

**THE GREEN FUND OF THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
CONSTITUTION & BYLAWS**

Constitution

Article 1 – Name and Affiliations

The account in which the student green fee will deposited will be named “The Green Fund.” The group that will govern The Green Fund will be called The Green Fund Committee (herein referred to as “Committee”). The Green Fund is a constituent organization of the University of North Carolina at Greensboro (“UNCG”) and is affiliated with the Office of Sustainability.

Article 2 – Objectives and Purpose

The goal of the Green Fund is to support sustainability initiatives on campus at UNCG. UNCG’s commitment to sustainability is specified in the UNCG Climate Action Plan, which directs UNCG to achieve carbon neutrality by 2050.

UNCG defines sustainability as *“Academics, operations, and outreach ... conducted with careful attention to the enduring interconnectedness of social equity, the environment, the economy, and aesthetics.”* By supporting campus sustainability initiatives, the Green Fund also supports UNCG’s strengths in the arts, diversity, social entrepreneurship, service-learning, and community and global engagement. Projects supported by the Green Fund will invest in campus infrastructure as well as academic and professional development opportunities for students.

The Green Fund will be governed by the Committee, which will be led by the employee and student co-chairs with guidance provided by the Sustainability Council and Office of Sustainability along with UNCG employees from the administration and faculty from the Sustainability Council and relevant programs that incorporate sustainability in their curriculums. The students plus the faculty and staff shall constitute the full committee.

Article 3 – Scope of the Green Fund

The revenue generated by the Green Fund will be used for projects that aim to achieve goals set forth in UNCG’s Climate Action Plan. The Green Fund will invest primarily in campus infrastructure improvements to help reduce costs and meet UNCG’s goal of climate neutrality. The Green Fund will also invest in sustainability education, research, and professional development opportunities that benefit students.

Article 4 – Amendments

This Constitution may be amended if necessary. A two-thirds majority vote of the full Committee membership (students and employees) is required to approve amendments.

Bylaws

Article 1 – Green Fund Advisory Committee

Section 1.1 – Powers and Voting:

The Committee has authority over all Green Fund allocations. A simple majority of the Committee's student membership is required for quorum and only the student membership has voting authority when it comes to awarding funding for proposals. Students must be present (including via phone or video conference call) at 50% of Committee meetings during an academic year and must vote on 100% of all applications to retain their membership for the following year. *In absentia* votes can be made via email in a timely manner if student members communicate to the student co-chair and indicate that they have read advisor comments and the minutes from the previous meetings. Aside from a member's normal function as part of the Committee, a member has no individual authority. The Committee will operate under the supervision of the Office of Sustainability.

The Committee manages and administers the Fund, awarding financial support to projects submitted by members of the campus constituency via the request for proposal process as well as to projects the Committee identifies and develops. Funds will roll over from one year to the next if not entirely disbursed.

Section 1.2 – Green Fund Committee Membership:

The employee membership will consist of the entirety of the staff and faculty members serving as the Executive Committee of the university's Sustainability Council or duly designated alternate(s). Other members will be added should subject matter expertise be necessary.

The student membership of the Committee will be comprised of full-time students in good academic standing, who have interest and knowledge of sustainability at UNCG. Members may include, but are not limited to:

- 1 graduate student appointed by the Graduate Student Association.
- 1 undergraduate student appointed by the Student Government Association.
- 1 undergraduate student appointed by the Residence Hall Association.
- Four (4) to eight (8) students solicited by the Office of Sustainability through an annual application process, with a focus on representation from environmental student groups such as UNCGreen, Food Recovery Network, Geography, Biology, Garden Club, Sustainable Tourism, etc.

In general, members, including the student co-chair, will be solicited and appointed by the Office of Sustainability with the support of recommendations from returning committee members. Attention should be given to the diversity of the Committee members, including but not limited to college/school affiliation, gender, and ethnicity.

Section 1.3 – Green Fund Committee Officers:

The Committee will have at minimum the following officer roles:

- **Two Co-Chairs**, one Student Co-Chair and one Employee (staff or faculty) Co-Chair, will preside over all meetings of the Committee, establish meeting agendas, ensure Committee roles are filled, and ensure expenditures are meeting the goals and requirements of the Green Fund. In the absence of one Co-Chair, the other Co-Chair will assume all duties of the Co-Chairs until the Student (or Employee) Co-Chair returns or is elected. Any Co-Chair will ideally have served on the Committee at least one term prior to assuming the role (preferably the term immediately preceding becoming a Co-Chair).
- The **Treasurer** responsibilities will be managed by the Office of Sustainability, who will monitor Fund allocations, track the Fund, and stay in regular contact with the Associate Vice Chancellor of Campus Enterprises and the University Budget Office to ensure accountability of expenditures.
- The **Secretary**, a student member elected by the student committee, will record minutes and ensure they are shared with the Committee on Canvas.
- An **Outreach Sub-committee**, consisting of at least two student members, charged with promoting the Green Fund and soliciting ideas and proposals from the general student body.

Section 1.4 – Terms and Elections of the Green Fund Committee Members and Officers:

Membership terms are as follows:

- Student members will have one-year terms, with no limitations to number of terms served.
- Student membership will be established such that at least one student has served a consecutive previous term on the Committee.
- Employee members will serve a one-year term, consistent with their membership in the Sustainability Executive Council, with no limitations to number of terms served.
- Co-chair positions are one-year terms, with no limitations to number of terms elected.
- Co-chair positions should begin/end with the academic year to allow for transition of students and employees working on the academic year cycle.
- The employee co-chair will be the Chair of the university's Sustainability Council.
- At the first full committee meeting of each academic year, the Committee will take nominations and volunteers for the Secretary position and Outreach sub-committee. The election of the Secretary will take place during the first student committee meeting of the academic year.

Section 1.5 – Duties of the Committee:

Specific duties of the Committee include but are not limited to:

- Understand UNCG's priorities regarding sustainability as described in the Climate Action Plan and other documents.
- Collaborate with the Division of Student Affairs, Office of Sustainability, Sustainability Council, and other relevant bodies at UNCG and in the greater Greensboro community.
- Work with the student body to solicit and develop sustainability ideas and proposals.
- Work with faculty and staff to solicit and develop sustainability ideas and proposals.
- Periodically review priorities for campus initiatives that work to achieve the sustainability goals in the Climate Action Plan and other documents.

- Offer one (or more) request(s) for proposals (RFP) per academic year for sustainability project ideas from the UNCG community.
- Produce written grant parameters, submission form, and a timeline for the grant cycle that aligns with the academic calendar.
- Approve, by simple majority of student membership, projects to fund that represent campus sustainability priorities, and determine the fund apportionment.
- Establish project monitoring to ensure accountability of funds allocated.
- Document project environmental, social, economic, or other impacts.
- Submit copies of all proposals received to the Division of Student Affairs for continuity in keeping records on file and creating an inventory of potential projects that were proposed
- Submit an annual summary of the projects funded, account financial status, and project impacts to SGA, GSA, Division of Student Affairs, and the Office of Sustainability. This summary will also be shared with the university community and made available online to the general public via a Green Fund webpage.
- Participate in marketing and outreach activities for the Fund.
- Review bi-annually the student fee used to support the Fund and submit any and all necessary materials to the University Budget Office to be used in the Student Fee review process.

Section 1.6 – Standard Operating Procedures:

The full Committee will meet once a month during the fall and spring semesters in the academic year. The student members of the committee will also meet once a month independently of the full committee to vote on proposals. (If necessary, the Co-Chairs may call additional meetings.) The first full committee meeting of the academic year will occur in September and will serve, in part, as an orientation for the Committee; plans for the semester will also be discussed. All meetings are open to the public; final discussion of and voting on proposals for funding, however, will be conducted in closed sessions that include only the voting student members specified in Section 1.2.

Section 1.7– Conflicts of Interest:

The Committee will conduct itself in such a way that conflicts of interest are minimized, and all potential conflicts of interest are made public. Members, officers, and/or their affiliated organizations are not prohibited from applying but should be held to the same standard as all other applicants. Individual Committee members applying on behalf of, or associated with, an organization will recuse themselves from voting when direct personal involvement is present.

[Article 2 – Allocation of Funds and Project Selection](#)

Section 2.1 – Budget Restrictions:

Projects that are selected for funding by the Committee will align with the 2013 Climate Action Plan, as well as initiatives and long-term strategic planning projects of the Sustainability Council. Given that these Plans are living documents that are updated periodically, the Committee has the authority to establish and revise grant proposal guidance and parameters that ensure funded projects advance these planning goals. Individuals or groups may apply for funds. The Committee may also propose and fund initiatives it develops based on University priorities.

While guidelines may be suggested, there will be no minimum budget figure for projects. However, the Committee should fund those projects that have the greatest benefits to the campus. Benefits may include, but are not limited to, energy reduction, cost avoidance, waste reduction, or intangible value to students and employees. The Committee may choose to set funds aside to accrue capital reserves for future endeavors or larger projects. To leverage larger projects, the committee may choose to commit all, or a portion, of the Green Fund for up to three years in the future (thus providing four years total funding to any one project). Any large-scale project so funded should be reviewed annually. All awardees may include a request to renew their project in their final reports.

Section 2.2 – Restrictions and Priorities:

There is no limit on how many projects the Green Fund can support each year, provided all projects fall within the overall budget. However, no applicant may be awarded more than one grant at a time from the Green Fund. In addition to campus infrastructure projects, efforts will be made to allocate funds for sustainability education such as student internships, peer-to-peer education program, experiential programs, or other student education or professional development projects, ***subject to UNCG financial spending policies and guidelines.***

Article 3 – Guidelines for Fund Allocation

Section 3.1 – Allocation Guidelines

The following allocation guidelines will apply:

- Any funds not distributed or dispensed each year will remain in the Green Fund account for future use.
- Allocated project funds that are not spent within the time frame presented in the approved proposal will be made available for reallocation to other projects or continue to be used on the current project with an extended time frame (pending approval of a formal request for an extension), at the discretion of the Committee.
- Project funds distributed by the Green Fund may not be used or reallocated for purposes outside of the scope of the originally approved proposal, unless formally approved by a majority of the student members of the committee.

Article 4 – Accountability, Records, and Reports

Section 4.1 - Accountability to the Student Body:

The Green Fund is accountable to the UNCG student body and will therefore:

- Make all records available to the public, except for final discussion of proposals and voting, which will occur in Closed Sessions during meetings.
- Annually, submit a summary of the projects funded, account financial status, and project impacts to SGA, GSA, Student Affairs, the Office of Sustainability, and the Sustainability Council. This summary will also be included on a Green Fund website.

Section 4.2 – Accountability of Projects:

All projects receiving support from the Green Fund must submit both progress and final reports to the Committee. Progress reports should be submitted at a frequency determined by the Committee on a case-by-case basis, with attention to the specifics of the project; these reports must include a budget that details the spending of funds to date and how goals and milestones are achieved. A final report on all projects funded will be required upon project completion. These will be submitted to the Office of Sustainability, and shared with SGA, GSA, Student Affairs, etc., upon request.

Upon review of progress or final project reports, the Committee will evaluate the project status based on all available information and assess whether the funds were spent within the scope of the project. The Committee reserves the right to restrict applicants and past awardees from submitting future proposals for a length of time to be determined by the Committee should the Committee deem such persons have not met the terms of their previous grant contracts, e.g., did not submit a final report, did not keep proper financial records, spent funds outside of their approved budget, etc., or for general abuse of the privileges of the Green Fund.

Section 4.3 – Records and Reports

The Committee must keep on record:

- Minutes of all Committee meetings including, but not limited to:
 - Meeting time
 - Meeting location
 - Names of voting members present
 - Proceedings
- Thorough and correct books and records of account transactions and summaries of its assets, receipts, disbursements, gains and losses.
- Projects selected each year and the funds allocated to each.
- Reports made back to the Committee on completed projects.
- Copies of all annual reports.
- Cumulative impacts of projects.

Article 5 - Amendment of Bylaws:

Modifications to the Committee Bylaws may be made by a two-thirds majority of the full Committee (students and employees). Recommended modifications must be consistent with the mission of the Green Fund.