

Green Action Fund Committee Bylaws

Revised Fall 2025



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Authority of Powers

The UCCS Green Action Fund Committee is a standing committee that derives its authority from the student body which mandates its existence.

Mission

The Green Action Fund seeks to create a sustainable UCCS campus by stewarding the natural environment, fostering an environmentally conscious culture, and building a campus infrastructure that promotes discovery and establishes a sense of place.

Purpose

The UCCS Green Action Fund Committee exists to distribute monies, in the form of grant awards, from the UCCS Green Action Fee to approved sustainability-focused projects with oversight from the Grant Coordinator, Outreach Specialist, Staff Advisor, and Faculty Advisor.

The UCCS Green Action Fund Committee will strive to encourage student participation in approved projects.

Sustainability projects must effectively demonstrate how they will meet or exceed the following:

- Projects will align with the UCCS Sustainability Strategic Plan and Three (3) Pillars of Sustainability as defined below:

1. Environmental Pillar

The project proposes methods to reduce the ecological footprint of UCCS by targeting one or more of the following areas of environmental sustainability: energy sources, carbon emissions, recycling and waste, water and energy usage, living systems (biodiversity), pollution, or other areas of environmentally sustainable importance.

2. Social Pillar

The project positively contributes to the well-being and quality of life for individuals and communities by targeting one or more of the following areas of social sustainability: social equity, community engagement, cultural preservation, health and wellness, education, justice, or other social systems of sustainable importance.

3. Economic Pillar

The project promotes sustainable economic growth by targeting one or more of the following areas of economic sustainability: resource efficiency, inclusive growth, sustainable practices, innovation and technology, resilient and adaptive systems, long-term stability, or other areas of sustainable economic importance.

Projects will meet the criteria and guidelines set by the Committee, including the Three Pillars of Sustainability, financial requirements, and Memorandum of Understanding (MOU).

Structure

Composition

The UCCS Green Action Fund General Committee shall be composed of a minimum of six (6) members as described herein, a minimum of five (5) of whom are voting members. All voting members of the UCCS Green Action Fund General Committee must be current UCCS students, faculty, staff, or administration employees.

Membership

The Green Action Fund General Committee will be composed of the following positions, both voting and non-voting members:

- The UCCS Director of Sustainability, serving as the Staff Advisor, will act as a voting member.
 - If the Director of Sustainability is unable to fulfill the position of Staff Advisor, the General Committee will elect a different Staff Advisor per the procedures outlined in the Appointments & Terms of Office section.
- The Green Action Fund Grant Coordinator, voting member.
- The Green Action Fund Outreach Specialist, voting member.
- A Faculty Advisor serving on the UCCS Sustainability Committee (a standing committee of the Faculty Assembly), as elected by the General Committee. Voting member.
- No more than 25% of the Green Action Fund General Committee may be executive members from any one organization or employed by the Office of Sustainability
 - Director of Sustainability, volunteers, and Green Action Fund employees exempt.
- The total number of voting members each semester shall be an odd number, not exceeding fifteen (15).

Appointments & Terms of Office

Committee Member Qualifications

All terms of office for members of the UCCS Green Action Fund General Committee shall commence on the date of inauguration into the General Committee and shall conclude on the final day of service in a voting capacity, or upon the election of a new member to fill a vacant or vacating Executive Committee member position.

All Green Action Fund General Committee Voting Members shall meet the following qualifications:

- Student voting members must be enrolled at least half-time per semester and remain in good academic standing at UCCS during their term of office.
- Staff, faculty, and/or administration members must be employed at least part-time per semester and remain in good professional standing at UCCS during their term of office.

Election & Appointment Process

- Voting members, including the Staff Advisor and Faculty Advisor, will be elected by the current or outgoing General Committee members through an interview session held during a General Committee meeting.
 - The Outreach Specialist and Grant Coordinator automatically assume voting membership and Executive Committee membership due to their employment status with the Green Action Fund.
- New members are accepted on a rolling basis.
- Potential voting members will complete a membership application provided by the Chair or Vice Chair.
- The General Committee will review the applicant after the interview, and the applicant will be voted on by the General Committee members. The applicant must receive a 2/3 majority vote of present General Committee members to be accepted.
- The representative of the Student Government Association, otherwise known as the Senator of Sustainability, shall be appointed by the Student Government Association.
 - The Senator of Sustainability will serve as the liaison between the Green Action Fund General Committee and Student Government Association.

- The Senator of Sustainability does not assume automatic membership in the General Committee and must be elected through the interview and appointment process, as previously defined, by the active General Committee membership.
- If any of these positions are vacant, the Executive Committee shall assist in seeking volunteers.

Executive Committee Qualifications & Election

Of the Green Action Fund General Committee members, it is the duty of the UCCS Green Action Fund Committee to select a Chair, Vice Chair, Treasurer, and Secretary.

All Green Action Fund Executive Committee Members shall meet the following qualifications:

- The Chair, Vice Chair, Treasurer, and Secretary positions shall not be vacant for more than two semesters.
- Chair, Vice Chair, Treasurer, and Secretary positions must be held by current fee-paying students who will remain as such for the duration of their term of office.
- All Executive positions shall be elected during the last meeting of the spring semester for the following academic year.
- Terms of Office for all Executive Members begin immediately following their inauguration and end immediately preceding the inauguration of the newly elected Executive Member, which may include incumbent members.
- In the instance of vacant Executive positions at the first meeting of each semester, the UCCS Green Action Fund Committee shall meet and elect all positions.
- It is the responsibility of the Chair to communicate vacancies within the UCCS Green Action Fund General Committee to the appropriate parties.
- Executive Members shall be inaugurated at the end-of-year celebration held in May.
- If an Executive Committee position is vacant at any point, and an applicant is voted into the position prior to the last General Committee meeting of the spring semester, they shall be inaugurated immediately following their election at the General Committee meeting.

Committee Positions

Responsibilities of General Committee Members

It is the responsibility of all Green Action Fund General Committee Voting Members to:

- Review project applications and presentations, submit project rubrics, and determine the allocation of all funds according to the Three Pillars of Sustainability, funding guidelines, and all other criteria set by the Chair and approved by the General Committee.
- Submit a completed voting rubric for each project by the end of the General Committee meeting during which the project was presented.
- Attend and participate in regularly scheduled General Committee meetings.
- Participate in a minimum of two (2) activities per semester that support the visibility, outreach, engagement, or educational mission of the Green Action Fund.
 - Activities may include but are not limited to: attending or assisting with campus events, participating in outreach or tabling efforts, facilitating educational programs, or distributing informational materials related to Green Action Fund initiatives.
- Stay informed on business, news, and concerns related to the Green Action Fund and other sustainability initiatives on campus.
- Engage the campus community, spread awareness, encourage involvement, and educate the campus community on sustainability practices and the Green Action Fund Committee.
- Work communally towards achieving the vision and goals set forth by the Committee Chair.
- Promote and market grant application deadlines and open General Committee membership positions.
- Encourage and engage student, faculty, and staff involvement.
- Attend mandatory trainings, meetings, and/or events.
- Adhere to the membership qualifications.

Executive Committee Positions

Candidates may elect to run for multiple Executive Committee positions and will be required to interview for each position applied. The current committee will select new Executive Committee members by a majority 2/3 vote of all active General Committee membership. If a current Executive Committee member desires to run for another academic year, said member must abstain from voting for the position(s) applied for. In the event of a tie between candidates for an Executive

position, additional rounds of interviews and voting shall be conducted until one candidate receives a majority (2/3) of affirmative votes from the General Committee.

1. Chair

The Chair is selected by a majority vote that consists of, at minimum, 2/3 of the Green Action Fund General Committee membership.

- Serve as the chief liaison between the Green Action Fund General Committee and the UCCS community, Grant Coordinator, Outreach Specialist, Staff Advisor, and Faculty Advisor.
- Guide the General Committee according to the mission of the Green Action Fund.
- Evaluate General Committee member performance and provide constructive feedback.
- Preside over all meetings of the General and Executive Committees.
 - The Chair may call a special meeting when an issue for discussion has arisen that requires immediate attention.
- Distribute the agenda for General and Executive Committee meetings.
- Distribute meeting minutes to the General and Executive Committee members for approval.
- Share responsibility with the Vice Chair for training and mentoring General Committee members to strengthen Committee accountability and cohesion.
- Ensure General Committee decision-making aligns with the Bylaws and guiding documents.
- Improve Green Action Fund relationships with on-campus organizations, clubs, boards, or other student body councils.
- Review, develop, or improve organizational governing documents, policies, and procedures.
- Delegating responsibilities to the Vice Chair and other Executive members.
- Ensure a transfer of responsibilities and best practices to incoming General Committee members.
- Other duties as assigned.

2. Vice Chair

The Vice Chair shall assume the responsibilities of the Chair in their absence.

- Coordinate recruitment of new members, new member orientation, and one-on-one meetings with new General Committee members.
- Facilitate communication among the General Committee and provide Committee-wide announcements.

- Keep General Committee members on task with assigned duties, clarify deadlines and tasks of committee members, and allocate tasks to the appropriate members.
- Share the responsibility with the Chair for training and mentoring Committee members to strengthen Committee accountability and cohesion.
- Assist the Chair, Outreach Specialist, and Grant Coordinator in fulfilling duties as needed.
- Improve Green Action Fund relationships with on-campus organizations, clubs, boards, or other student body councils.
- Ensure General Committee decision-making aligns with the Bylaws and guiding documents.
- Complete duties and tasks as assigned by the UCCS Green Action Fund General Committee, Executive Committee, or the Chair.
- Other duties as assigned.

3. Secretary

Minutes and agendas will be kept by the UCCS Green Action Fund Committee Secretary.

- Minutes, a record of roll call, and other notes are the responsibility of the Secretary.
 - A copy of the minutes and agenda shall be sent to the Outreach Specialist, Grant Coordinator, and Office of Sustainability for record keeping.
 - All minutes are a matter of public record and shall be made available as such by posting them to the Mountain Lion Connect page.
 - Minutes must be sent to the General and Executive Committees via email, OneDrive, or Teams within 72 hours of approval by the General and Executive Committees.
- Document Green Action Fund Committee history.
- Assist the Outreach Specialist with on-campus promotion of Green Action Fund.
- Improve and maintain communication with other on-campus organizations, clubs, or committees.
- Serve as the point-of-reference for Bylaws and guiding documents.
- Work closely with the Outreach Specialist to complete any communication duties.
- Assist the Chair during meeting discussions by keeping a record of a speakers, list for questions, or comments to ensure order is maintained.
- Other duties as assigned.

4. Treasurer

Financial records and reports are the responsibility of the Treasurer.

- Advise the committee in making financial decisions.
- Create and present budget reports at the request of the Committee.
- Improve and maintain budget documentation, policies, and procedures which will be shared with the Chair, Vice Chair, and Grant Coordinator.
- Train corresponding individuals in the budgeting process.
- All reports are a matter of public record and should be made available by posting them to the Mountain Lion Connect page and Green Action Fund website.
- The Treasurer will work closely with the Grant Coordinator and Director of Sustainability, who retains the fiscal authority of the Green Action Fee general and reserve accounts.
- Other duties as assigned.

5. Outreach Specialist

The Green Action Fund (GAF) Outreach Specialist is a part-time student position, funded through the Green Action Fee, responsible for increasing campus awareness and engagement of the Green Action Fund. The Outreach Specialist will be a voting member of the General Committee, an Executive Committee member, and will be supported by the Grant Coordinator and Director of Sustainability.

The Outreach Specialist is responsible for overseeing and completing the following:

1. General Tasks and Duties

- Plan outreach events and activities, such as tabling, workshops, tours, etc.
- Build mutually beneficial relationships with faculty and staff.
- Identify opportunities to reduce barriers and increase student, faculty, and staff grant applications.
- Responsibly manage GAF merchandise and materials.
- Create various print and digital communications.
- Contribute to the monthly Go Green Campus Sustainability Newsletter.
- Coordinate student volunteers to support outreach events and activities.
- Represent the Green Action Fund at various official functions.
- Update and improve the Green Action Fund website.

- Other duties as assigned.

2. Outreach Tasks and Duties

- Plan outreach events and activities, such as tabling, workshops, tours, etc.
- Build mutually beneficial relationships with faculty and staff.
- Identify opportunities to reduce barriers and increase student, faculty, and staff grant applications.
- Responsibly manage GAF merchandise and materials.
- Create various print and digital communications.
- Contribute to the monthly Go Green Campus Sustainability Newsletter.
- Coordinate student volunteers to support outreach events and activities.
- Represent the Green Action Fund at various official functions.
- Update and improve the Green Action Fund website.

6. Grant Coordinator

The Green Action Fund Grant Coordinator is a part-time student position, funded through the Green Action Fee, that supports the development of grant proposals for sustainability projects. This position reports to the Director of Sustainability. The Grant Coordinator will be a voting member of the General Committee and a member of the Executive Committee. The Grant Coordinator will be eligible for a pay increase every year after a formal performance review is given by the Director of Sustainability. The General Committee will vote to approve any pay increases with a 2/3 majority vote of active General Committee membership.

The Grant Coordinator is responsible for overseeing and completing the following:

1. Project Proposal Management

- Support the development of all grant proposals.
- Connect Project Coordinators and/or Project Sponsors to various resources on campus to bolster their proposals.
- Guide Project Coordinators and/or Project Sponsors through the proposal process, including project budgets, timelines, performance goals, and other related proposal requirements.

- Guide the General Committee through the project vetting and voting process, including reviewing proposals, completing rubrics, voting, and facilitating discussion.
- Notify the General Committee of new proposals, sending all documents, voting rubrics, and proposal presentation dates and times.
- Guide the General Committee meetings during project presentations, project discussion, and project voting.
- Communicating General Committee project proposal decisions and qualifications through drafting decision letters and Memorandums of Understanding (MOUs).
- Scheduling and hosting project kick-off meetings with project stakeholders to set expectations for project implementation.

2. Project Management Monitoring and Support

- Maintain excellent communication with Project Coordinators and Sponsors.
- Connect Project Coordinators and Sponsors to resources on campus.
- Create new project speedtypes and allocate funds to Committee-approved projects in collaboration with the Director of Sustainability.
- Monitor project budgets, timelines, qualifications, and key performance indicators.
- Ensure timely submittal of monthly and final project reports.
- Support marketing efforts to increase student awareness of projects.

3. Recordkeeping

- Continuously update the GAF Finance Summary with project budgets and progress project reports.
- Producing and managing digital folders.
- Creating, reviewing, and editing GAF documents and storing them appropriately.
- Keeping a thorough record of all GAF documents, processes, and procedures.
 - Including but not limited to, project folders (MOU, proposal, budget, decision letter, timeline, monthly reports, final report, expense reports, etc.), meeting minutes and agendas, new member applications, supporting documents (committee manual, bylaws, funding guidelines, criteria guidelines, etc.)
- Updating GAF website, including grant cycle deadlines, funding process, funded projects, committee members, etc.

4. Committee Support

- Serve as liaison between the project coordinators, project sponsors, key stakeholders, and the GAF Committee.
- Facilitate scheduling the General and Executive Committee meetings.
- Support the development of annual budget with GAF Treasurer and Director of Sustainability.
- Schedule one-on-one meetings with Executive Committee members.
- Delegate work to Executive Committee members and coordinate the completion of tasks.
- Provide updates on projects and GAF budget.
- Tracking committee member involvement.
- Mentor and support committee members.
- Drafting the Green Action Fund Annual Report.
- Serve as subject matter expert on GAF bylaws, procedures, and past projects.

Meetings and Agendas

- The Chair is responsible for calling meetings to order.
 - If there is no Chair, the Vice Chair or any member of the Green Action Fund Committee may call the meeting to order instead.
 - If the Chair position is vacant, a new Chair should be elected at the first meeting of the semester.
- In the absence of the Chair, the Vice Chair shall serve as Chair for the Committee meeting.
 - In the absence of the Vice Chair, any Green Action Fund Committee member can serve as Chair for the meeting.
- The General Committee will meet at least once per month.
- The Executive Committee will meet at least once per month.
- Meetings will be scheduled and called to order by the Chair or Vice Chair, or any Committee member in the absence of these two positions.
- Executive Committee meetings shall take place before the General Committee meetings.
- Agendas for General Committee meetings will be sent out to Committee members and posted publicly at least 24 hours before the meeting.
 - The meeting agenda will be emailed to the Committee members and posted on the UCCS Green Action Fund website and the Mountain Lion Connect page.

- In the event of technical difficulties, a hard copy will be left on the Student Life and Leadership (SLL) desk.

Member Conduct and Conflicts

- Members are encouraged to engage broadly across campus and bring those experiences to the Green Action Fund. At the same time, members must avoid conflicts where personal or organizational interests take priority over the Fund's purpose and shall recuse themselves when such conflicts arise.

Removal of Members

- One (1) unexcused absence for Executive or General Committee meetings within one semester shall constitute consideration of removal from the UCCS Green Action Fund Committee.
- The Chair shall be responsible for addressing any unexcused absences.
- Members will be given one warning from the Chair before receiving an unexcused absence.
- Members must submit an excuse of absence prior to the meeting.
- If a member is 15 minutes late with no submitted excuse for absence, it will be counted as an unexcused absence.
- Removal of a member from the UCCS Green Action Fund Committee requires a 2/3 vote of all UCCS Green Action Fund Committee voting members.
 - Excluding the member whose membership is being determined.
- Any misuse of power by any member of the UCCS Green Action Fund Committee shall constitute consideration of removal from the UCCS Green Action Fund Committee by the same rules as stated above.
 - This includes failure to uphold the office; disregard for performing duties detailed in the Bylaws, and violating the UCCS Student code of conduct.
- If a member is not upholding their office, the Chair, Vice Chair, and Advisors will address the issue and provide steps for remediation within a reasonable timeframe. If no progress is made, the Committee will vote on the removal of the member.

Fiscal Oversight

- The Green Action Fund Committee is the primary steward of the Green Action Fee and holds full decision-making authority over how these funds are allocated in support of sustainability projects. While external offices and individuals may provide administrative or advisory support, no spending may occur without approval through the Committee's established voting process.
- This structure preserves the student-centered mission of the Green Action Fund while maintaining alignment with broader campus sustainability goals and fiscal accountability.

Other Duties

- The UCCS Green Action Fund Committee shall review the UCCS Green Action Fund Committee student fee-sourced budget at a minimum of once per semester.
- The meeting schedule shall be determined by a 2/3 vote of the UCCS Green Action Fund Committee at the first meeting of the year.
 - The Chair or Vice Chair shall propose a meeting schedule for the UCCS Green Action Fund Committee to vote on.

Quorum & Voting Procedures

Voting Requirements

- The quorum shall consist of 2/3 of the voting membership.
- Abstaining requires the individual to leave the room during discussion and voting, so as not to influence the committee on a decision.
- All student committee members must abstain from voting on project proposals made by themselves or organizations they are affiliated with.

Conflicts of Interest

- No project presenter (including committee members) is allowed to be present during the voting process.
- If a member feels they have personal interest or something to gain by voting a certain way, they must disclose the possibility that they have a conflict of interest, and the committee will decide whether that member should abstain from the discussion and voting process.
- If there is a potential conflict of interest that isn't being addressed, members may bring to the Chair or an Advisor to address and determine if there is a basis.

- Current UCCS fee-paying students must always comprise a majority of the total number of votes.
- UCCS Green Action Fund Committee members unable to attend the vote may be represented by a proxy, if the Chair has been notified of such, prior to the meeting at which a vote will occur.
 - A proxy must be a voting member on the committee. If the Chair is notified in writing prior to the use of a proxy, such designation does not count as an unexcused absence.
 - The Chair must be made aware of a proxy vote before the meeting begins, or the member(s) will automatically abstain.
- Members of the UCCS Green Action Fund Committee or their designated representative must be present at the UCCS Green Action Fund Committee meeting to cast a vote.
- Member presence via phone or video call is permissible.
- For a project or motion to pass, a 2/3 majority of present and voting members is required.

Procedures for Addressing the Conflicts of Interest

- An interested person may make a presentation at the General Committee meeting.
 - After the presentation, said person must leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The Chair shall, if appropriate, appoint a disinterested person or subcommittee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the General Committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances that do not produce a conflict of interest, the General Committee shall determine by a majority (2/3) vote of the disinterested Committee members whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable.
 - In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

External Governing Documentation

The UCCS Green Action Fund Committee shall use Robert's Rules of Order to conduct official meetings.

Amendments

These Bylaws may be amended by the UCCS Green Action Fund Committee with a two-thirds (2/3) majority vote of the total General Committee membership.

The UCCS Green Action Fund Committee shall adhere to all University of Colorado, state, and federal guidelines, laws and policies.

Ratification

These Bylaws shall become effective upon ratification by approval of a two-thirds (2/3) majority vote of the total membership of the UCCS Green Action Fund General Committee.

This document supersedes all other documents regarding the UCCS Green Action Fund General Committee and member organizations, except for University of Colorado policies, procedures and guidelines.