

Green Fund Committee Bylaws

Article I: Green Fund Mission Statement

The University of Texas at San Antonio (UTSA) Green Fund is intended to assist the University's efforts in sustainability. The Green Fund is supported by student fees and administered by the Vice President for Student Affairs through a student-majority committee. In accordance with Texas Education Code Section 54.5041, the Green Fund *"may be used only to: (1) provide environmental improvements at the institution through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, planning and maintenance, or irrigation; or (2) provide matching funds for grants to obtain environmental improvements as described by Subdivision (1)."*

Article II: Green Fund Committee

Section 1: Green Fund Committee

The Green Fund Committee, hereinafter also referred to as "committee," shall:

- Provide recommendations for allocations of the Green Fund in accordance with the fee justification and Texas Education Code 54.5041;
- Set priorities and timelines for the distribution of the funds;
- Coordinate efforts with the University's Sustainability Council and in accordance with the *Handbook of Operating Procedures* 9.43 Sustainability policy;
- Publicize and promote the existence and usage of the Green Fund; and
- Provide semester and annual reports on the progress of projects that have been funded.

Section 2: Voting and Powers

A simple majority of the full membership is required for official action by the committee. No member has individual authority to act on behalf of the committee.

Section 3: Membership Number and Selection

The Green Fund Committee will report to the Vice President for Student Affairs with 14 total members.

Four (4) voting current employee members:

- Two (2) staff members appointed by the Vice President for Student Affairs, preferably individuals with an understanding of sustainability issues;
- One (1) faculty member appointed by the Provost, preferably an individual with an understanding of sustainability issues; and
- One (1) staff member appointed by the Vice President for Business Affairs, preferably an individual with an understanding of sustainability issues.

Five (5) voting student members:

Students will be appointed by the Student Government Association (SGA) President and approved by a majority vote of the General Assembly of the SGA. Individuals appointed should have an understanding of sustainability issues.

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The Committee will also consist of five (5) non-voting members:

- One (1) non-voting member from Financial Affairs selected by the Vice President for Business Affairs;
- One (1) non-voting member from the Office of Facilities selected by the Vice President for Business Affairs;
- One (1) non-voting member from Environmental Health, Safety and Risk Management selected by the Vice President for Business Affairs;
- One (1) non-voting member from Student Affairs selected by the Vice President for Student Affairs (this member will serve as Green Fund Program Coordinator); and
- The SGA President.

The Committee shall invite others to meetings as required to provide information and expertise.

Section 4: Membership Qualifications

All students serving on the Green Fund Committee must be full time students with a minimum 2.25 GPA and in good standing with UTSA during their term in office. This will be verified by the Director of Student Activities or designee. All staff and faculty members must be current employees at UTSA.

Section 5: Term Limits

Each voting member of the Green Fund Committee shall be appointed for one (1) year. Terms will begin on May 1 and last until April 30. Member appointments for the upcoming term shall be finalized in the last meeting of each semester. Voting committee members may serve no more than two (2) consecutive terms, but the total number of terms they may serve is not limited.

Section 6: Chair and Vice Chair

The Green Fund Committee shall have three (3) officers—the Chair, the Vice Chair, and the Secretary.

The Chair must be a student member of the Green Fund Committee and is responsible for presiding over all meetings. The Chair shall schedule/facilitate meetings and develop the agenda with appropriate parties. The Chair will also coordinate work with the Green Fund Program Coordinator and/or the Vice President for Student Affairs, as appropriate, to prepare for meetings. The Chair shall be responsible for all communication with the administration on all issues. The Chair will vote only in the event of a tie.

The Vice Chair shall assist the Chair with said duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair shall also be a student.

The Secretary shall take minutes at Green Fund Committee meetings and keep copies for future reference. The Secretary may be a student, faculty, or staff member of the committee.

At the beginning of each term, the Green Fund Committee will accept nominations from the membership for Chair, Vice Chair, and Secretary. The Chair must be selected by majority vote of the committee with a student-majority present. After the Chair has been selected, the

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committee shall select the Vice Chair by majority vote with a student-majority present. A candidate not selected for Chair is eligible to run for Vice Chair, and candidates for both positions are eligible to vote in each election. The Secretary will be elected in the same manner as the Chair and Vice Chair.

Section 7: Member Replacement/Removal

Members must notify the committee of the approximate duration of their tenure on the committee in order to maintain continuity. Graduating student members must communicate their expected date of graduation in writing to the committee prior to their final semester.

The SGA President may replace student members who miss three (3) or more meetings in a semester or fail to communicate with the committee, or fail to meet other requirements for the position. Staff or faculty members can be removed by the respective Vice President.

Section 8: Conflict of Interest

The Green Fund Committee shall ensure conflicts of interest are minimized and all potential conflicts of interest are made transparent.

Article III: Meetings

Section 1: Meetings

Meetings shall be held regularly as determined by the Chair upon consideration of member availability, but not less than twice each semester. The Chair shall have the authority to schedule additional meetings as necessary and communicate those to the committee.

Section 2: Attendance

Members may not miss more than three (3) committee meetings without an excused absence as determined by the Chair.

Article IV: Parliamentary Procedures

Section 1: Quorum

At least five (5) voting members with at least three (3) students must be present for quorum to be established.

Section 2: Voting

Only voting members may cast their respective vote. Non-voting members are available for suggestions or advice, but may not vote on issues regarding the Green Fund Committee.

Section 3: Summer Procedure

The committee may meet in the summers, but may only allocate funds if there is an established quorum as defined in Section 2 above.

Section 4: Amendment of Bylaws

A two-thirds (2/3) majority vote by the voting members of the existing governing committee must adopt and then may amend, create, or repeal portions of these bylaws.

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Article V: Funding

Section 1: Allocations of Funds

After reviewing all submissions, the committee will determine the amount of budget that will be allocated. The committee shall not commit funds from future years.

Section 2: Project Proposals

In accordance with Texas Education Code Section 54.5041, the Green Fund “*may be used only to: (1) provide environmental improvements at the institution through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, planning and maintenance, or irrigation; or (2) provide matching funds for grants to obtain environmental improvements as described by Subdivision (1).*”

The committee will determine the timing, format, and methods used to solicit project proposals.

2.1 Eligibility for Funding

To be considered for funding, the following criteria must be met:

- Projects must directly address environmental sustainability or “green” initiatives at UTSA.
- All proposed projects must have clearly articulated outcomes.
- Project proposals may be submitted by UTSA students, staff, and faculty. Individuals and organizations outside UTSA may not submit proposals. Student proposals must be supported by a faculty or staff member, or student organization with a faculty advisor. Staff and faculty proposals must be supported by the Dean and/or head of the division to which the staff member reports.
- Whenever appropriate, the statement “Sponsored by the UTSA Green Fund” or equivalent shall be used in the project.
- All projects must be in accordance with the applicable laws, the UT System Regents’ *Rules and Regulations*, the *UTSA Handbook of Operating Procedures*, and other relevant university regulations. Projects are strongly encouraged to include student involvement.

2.2 Evaluation Criteria for Proposed Projects

The Green Fund Committee shall give preference and priority to project proposals that meet the following criteria. All do not need to be met to qualify for an award, although projects must meet the mission of the Green Fund and requirements of the Texas Education Code.

- Projects that demonstrate the greatest reduction in UTSA’s negative environmental impacts for the least cost;
- Projects that demonstrate a return on investment;
- Projects with a strong student participation component;
- Projects with high visibility on the campus;
- Projects should include publicity, education, and outreach considerations; and
- Projects that can obtain matching funds from other sources.

Section 3: Accountability

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The Green Fund shall be maintained using existing university protocols and will be disclosed to the student body upon request. The SGA website will outline expenditures from the Green Fund and semester and annual reports of its activities shall be provided.

All projects funded by the Green Fund shall submit a report at the conclusion of the project to summarize the effectiveness of the project and assess the potential impact on the UTSA community. Updates must be provided as requested.

Section 4: Green Fund Program Coordinator

The Green Fund Program Coordinator shall be assigned by the Vice President for Student Affairs to coordinate various financial and administrative issues.

The Green Fund Program Coordinator will:

- Maintain the archives of the Green Fund Committee;
- Coordinate allocations;
- Monitor the progress of projects that have received funding; and
- Work with the Chair to prepare an annual report of the previous year's budget and funded projects.

Section 5: Other Rules Relating to the Green Fund

Any funds not allocated or expended in a given year shall remain in the Green Fund account for future usage. Funds allocated to a project that are not spent within the project time frame shall be returned to the Green Fund for reallocation unless an extension of time is approved by the committee.

Section 6: Compliance with Higher Regulations

Actions guided by the bylaws stated above shall comply with all local, state, and federal laws, in addition to Board of Regents' *Rules and Regulations* and university policies.