be used for Committee operations. Green Fund operation funds can be used to support participation and presentation by Green Fund Committee member(s) at sustainability conferences such as the Association of the Advancement of Sustainability in Higher Education (AASHE). Any unspent operation funds shall be rolled into the next fiscal year.

At least 20% of the student funds dispersed by the Green Fund Committee for projects each year shall be allocated to projects with direct student involvement.

Each fiscal year the Green Fund will allocate up to $30,000 to Mini Grants. This fund can be utilized for time sensitive, off-cycle Mini Grants. The cap for a single Mini Grant project is $1,500 and must align with the mission of the Green Fund and follow the standard report structure. Mini Grant funds must be spent in the year in which they were allocated. Mini Grant funds should be spent within six (6) months of funding or by the end of the fiscal year in which funding was allocated.
2. DUTIES OF GREEN FUND COMMITTEE

*It shall be the duty of the Committee to:*

i. Serve as the deliberating body on the use of the Green Fund Fee – making its recommendations to the Senior VP for Student Affairs and Enrollment Management. This includes the following:

- Solicit and review project applications, and recommend allocation of funding.
- Consider the alteration or termination of a program currently funded.
- Secure leadership for its efficient governance.
- Secure membership for its continuance.
- Review all progress and accounting reports.
- Review each year’s relevant materials created by the President’s Advisory Council on Environmental Sustainability (PACES), budget, and progress reports of the Green Fund.

ii. Monitor the current usage of the Green Fund Fee; require regular progress reports from the recipients and publish these reports along with the Committee’s budget in detail on the Green Fund website.

3. ROLE OF THE SENIOR VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

The Senior VP for Student Affairs and Enrollment Management has final authority on the usage of the Green Fund Fee, final authority on the actions of the Committee, and final responsibility on safeguarding the integrity and transparency of the Green Fund Fee and the advisory Committee; therefore, any decision by the Senior VP for Student Affairs and Enrollment Management, whether in agreement with Committee directives or not, is final.

4. MEMBER NUMBER & REPRESENTATION

*The Green Fund Committee shall consist of:*

- Two graduate students appointed by the Graduate and Professional Student Council (GPSC)
- Two undergraduate students appointed by the Associated Students of the University of Arizona (ASUA)
- Six UA students nominated from the student body at-large after an application and interview process conducted by the Voting Members of the Committee in the Spring semester
- In making their recommendations for Committee appointments, Voting Members of the Committee should strive for nominations that represent diverse student interest
- Nominations will be made in full faith that the nominees will honorably perform the duties of a member of the Committee. These nominations may be, wholly or partially, approved or rejected by the Senior VP for Student Affairs and Enrollment Management
- The ASUA President and the GPSC President may attend Committee meetings as non-voting members, and the Committee may invite experts guests to provide information and expertise as needed.
*All Student members of the Green Fund Committee must be registered (full or part-time) students at the University of Arizona during his or her term of office. Students must have paid the UA registration fee, carry a cumulative 2.0 GPA, and must not be on academic probation upon their appointment to the Committee. Students graduating at the end of the spring semester or a subsequent summer session are still eligible for Committee membership, even though his or her student status may technically expire before the end of summer. Staff and Faculty members of the Green Fund Committee must be currently employed by the University of Arizona. A staff member who is also enrolled as a full or part-time student could potentially qualify for all positions.

i. **Roles and Responsibilities of Voting Committee Members**

The Committee will act as the deliberating body on the use of the Green Fund Fee. As such, it will provide advice and recommendations to the Senior VP for Student Affairs and Enrollment Management on how to allocate the fee based on the requests that come before it.

The Green Fund Committee Members will be generally responsible for the following:

- Representing all students, faculty and staff of the University of Arizona
- Maintaining an unbiased approach to all deliberations and decisions
- Conducting themselves in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public. Where appropriate, the Committee member should recuse himself or herself from voting on projects that might appear to propose a conflict of interest. For such votes, the “full Committee membership” as defined for voting majority purposes shall be decreased to account for the Committee member’s recusal
- Familiarity with university wide budget and structures.

The Voting Members will be directly responsible for the following:

- Reading, understanding, and deliberating on all of the applications submitted in light of the amount of money available yearly as well as outstanding multi-year commitments
- Reading, understanding, and deliberating on Program Alteration Requests (PAR’s)
- Communicating with applicants and the general UA population the date, time, location, and agenda for the Annual Allocation Meeting and other various open meetings
- Communicating to applicants the status of applications and the current and past use of the fee
- Recommending to the Senior VP for Student Affairs and Enrollment Management on the use of the fee, alterations to funded programs, terminations of funded programs, members of the incoming Committee, election of its leadership, and all other foreseen or unforeseen situations that may arise.
The Voting Members will be jointly responsible for the following:

- Monitoring the current spending of the Green Fund Fee to insure that monies are being used faithfully to accomplish the goals set forth in the applications from the previous year (this responsibility is shared with the Administrative Advisors).

ii. **Roles and Responsibilities of the Administrative Advisors**

**Associate Vice President for Student Affairs and Enrollment Management (or designee)**

It is the responsibility of the Associate Vice President to provide the necessary logistical, institutional, and practical support to the Green Fund Committee – aiding in execution of Committee directives. Furthermore, this role is, de facto, the presence of the Senior VP for Student Affairs and Enrollment Management on the Committee, and as such is charged with keeping consistent, open, and casual communication between the Committee and the Senior VP for Student Affairs and Enrollment Management. (Formal communications will be made by the Committee itself to the Senior VP for Student Affairs and Enrollment Management).

**Office of Sustainability- Director (or appropriate person)**

It is the responsibility of the Director of the Office of Sustainability to provide specialized understanding and direction in the case of past allocations, current allocations, and future allocations. The Director will provide the Green Fund Committee advice as to possible environmental impacts of proposed projects. Furthermore, it is his or her responsibility to insure that proper steps are taken in fee allocation, and that the money is returned when necessary, and to provide current information regarding usage of the fee.

Jointly,
These two members will be responsible for conducting elections of Committee leadership according to Robert’s Rules of Order.

If the Committee deems it necessary, it can form a non-voting technical advisory board, which will offer advice and objective knowledge.

5. **OFFICERS/VOTING MEMBERS**

In the interest of efficacy, the Committee will elect from its Voting Members, persons to fulfill the responsibilities of: Chair, Vice Chair, Secretary, Treasurer, Public Relations/Outreach and any or all other positions needed in order to accomplish the duties of the Committee. Each position will be served by the Voting Member who receives a majority of votes for that position. Only the Voting Members may vote and are granted one vote apiece.

The position of Chair will be filled first followed by Vice Chair, Secretary, Treasurer and Public Relations/Outreach. If a Voting Member is running for numerous positions they will serve in the first position they were elected to.
If the member has duties at the meeting (such as recording) the member can select a temporary representative to fill in or another member can assume the responsibility.

6. GUIDELINES ON VOTING PRIVILEGES

Each Committee member will have one vote. If a tie occurs due to even numbers, the Chair will abstain from voting. If a member is unable to attend a meeting, he or she can vote via email or telephone before the vote commences. A quorum of 60% of the Committee must be present for an official meeting to take place. At least one advisor must be present at an official meeting.

7. TERMS OF OFFICE

Voting members will hold one term. The term will be one fall-spring cycle. In the interest of continuity, the appointment of individuals who may serve multiple years is encouraged. Leadership roles will begin upon election and terminate at the end of the term.

The ASUA President and GPSC President hold Ex-Officio permanent positions on the Committee.

The Administrative Advisors have permanent seats on the Committee and are not subject to any term limits. They will, however, cease their service on the Committee when they cease to hold their position.

No Voting Member will serve on the Committee for not more than three consecutive years. Such individuals who have served for three or more consecutive years may be reappointed after an one-year hiatus at which time they will once again be subject to a new three-year limit.

8. VACANCIES, EXPULSIONS, AND IMPEACHMENT

Vacancies will be replaced in the same manner as provided for new appointments. In the case that an individual is unable to serve the duration of his or her term, a replacement from the originating entity (ASUA, GPSC, or the Student Body) will be appointed to serve out the duration of the vacated term.

A Committee member may be removed by a vote of seven Committee members for unjustifiable absence, conflict of interest, or other appropriate reasons.

The Senior VP for Student Affairs and Enrollment Management may also expel a member of the Committee. The new Committee member will serve the remainder of the original member’s term for one year. The member being dismissed from the Committee may speak at their dismissal meeting.

9. TRANSITION AND TRANSITION COMMITTEE

The period of transition begins the last day of class in the spring semester and ends the first day of class in the fall semester. Therefore, any Committee business must be addressed to the Committee outside of this time period.
The Transition Committee will be made up of the Administrative Advisors and, if possible, a self-elected part of the current Committee. Their purpose will be to plan curriculum and conduct training for the incoming Committee until new leadership is in place.

The Transition Committee may not execute any power or privilege of the Committee, including any committee business.

During Transition all inquiries concerning the fee will be directed to the Administrative Advisors who will have the knowledge to address those concerns. However, they will not take part in committee business. If time is of the essence, and a decision regarding active proposals has to be made, the Senior VP for Student Affairs and Enrollment Management may make Committee decisions during the Transition period.

10. COMMITTEE MEETINGS

The Committee will hold at least one public meeting per year in order to address Committee business.

The date, time, location, and agenda for public meetings will be determined by the Committee and publicized at least ten business days prior to the public meeting.

The minutes of public meetings will be recorded and stored on the website as archives for the purpose of keeping an accurate record of all decisions made by the Committee.

11. AMENDMENT OF BYLAWS

A vote consisting of seven of the existing Green Fund Committee members may amend, create, or repeal portions of these Bylaws, unless doing so would materially and adversely affect the mission of the Green Fund. All amendments to these governing documents will be made according to Roberts Rules of Order.
DOCUMENT 2
PROJECT REQUIREMENTS
1. **GENERAL REQUIREMENTS FOR PROPOSED PROJECTS**

All projects to be considered for Green Fund funding must meet the following criteria:

- Projects must directly address environmental sustainability on the University of Arizona’s main campus, satellites, and auxiliary facilities (such as agricultural stations), or in UA programs wherever they may be.
- Proposed projects must have a clearly defined, measurable outcome. Possible exceptions include, but are not limited to: internships, scholarships, initiatives that include students in their oversight bodies, student research, and seminars.
- If a project is expected to have ongoing benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Committee on an (at least) annual basis.
- Project proposals may be submitted by current University of Arizona students, staff, and faculty. Individuals and organizations outside of the University of Arizona may not submit proposals (projects must have a UA sponsor).
- Projects shall have received all necessary written approval by appropriate campus officials prior to the disbursement of funds.
- The Committee will not support projects already mandated by law or the University of Arizona policy directive (e.g., standards for new building construction), since the University of Arizona is already obliged to allocate funds for such projects. The Committee may fund projects that go above and beyond minimum requirements and that are unable to gain funding from other sources.
- Sponsors of denied proposals have the right to an appeal only if there are significant changes in the scope of the proposal or a significant reduction of funding requested. The appeal process provides the individual or group with the opportunity to submit a revised proposal for funding within five work days. The appeal process, however, will be limited to funds remaining after the initial allocation.
- The Committee should play a meaningful role in the marketing of projects and project outcomes, directly or through a designated marketing team.
- Multi-year projects may reapply for funding annually.

2. **PREFERENCES FOR PROPOSED PROJECTS**

The Green Fund Committee shall give preference and priority to project proposals that also meet the criteria outlined in this section. However, meeting these criteria is not required for projects to be considered for Green Fund funding.

- Preference will be given to projects that demonstrate the greatest reduction in the University of Arizona’s negative environmental impacts for the least cost.
- Preference will be given to projects with a strong student-participation component.
- Preference will be given to projects that communicate sustainability themes to a wider campus and community audience through publicity, education, and outreach.
- Preference will be given to projects that extend beyond research and implement applied solutions to campus sustainability challenges.
- Preference will be given to projects that obtain matching funds from sources other than the Green Fund.
- Preference will be given to projects that contain a significant component of student engagement.
3. ADDITIONAL PROPOSED PROJECT CRITERIA

The Green Fund Committee may determine additional requirements or preferences for each year’s funding cycle, provided that these additional criteria are:

- Consistent with the overall mission of the Green Fund.
- Consistent with the requirements and preferences outlined in these Bylaws.

4. REPORTING REQUIREMENTS FOR ALLOCATED PROJECTS

The Green Fund shall ensure a mechanism for evaluation and follow-up after funding has been allocated. It is understood by the Committee, Senior VP for Student Affairs and Enrollment Management and program participants that all allocated monies will be used faithfully to execute both the intent and letter of the Green Fund Fee program proposal as accepted by the Committee. Annual Grant Projects must provide updates December 31st and August 31st. These requests must be honored within 10 business days or, if for regular reporting, on the dates determined by the aforementioned parties. At each update, the project manager will provide a written report detailing the projects progress, complete the Green Fund spreadsheet that tracks spending, and provide a UAccess printout showing project expenditures. The project manager will also provide a final report after project completion. These reports will be submitted to the Green Fund website. The Committee sets the frequency and scope of project updates/reports and will notify projects if reporting times differ than what is listed here.

- All proposed changes made to accepted project plans must be submitted to the Committee via the Green Fund website Program Alteration Report (PAR). Changes may include but are not limited to: change in scope, application for extension, and request for extra funds.
- Projects must use the Green Fund spreadsheet to track expenditures. Spending is tracked by object codes and spending out of category is not allowed. If a project manager discovers a need to spend allocated money differently than originally planned, a PAR should be submitted to the Green Fund before monies are spent.
- Annual Grant Projects are based upon a fiscal year. Projects can officially begin after funding in July and must be complete by the end of the fiscal year, June 30th. Unspent funds should be promptly returned to the Green Fund.
- All projects are based on the fiscal year. All one year projects must be complete and spending exhausted by June 30th.

5. MINI GRANT FUNDING

The Green Fund Committee accepts Mini Grant proposals from University of Arizona students and employees for projects that serve the Green Fund's goals of making the University of Arizona a more environmentally sustainable institution and of communicating sustainability themes to a wider campus and community audience. The Committee will allocate up to $30,000 per year for Mini Grant projects, with a cap of $1,500 per Mini Grant Proposal. Proposals are accepted at the start of the fall semester and conclude at the end of the spring semester. Mini Grant applications will not be accepted after funding is exhausted. Specific application dates vary and can be found on the Green Fund Website Homepage. All projects must be completed and funds expended by June 30th regardless of their start date. Mini Grants may be used for student hourly wages. Students may be...
hired under the student group A or B category and follow all rules and regulations listed in the Office of Scholarship and Financial Aid Student Employment Manual. Proposals should be submitted at least two months before proposal start date to allow time for committee review and funding.

Green Fund Mini Grants fund projects that implement applied solutions to UA campus sustainability challenges and promote sustainability education, outreach, and publicity. Mini Grants cannot be used for travel and may be used for research only when the research aligns with the mission of the Green Fund.

Specific information regarding Mini Grant procedures can be found on the Green Fund website at: http://studentaffairs.arizona.edu/greenfund/apply.php.

6. ALLOCATION PROCESS

All Committee Meetings will be conducted according to Robert’s Rules of Order.

i. Applications for Annual Funding
A preproposal must be completed and submitted to the Green Fund website by the appointed date. The committee will review preproposals and invite select project managers to submit Annual Grant Proposals. Annual Grant Proposals must be submitted to the Green Fund website by the appointed date. Important proposal dates and deadlines will be posted to the Green Fund Homepage each academic year. Annual Grant Proposals approved each March will be funded the following fiscal year.

All portions of an application must be completed before the due date or the Committee will not deliberate on the application. Once the window for completing applications closes, the Committee will deliberate on only the application as submitted by the deadline. No material submitted afterward will be considered.

The Committee may, but is not required to, solicit additional information from an applicant in order to clarify parts of an application. Specific directions for filling out applications can be accessed at http://www.studentaffairs.arizona.edu/greenfund/.

ii. Disbursement of Fee
Within 5 business days of a public allocation meeting, the Committee will advise the Senior VP for Student Affairs and Enrollment Management on its recommendations. The VP for Student Affairs and Enrollment Management may wholly or partially accept or reject these recommendations within a timely manner. The applicants will be notified in a timely manner. The website will then be updated to reflect the decisions of the Green Fund Committee.
DOCUMENT 3

Procedures for Termination
&
Program Alteration Requests (PARS)
1. **EXPECTATION TO PROVIDE SERVICES**

When an applicant accepts Green Fund moneys, the Green Fund Committee understands that the applicant, now a recipient will honor the intent and letter of their proposal by providing the services, performing the research, and providing employment opportunities as described. When making a recommendation for partial funding, the Committee will provide specific direction as to which portions of the proposal are being funded and confirm that these make up an achievable objective in the opinion of the program director.

In the case a program was not funded in full, the recipient must provide written notification to the Committee how the initial project description, narrative, timeline and metrics changed due to reduced funding.

This document is intended to protect the integrity and effectiveness of the Green Fund Fee by outlining a process of oversight and recovery in the event that the Committee believes a project may fail to fulfill these expectations or encounters significant, unforeseen difficulties. Failure to fill student or staff positions, spending out of category, failure to appropriately advertise the Green Fund Fee, and failure to provide anticipated benefits are grounds for concern and possible action.

2. **ROUTINE RECOVERY OF FUNDS**

All Green Fund projects should be completed by June 30th unless they are approved as a multi-year project. The committee may also, on the basis of interim progress reports or financial statements, request the return of funds that appear excessive or unlikely to be allocated as intended.

The committee should request an explanation for the apparent surplus from the program director and allow 5 business days for a response. Whether or not the time period is honored, the committee may take action.

3. **PROGRAM ALTERATION REQUEST**

Programs are funded based on the specific objectives in the program application. The Committee may approve significant deviation from these, upon receipt of request, considering:

- Whether the proposed changes are consistent with the original intent of the proposal
- The rationale for the request
- The current progress of the program
- The additional benefits gained from the change
- The revised budget

4. **PROGRAM-INITIATED TERMINATION**

In the event that a program manager or recipient feels that a program is unsustainable, ineffective or otherwise in danger of failing to meet expectations, they may request project termination. The request should include:

- A progress report covering to-date highlighting the reasons for ending the program
- A reconciliation recording any unallocated monies
The Green Fund Committee should provide a recommendation to continue the program, continue with changes in the program (considering §3) or terminate the program and reclaim any remaining funds as soon as possible.

5. TERMINATION BY GREEN FUND COMMITTEE

The Committee may, on the basis of interim progress reports, financial reports or other evidence, recommend terminating a program. Such a recommendation should only be made after determining that:

- The program is not likely to achieve a significant level of its intended impact
- Terminating the program will not have appreciable adverse effects on the University of Arizona, UA students or community
- Green Fund monies have been misused
- The scope of the program has deviated, without approval, significantly from that given in the initial application.

NOTE: The Vice President for Student Affairs and Enrollment Management may also terminate a program in light of unforeseen circumstances.

6. RESPONSIBILITY CLAUSE

The VP for Student Affairs and Enrollment Management has final authority on the usage of the fee, final authority on the actions of the Committee, and final responsibility on safeguarding the integrity and transparency of the fee and the Green Fund Committee; therefore, any decision by the VP for Student Affairs and Enrollment Management, whether in agreement with committee directives or not, is final and binding, and supersedes these policies.

7. OTHER RULES GOVERNING THE GREEN FUND

- Any funds not allocated in a given year shall remain in the Green Fund account for future use.
- Funds allocated to a project that are not spent within the project timeframe shall be returned to Green Fund for reallocation.
- Green Fund monies are not to be used or reallocated for purposes other than those described in this document.
- The Green Fund Committee shall continue to operate even after the student add-on is no longer collected into the Fund, as long as sufficient money remains in the Green Fund account.

8. FUTURE REPORTING

A thorough evaluation will take place at the 5-year mark of the Green Fund. This evaluation is to be carried out by the Office of the VP for Student Affairs and Enrollment Management. The evaluation will examine return on investments, student benefits, and effectiveness of the allocation process. Upon receiving student money the Green Fund will set 5-year benchmarks and goals to help evaluators judge the success of the Green Fund. If the evaluation finds significant room for improvement, the Office of the VP for Student Affairs and Enrollment Management may organize a committee to examine ways of improving the Green Fund.