Green Fund Committee Bylaws

LAST UPDATED 11-14-16

1. **THE GREEN FUND**
   i. **Definition**
      In April 2014 the undergraduate student body voted to approve a “Green” fee of $25 per student per semester. The fee will be charged to all full-time undergraduate students, and students will be provided with an opt-out option. With a total fee of $50 per year per student, a student body of 1,968 would generate a fund of up to $98,400 annually to be allocated by the GF Committee to students, staff, and faculty through a process of grant applications.
   ii. **Green Fund Purpose**
      The purpose of the Green Fund is to provide students, faculty, and staff of Willamette University with an opportunity to make environmentally, culturally, and socially sustainable changes as a community. At Willamette University, sustainability is defined through the “Four
E’s”: Education, Environment, Equity, and Economics. By funding grants that relate to the Four E’s, the Green Fund will advance the state of sustainability at Willamette University and in neighboring communities. More information on the goals of the fund program can be found in the Constitution.

iii. **Mandatory Allocations**
During its tenure the Green Fund Committee shall determine any mandatory allocations for committee operations, mini-grants, and other expenses, and include them in amended bylaws approved before the end of the current academic year.

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 Fee.** This includes the following:
      · Promote and communicate about the fee-based Green Fund to the campus community.
      · Solicit and review project applications, and allocate funding.
      · Consider the alteration or termination of a program currently funded.
      · Secure leadership for its efficient governance into the future.
      · Secure membership for its continuance.
      · Review all progress and accounting reports.
      · Consider guidance provided by relevant university leadership that may be useful for making decisions on the allocation of funds and the sustainability of the program.

   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 PRESIDENT OF THE ASSOCIATED STUDENTS OF WILLAMETTE UNIVERSITY**
The ASWU President may exercise veto authority over decisions made by the Green Fund Committee, limited to the allocation of funds made by the committee. This veto authority exists to safeguard the integrity and transparency of the Green Fund program and Committee. The ASWU president also appoints one ASWU senator to the Green Fund Committee each year, and appoints an undergraduate student representative to the Sustainability Institute advisory board who also sits on the Green Fund Committee.

4. **MEMBER NUMBER & REPRESENTATION**
The Green Fund Committee shall consist of at least seven undergraduate students and three non-voting Ex-Officio advisors, including:
● five undergraduate students selected from an at-large application process managed by the Green Fund committee.
● one ASWU Senator appointed by ASWU President.
● one undergraduate student appointed by the ASWU president to sit on the Willamette University Sustainability Advisory Council.
● Dean of Campus Life, or designee
● Director of the Willamette University Sustainability Institute
● Director of Facilities Services or designee
● Other Ex-Officio non-voting committee members as determined by the Green Fund Committee

All student members of the Green Fund Committee must be registered (full or part-time) undergraduate students at Willamette University during their term of office. CLA/AGSM 3-2 program students finishing their last year of undergraduate work are eligible. Students selected to serve on the committee must have paid the Green Fund fee, and must meet academic standards set by the university for student leadership positions. Staff and Faculty Ex-Officio advisor members of the Green Fund Committee must be employed by Willamette University. A staff member who is also enrolled as a full or part-time undergraduate student may not serve as a voting student member and simultaneously as an ex-officio non-voting member.

i. Roles and Responsibilities of Voting Green Fund Committee Members
The Committee will act as the deliberating body on the use of the Green Fund Fee. As such, it will make decisions on how to allocate the fee based on the requests that come before it.

All Green Fund Committee Members, including ex-officio members, will be responsible for the following:

● Representing all undergraduate students, faculty and staff at Willamette University.
● 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 disclosed to voting members of the committee. Where appropriate, the Committee members should recuse themselves 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.
● Maintaining the values held in the Constitution.
● 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.

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 any outstanding financial commitments made by previous committees.
- Reading, understanding, and deliberating on requests to alter funded projects
- Communicating with applicants and the general WU population the date, time, location, and agenda for open meetings
- Communicating to applicants the status of applications and the current and past use of the fee
- Making decisions 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 seven undergraduate student members of the Green Fund Committee will fill the following roles:

**One committee chairperson.** The role of the Student Committee Chairperson is to plan and conduct meetings. Ideally, four meetings will be held each year, but meetings will be conducted as required. An open environment, in which members speak openly without being called upon, is ideal. However, based on the environment of the committee each year, the Student Committee Chairperson may decide to conduct the meeting by an adaptation of Robert’s Rules of Order. The Chairperson is responsible for communicating with grant applicants after the funding decisions have been made. At the end of the spring semester, the Chairperson is responsible for communicating with committee applicants and invited Ex Officio members. The chair is also responsible to ensure that a transition occurs between the current committee and the incoming committee, and remain available as a resource for advice for the incoming committee.

**Two student outreach coordinators.** Outreach Coordinators will be responsible for planning and executing advertising for the grant applications and publicizing successful grants. Outreach Coordinators are also responsible for advertising committee membership at the end of each spring semester and the start of the fall semester after their term if they will still be on campus. Outreach should be conducted sustainably and geared to reach the entire student body. After discussion of outreach plans during the first committee meeting of the year, the two outreach coordinators will meet to carry out the outreach plans and develop further ideas. This job is rigorous and requires the two coordinators to inspire students to take the time to apply for grants. Advertising will guarantee that many grant applications are submitted. Advertising can be done with posters, social media, and many other outlets. Connect with professors and ask them to mention the grants in their classes. Advertising should demonstrate the wide breadth of potential projects.

**One committee secretary.** The role of the Secretary is to take attendance and record meeting notes for each meeting of the committee. Meeting notes will be stored in the committee archive and emailed to the committee members after each meeting. The Secretary will receive submitted grants applications by email and disperse the grants to the committee members after
the application deadline has passed. The Secretary will schedule meetings based on the schedules of the committee members. The Secretary will also ensure that the incoming committee members receive all proper documents and information both on their roles, and on the work that has been done by the outgoing committee.

**One committee Treasurer.** The Treasurer is to monitor the funds available for grants and develop and facilitate a process of allowing grant recipients to access the required funds in coordination with Willamette University Accounting Office. With the Accounting Office, the Treasurer will manage reimbursements, maintain the account, and make sure that money is rolled over each year.

**One ASWU Senator.** The ASWU Senator is to serve as a liaison between the Green Fund committee and ASWU Senate. Their role is to be a resource for the Committee and the Fund program as needed, but also to actively facilitate communication between the two groups to ensure consistency and avoid overlap.

**One undergraduate student representative of the Sustainability Advisory Board.** The student in this role is responsible for communicating between the two groups and to be a resource for the Committee and Fund program as needed.

**One committee Project Coordinator:** The project coordinator will be responsible for keeping track of project progress until completion of projects. This will include periodically checking in with students, staff, faculty to ensure that they are following their submitted timeline. The project coordinator will also work with grant recipients with compiling their final project summary to add the committee’s project portfolio.

**ii. Roles and Responsibilities of Non-Voting Ex-Officio Green Fund Committee Members**

**Director, Willamette University Sustainability Institute.** It is the responsibility of the Director to provide support to successfully launch the Green Fund and help prepare the inaugural committee to make group decisions. It is also the responsibility of the Sustainability Institute to provide ongoing year-to-year support for the Green Fund program and committee, including 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 benefits, costs, and other issues associated with 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 maintain current information regarding usage of the fee when the committee is unable to do so effectively.

**Vice President, Campus Life.** The Vice President or their designee will provide voting committee members with advice and information to effectively evaluate proposals and develop appropriate processes.
**Director, Willamette University Facilities Management.** The Director or their designee will provide voting committee members with advice and information to effectively evaluate proposals that include campus infrastructure and other facilities related matters. The Director or their designee may also provide guidance on language used in “future call for proposals” that helps orient the campus community to projects that are more appropriate with existing facilities and plans.

If the Green Fund Committee deems it necessary it may define and identify additional ex-officio committee members and request their participation in meetings. The committee may also form a non-voting technical advisory board that will advise the Committee and offer objective knowledge as needed.

5. **OFFICERS\VOTING MEMBERS**
Students interested in serving as members of the inaugural committee will submit applications in response to a call for applications from the Green Fund committee. The current committee will make the final placement decisions for the five at-large seats on the Green Fund committee.

If a voting member is unable to attend a meeting they can select another member to assume their responsibility (e.g., secretary).

6. **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 electronically or remotely before the vote commences or during.

7. **TERMS OF OFFICE**
Voting members will hold one term. The term will begin on the first day of the fall semester and end the last day of the following spring semester. Current committee members may apply to be appointed to the next committee. Leadership roles will begin upon the beginning of their term and terminate at the end of the term.

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 may be appointed by remaining committee members to serve out the duration of the vacated term.

In consultation with the ex-officio advisors, a Committee member may be removed by a ‘yes’ vote of six Committee members for unjustifiable absences, conflicts of interest, or other reasons deemed appropriate by the committee. The member being dismissed from the Committee may speak at their dismissal meeting.

In consultation with ex-officio advisors, the ASWU president may 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 Green Fund committee 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 should be addressed to the Committee outside of this time period.

The Transition Committee will be made up of the ex-officio committee members and, if the voting members wish, any current members serving the following year.

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 Sustainability Institute Director who will have the knowledge to address those concerns. However, the Director does not have the authority to conduct committee business. If time is of the essence, and a decision regarding active proposals has to be made, the ASWU President may make Committee decisions during the Transition period in consultation with the Sustainability Institute Director, other ex-officio committee members, and any current committee members on a transition committee.

10. COMMITTEE MEETINGS

The committee will maintain and publish a regular schedule of meetings during the fall and spring semesters, at their earliest convenience and sufficient to conduct the business of the fund program during the academic year.

During committee meetings quorum is reached when no more than two voting committee members are absent. If at any time the committee membership includes fewer than six voting members, quorum is reached when no more than one voting committee member is absent. Regular committee meetings may be closed to the public. Individual regular meetings may include both closed and public portions, but must be advertised as such in order to occur.

The secretary will ensure notes are taken at all official meetings and shared with other committee members. Public meeting notes will be published promptly for the campus community to view.

All voting committee members will be required to attend all scheduled meetings, and a failure to do so may be grounds for removal from the committee by vote.

13. AMENDMENT OF BYLAWS
the voting 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, and only when at least all but one voting members vote to do so.