



# GREEN FUND

## I. The Green Fund

### i) Definition

The UA Green Fund Committee has approximately \$400,000 per year to allocate to Annual Grant and Mini Grant projects. The Board of Regents approved funding for campus sustainability programs and projects for the first time in March 2010. A tuition carve out resulted in the formation of the UA Green Fund. Green Fund monies are allocated by a student-majority governance committee. The Committee works with and is monitored by the Dean of Students Office.

### ii) Purpose

Green Fund money is allocated to departments, staff, faculty, and students across campus. The program is intended to support projects that make the University of Arizona a more sustainable institution.

### iii) Mandatory Allocations

Each fiscal year, up to 3% of the current Green Fund budget can be used for Committee operations. Green Fund operation funds can be used for website costs, printing, and other associated expenses. The operation fund can also be used to support participation and presentation by Green Fund Committee member(s) at sustainability conferences that directly inform and/or guide Green Fund Committee members on the status and best practices of Green Funds at other higher education institutions. Any unspent operation funds shall be rolled into the next fiscal year.

Each fiscal year the Green Fund will set aside \$30,000 from its annual grant funding pool and make this set-aside available for Mini Grants. Mini Grants are to fund time-sensitive, off-cycle, small-scale projects. The cap for a single Mini Grant project is \$2,000 and must align with the mission of the Green Fund and follow the standard reporting requirements. Mini Grant funds must be spent within six (6) months of funding or by the end of the fiscal year in which funding was allocated, whichever is earlier, unless approved by the Green Fund Committee via a Program Alteration Request (PAR).

## II. Role of the Green Fund Committee – Business of the Committee

It is the Business of the Committee to:

- Serve as the deliberating body on the use of the Green Fund Tuition carveout – making its recommendations to the Vice Provost for Campus Life and Dean of Students or designee based

in part on an annual survey delivered to the entire student body along with applications received from UA students, staff, and faculty. 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
  - Amend, as necessary, these Governing Documents
- Monitor the current usage of the monies; require regular progress reports from the recipients and publish these reports along with the Committees budget in detail on the Green Fund website.

Exclusion: The Committee may not allocate money to departments for programs that have not applied for funding.

### **III. Vice Provost for Campus Life and Dean of Students – Responsibility Clause**

The Vice Provost for Campus Life and Dean of Students has final authority on the usage of Green Fund monies, final authority on the actions of the Committee, and final responsibility on safeguarding the integrity and transparency of the Green Fund monies and the advisory Committee; therefore, any decision by the Vice Provost for Campus Life and Dean of Students, whether in agreement with Committee directives or not, is final.

### **IV. Composition of the Committee**

The Green Fund Committee shall consist of 15 members in three groups:

- Voting Members\* – 10 members
- Administrative Advisors – 2 members
- Optional: Advisors *Ex-Officio* – 3 members

A minimum of 12 members must make up the board. The board may serve its duties without the Ex-Officio Advisor positions filled.

Of the Voting Members:

- 2 Graduate and Professional Student Council (GPSC) Members will be nominated for appointment by the GPSC President
- 2 Associated Students of the University of Arizona (ASUA) Members will be nominated for appointment by the ASUA President.
- 6 At-Large seats will be nominated from the student body after an application and interview process conducted by the Voting Members of the Committee

Of the Advisors *Ex- Officio* Members:

- Any Staff or Faculty member willing and able to hold the position and ensure the board is upholding University policy and Green Fund Bylaws.

Of the Administrative Advisors:

- 1 primary advisor from Campus Life (designee of Vice Provost for Campus Life)
- 1 financial advisor from Campus Life administrative team overseeing the Green Fund Finances

In making their recommendations for committee appointments, the Voting Members of the Committee shall strive for nominations that represent diverse student interests.

*\*All Voting Members of the Green Fund Committee must be registered (full or part-time) students at the University of Arizona during their 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.*

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

The Committee will act as the deliberating body on the use of the Green Fund tuition carveout. As such, it will provide advice and recommendations to the Vice Provost for Campus Life and Dean of Students on how to allocate money based on the requests that come before it and the results of the annual survey.

The Committee will be generally responsible for the following:

- Representing all students, faculty and staff of the University of Arizona regardless of a members constituency
- Maintaining an unbiased approach to all deliberations and decisions – including freedom from both actual and potential conflicts of interest
- Understanding the needs of the Student Body
- Familiarity with university-wide budgets and structure
- Reaching out to departments, colleges, and clubs

Voting Members will be directly responsible for the following:

- Reading, understanding, and deliberating on all of the applications submitted in light of the annual survey, the amount of money available as well as outstanding multi-year commitments
- Reading, understanding, and deliberating on submitted Program Alteration Requests (PARs)
- 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 monies
- Recommending to the Vice Provost for Campus Life and Dean of Students on the use of the monies, 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.

Voting Members will be jointly responsible for the following:

- Monitoring the current spending of the Green Fund monies 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 Advisors *Ex-Officio***

It is the responsibility of the Advisors *Ex-Officio* to provide support to the Committee by sharing their unique perspective as representatives of the University. This support is intended to build collaboration and allow the committee to run successfully with the experience, specialized knowledge, and expertise of the Advisors *Ex-Officio*.

**iii) Roles and Responsibilities of the Administrative Advisors**

*Vice Provost for Campus Life (or designee)*

It is the responsibility of the Vice Provost designee 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, and as such is charged with keeping consistent, open, and casual communication between the Committee and the Vice Provost for Campus Life and Dean of Students. Formal communications will be made by the Committee itself to the Vice Provost for Campus Life and Dean of Students.

*Financial Advisor*

It is the responsibility of the Financial Advisor to insure that proper steps are taken in money allocation, and that the money is returned when necessary, and to provide current information regarding usage of the monies.

*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.

**V. Allocation Process**

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

**i) Applications for Annual Funding**

An Annual Grant application must be completed and submitted to the Green Fund website by the appointed date for the funding cycle beginning the following fiscal year. Mini Grant applications are accepted on a rolling basis. All dates are posted on the Green Fund home page.

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 on the UA Green Fund website.

**ii) Applications for Mini Grant funding**

Mini Grant applications are accepted on a rolling basis. Due dates for Committee consideration each semester are posted on the Green Fund website.

All portions of a Mini Grant application must be completed before submission, or the Committee will not deliberate on the application. As with Annual Grants, 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 Mini-Grant applications can be accessed on the UA Green Fund website.

**iii) Applications from Green Fund Advisors**

Individuals in an Administrative Advisor position are ineligible to apply for funding, however this does not preclude staff or students within their departments from applying or receiving funding.

Ex-Officio Advisors and Board Members are eligible for funding through the application process, if the proposal adheres to the rubric and deadlines set forth in the Green Fund Bylaws.

During the Committee's deliberations process, any Green Fund Advisor who has submitted an application for funding will excuse themselves from the room.

**iv) Committee Meetings**

The committee will hold approximately 1 open meeting per month in order to address committee business. The date, time, and location for all these meetings will be determined by the committee and publicized at least ten (10) business days prior to the first meeting. Any changes to meeting schedule will be publicized at least ten (10) business days prior to the meeting(s) in question. Meeting minutes 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.

**v) Disbursement of Monies**

Within ten (10) business days of a public allocation meeting, the Committee will advise the Vice Provost for Campus Life and Dean of Students on its recommendations. The Vice Provost for Campus Life and Dean of Students 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 Committee.

**VI. Acceptance of Monies**

It is understood by applicants, the committee, and the Vice Provost for Campus Life and Dean of Students that all allocated money will be used faithfully to execute both the intent and letter of the program proposal as accepted by the committee.

There will be 2 reporting periods in the year for Annual Grant Awards. All recipients of monies must complete a mid-year and end-of-year report every year for the whole duration of their funding. These reports will be submitted to the Green Fund website. These reports are due by December 31<sup>st</sup> and August 31<sup>st</sup> every year, unless the committee or Vice Provost for Campus Life and Dean of Students publicizes otherwise. Furthermore, the committee or the Vice Provost for Campus Life and Dean of Students may require extra reports throughout the year. These requests must be honored within 10 business days or, if for regular reporting, on the dates determined by the aforementioned parties. Mini Grant reports are due within 30 days of the end of the project or by August 31<sup>st</sup>, whichever date arrives first.

It is understood by the applicants, the committee, and the Vice Provost for Campus Life and Dean of Students that funds should be spent in accordance with the accounting object codes approved by the committee and specified in the approved project budget. The committee administrator is authorized to approve budget changes in object codes if the expense is the same as approved by the committee, but due to University accounting requirements, is recorded in a different object code.

The Green Fund Committee may accept donations from sources external to the University of Arizona, and will work with donors on a case by case basis to define the terms and conditions for allocation, reporting, and communications related to these funds.

**VII. Selection of the Committee**

The incoming committee will be nominated by the Voting Members and Administrative Advisors of the current committee, and affirmed by the Vice Provost for Campus Life and Dean of Students.

The President of ASUA will nominate 2 people from within ASUA to the Vice Provost for Campus Life and Dean of Students for appointment and the President of GPSC will do likewise for GPSC.

For the 6 At-Large seats, candidates from the student body for the incoming committee must submit an application to the current committee. The current committee will review applications, may interview applicants, and will vote to determine nominees to the Vice Provost for Campus Life and Dean of Students for these positions.

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 Vice Provost for Campus Life and Dean of Students.

### **VIII. Leadership of the Committee**

In the interest of efficacy, the committee will elect from its voting members, persons to fulfill the responsibilities of: Chair, Vice Chair, Secretary, Public Relations, and any or all other positions needed in order to accomplish the duties of the committee. If the committee sees fit, they may elect two Co-Chair positions to replace the Chair and Vice Chair seats.

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 each; the exception is the position of Chair, in which case the Administrative Advisors may also vote and are granted the same voting privilege as the Voting Members.

The position of Chair will be filled first followed by Vice Chair, Secretary, and finally Public Relations. If a voting member is running for numerous positions they will serve in the first position they are elected to.

### **IX. Guidelines on Voting Privileges**

Voting privileges shall be held in accordance to Robert's Rules of Order.

### **X. Terms of Membership**

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

The Advisors *Ex-Officio* may remain in the seat with no term limit. However, it is at the discretion of the board to seek different Advisor *Ex-Officio* members if the current member(s) are not able to provide expertise or offer relevant knowledge for the needs of the board. Any replacement of the Advisors *Ex-Officio* will follow Robert's Rules of Order.

No voting Member will serve on the committee for more than three consecutive years. Such individuals who have served for three consecutive years may be reappointed after a one-year hiatus at which time they will once again be subject to a new three-year limit.

### **XI. Vacancies**

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 their 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. If ASUA or GPSC fails to appoint a new representative within 30 days of the start of the Fall term, or within 15 days after the resignation/expulsion of a former representative, these governing bodies will lose the privilege of appointment for that seat for the remainder of the academic year. In this event, the Green Fund committee may consider and vote in a replacement fit to take the seat.

If the vacancy exists among the 6 At-Large representatives, replacements will be considered from those who previously applied and/or any new applicants.

During summer months or absent a functioning committee and/or GPSC or ASUA advisors to nominate replacements, the Vice Provost for Campus Life and Dean of Students (or designee) may appoint new members to fill vacancies on the committee.

## **XII. Expulsions and Impeachment**

The Vice Provost for Campus Life and Dean of Students may expel a member of the Committee. All other expulsions and impeachments will be conducted according to Robert's Rules of Order.

## **XIII. Transition and Transition Committee**

The transition period begins the last day of class in the spring semester and ends the first day of class in the fall semester according to the official academic calendar posted online at the University of Arizona website.

During the transition period, no official committee business related to assessing applications or PARs will be considered. Applications or potential applications must direct all inquiries concerning the monies to administrative advisors who can assist with general information about the board and its processes. Under no circumstances, however, can Administrative Advisors deliberate on board business.

For the duration of the transition period, the Transition committee made up of the Administrative Advisors, Ex-Officio Advisors, and, if possible, a self-elected part of the current committee will 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.

## **XIV. Amendments**

Amendments to these governing documents will be made according to Robert's Rules of Order.



# GREEN FUND

## DOCUMENT 2

### Project Requirements, Procedures for Termination, and Program Alteration Requests (PARS)

#### I. 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 effect UA programs and UA students.
- 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.
- 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.
- Multi-year projects may reapply for funding annually.
- Projects requesting money for travel expenses can be only accepted if all of the following criteria are met:
  - Total travel request is less than 10% of the overall budget, and
  - Travel funds will only be used to pay for student transportation and/or lodging to a conference/event, and
  - The student being funded will be a presenter at the event.

#### II. 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:

- Communicate sustainability themes to a wider campus and community audience through publicity, education, and outreach.
- Extend beyond research and implement applied solutions to campus sustainability challenges.
- Have a strong student-participation component.
- Have a financial plan to become self-sufficient.
- Address the student priorities identified in the annual Green Fund survey and Green Fund Mission.

### **III. Expectations to Provide Services**

When an applicant accepts Green Fund money, the applicant and 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 monies 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 monies, and failure to provide anticipated benefits are grounds for concern and possible action.

### **IV. Routine Recovery of Funds**

All Green Fund projects should be completed by June 30<sup>th</sup> 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.

### **V. Program Alteration Requests (PARs)**

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

#### **VI. 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, or terminate the program and reclaim any remaining funds as soon as possible

#### **VII. Termination by Vice Provost for Campus Life and Dean of Students**

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

- 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.
- Non-responsiveness of the program to Green Fund requests for information or actions. This includes not submitting timely progress reports and/or difficulty contacting project leads.

If Green Fund terminates a project due to any of the previously listed reasons, the project will be ineligible for funding for the remaining fiscal year, and, at the discretion of the board, up to one additional fiscal year after termination.

NOTE: The Vice Provost for Campus Life and Dean of Students may also terminate a program in light of unforeseen circumstances.

#### **VIII. Responsibility Clause**

The Vice Provost for Campus Life and Dean of Students has final authority on the usage of the monies, final authority on the actions of the Committee, and final responsibility on safeguarding the integrity and transparency of the monies and the Green Fund Committee; therefore, any decision by the Vice Provost for Campus Life and Dean of Students, whether in agreement with committee directives or not, is final and binding, and supersedes these policies.

#### **IX. 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 time frame 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

#### **X. Future Reporting**

The Vice Provost for Campus Life and Dean of Students reserves the right to conduct an evaluation every 5 years. The evaluation can 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 Vice Provost for Campus Life and Dean of Students may organize a committee to examine ways of improving the Green Fund.