

*Green Action Fund
Committee Bylaws*



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Green Action Fund Committee Bylaws

Revised Fall 2022

I. Authority of Powers

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

I. Mission

- a. The aim of the Green Action Fund is to reduce the ecological footprint of UCCS and promote sustainable environment, social and economic values through a variety of student-sponsored projects.

II. Purpose

1. The UCCS Green Action Fund Committee exists to distribute monies from the UCCS Green Action Fee to approved sustainability projects with oversight from the Grant Coordinator, Staff Advisor, and Faculty Advisor.
2. The UCCS Green Action Fund Committee will strive to encourage student participation in approved projects.
3. Sustainability projects must effectively demonstrate how they will meet or exceed the following:
 - a. Projects will align with the UCCS Sustainability Strategic Plan and GAF Pillars.
 - b. Projects will meet the criteria and guidelines set by the Committee, (including the five pillars, financial requirements, and memorandum of understanding).

III. Structure

- a. **Green Action Fund Committee**
 - i. **Composition**

1. The UCCS Green Action Fund Committee shall be composed of a minimum of six (6) members as described herein, a minimum of five (5) of whom are voting members.
2. The committee will decide each semester the maximum number of voting members allowed on the committee (should be an odd number)
3. All voting members of the UCCS Green Action Fund Committee must be UCCS current students, faculty, staff or administration.

ii. **Membership**

1. The Senator of Sustainability for the Student Government Association, by nature of his/her office.
2. The UCCS Sustainability Director or a representative designated by the Director.
3. The Green Action Fund Grant Coordinator.
4. An optional faculty representative from the Sustainability Committee, a standing committee of the Faculty Assembly.
5. An optional ex-officio/non-voting representative from Facilities. To provide expertise on the feasibility of proposed sustainability projects.
6. No more than 25% of the Green Action Fund Committee may be officers from any one organization or employed by the Office of Sustainability (Director and volunteers are exempt).
7. Additional non-voting members, including UCCS students, faculty, staff, and alumni, are invited to serve on sub-committees that support and advise the Green Action Fund Committee.

IV. Appointments & Terms of Office

a. **All Green Action Fund Committee Voting Members shall meet the following qualifications:**

- i. Must be enrolled in at least six credit hours per semester and remain in good academic standing at UCCS during their term of office.
- ii. Voting committee members will be elected by the current or outgoing committee members through a committee interview session held during a general committee meeting.

1. New members are accepted on a rolling basis.
 2. Potential voting members will complete a membership application provided by the Chair or Vice Chair.
 3. The committee will review the applicant after the interview, and the applicant will be voted on by the Committee members. The applicant must receive a 2/3 vote to be accepted.
- iii. The representative of the Student Government Association and the Senator of Sustainability shall be appointed by the Student Government Association.
 - iv. The representative of the Student Government will be confirmed at the committee's first meeting of the academic year.
 - v. Sub-committee member positions shall be elected by the Committee for their abilities or experience to represent the student body and provide expertise on a matter coming before the committee.
 - vi. Sub-committee members may change their roles accordingly.
 1. Non-voting members shall be anyone who is not a voting member of the Green Action Fund Committee and is not entitled to a vote on any matter coming before the Committee.
 - vii. If any of these positions are vacant, the Executive Committee shall assist in seeking volunteers.
 - viii. All terms of office for the UCCS Green Action Fund Committee begin on the first day of being voted into the committee and the last day you can serve on the committee as a voting (non-exec) member.
- b. **All Green Action Fund Executive Committee Members shall meet the following qualifications:**
- i. Of the Green Action Fund Committee members, it is the duty of the UCCS Green Action Fund Committee to select a Chair, Vice Chair, Treasurer, Secretary, and Outreach Chair.
 - ii. The Chair, Vice Chair, Treasurer, Secretary, and Outreach Chair Positions shall not be vacant for more than two semesters.
 - iii. Executive positions must be held by current student fee-paying students who will remain as such for the duration of their term of office.
 - iv. All positions shall be elected during the last meeting of the spring semester for the following academic year.

- v. In the instance of vacant executive positions at the first meeting of each academic year, the UCCS Green Action Fund Committee shall meet and elect all positions.
- vi. It is the responsibility of the UCCS Green Action Fund Committee Chair to communicate vacancies within the UCCS Green Action Fund Committee to the appropriate parties.
- vii. The Vice Chair, Treasurer, Secretary, and Communications Chair are selected by a majority vote of the UCCS Green Action Fund Committee as soon as candidates are presented.
- viii. If an officer position becomes vacant or needs to be filled, the UCCS Green Action Fund Executive Committee must fill the vacancy.

V. Committee Positions

- a. It shall be the responsibility of all Green Action Fund Committee Voting Members to:
 - i. Review project applications, submit project rubrics, and determine the allocation of all funds according to the five pillars, funding guidelines, and all other criteria set by the chair and approved by the committee.
 - ii. Project rubrics must be submitted by each member by the deadline communicated by the Grant Coordinator, if a member does not submit their rubric by the deadline they must abstain from voting.
 - iii. Attend and participate in regularly scheduled Committee meetings.
 - iv. Stay informed on business, news, and concerns related to the Green Action Fund and other sustainability initiatives on campus.
 - v. Engage the campus community, spread awareness, encourage involvement, and educate the campus community on sustainability practices and the GAF Committee.
 - vi. Work communally towards achieving the vision and goals set forth by the Committee Chair.
 - vii. Promote and market GAF application deadlines and open membership positions.
 - viii. Encourage and engage student, faculty, and staff involvement with GAF.
 - ix. Attend mandatory Committee member training(s), meetings, or events.
 - x. Adhere to the membership qualifications.

b. Executive Committee Positions

i. Candidates may elect to run for multiple Executive Committee positions and will be required to commit to being interviewed by the Committee for each position applied. The current committee will select new Executive Committee members by a majority vote (2/3 vote). If a current Executive Committee member desires to run for another academic year, he or she must abstain from voting for the position(s) he or she has applied for. If there is a tie, then an advisor will vote to break the tie amongst the committee.

ii. Chair

1. The Chair is selected by a majority vote that consists of a minimum of 2/3 the Green Action Fund membership.
2. Serve as the chief liaison between the Green Action Fund Committee and the UCCS community, and the Grant Coordinator.
3. Guide the committee according to the mission of the Green Action Fund.
4. Evaluate committee member performance and provide constructive feedback.
5. Running the general committee meeting shall be the responsibility of the UCCS Green Action Fund Committee Chair.
6. Running the Executive Committee meetings shall be the responsibility of the UCCS Green Action Fund Committee Chair.
 - a. The Chair may call a special meeting when an issue for discussion has arisen that requires immediate attention.
7. Distributing the agenda for the meetings mentioned above (and distributing minutes for approval) to the respective members.
8. Share responsibility with the Vice Chair for training and mentoring Committee members to strengthen Committee accountability and cohesion.
9. Ensure Committee decision-making aligns with the Bylaws and guiding documents.
10. Improve GAF relationships with on-campus organizations, clubs, boards, or other student body councils.

11. Review, develop, or improve organizational governing documents, policies, and procedures.
12. Delegating responsibilities to the Vice Chair and other executive members.
13. Insure a transfer of responsibilities and best practices to incoming committee members.
14. Other duties as assigned.

iii. **Vice Chair**

1. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.
2. Hold the responsibility for coordinating recruitment of new members, as well as new member orientation, including one-on-one meetings.
3. Facilitate communication among the committee and provide committee-wide announcements.
4. Keep committee members on task with assigned duties, clarify deadlines and tasks of committee members, and allocate tasks to the appropriate members.
5. Share the responsibility with the Chair for training and mentoring Committee members to strengthen Committee accountability and cohesion.
6. Assist the Chair, Outreach Chair, and Grant Coordinator in fulfilling duties as needed.
7. Improve GAF relationships with on-campus organizations, clubs, boards, or other student body councils.
8. Ensure Committee decision-making aligns with the Bylaws and guiding documents.
9. Complete duties and tasks as assigned by the UCCS Green Action Fund Committee or the Chair.
10. Other duties as assigned.

iv. **Secretary**

1. Minutes and agendas will be kept by the UCCS Green Action Fund Committee Secretary. A copy of the minutes and agenda shall be sent

to the Grant Coordinator and Office of Sustainability for record keeping.

2. Minutes, a record of roll call and other notes are the responsibility of the Secretary.
 - a. All minutes are a matter of public record and shall be made available as such by posting them to the Mountain Lion Connect page.
 - b. Minutes must be sent to the general and executive committee via email, OneDrive, or Teams within 72 hours (about 3 days) within the approval of the minutes.
3. Document Green Action Fund Committee history.
4. Assist the Outreach Chair with on-campus promotion of the Committee.
5. Improve and maintain communication with other on-campus organizations, clubs, or committees.
6. Serves as the point-of-reference for GAF Bylaws and guiding documents.
7. Will work closely with the Outreach Chair to complete any communication duties.
8. Assist the Chair during meeting discussions by keeping a record of a speakers list for questions or comments to ensure order is maintained.
9. Other duties as assigned.

v. **Treasurer**

1. Financial records and reports are the responsibility of the Treasurer.
2. Advise the committee in making financial decisions.
3. Create and present budget reports at the request of the Committee.
4. Improve and maintain budget documentation, policies, and procedures which will be shared with the Chair, Vice Chair, and Grant Coordinator.
5. Train corresponding individuals in the budgeting process.
6. All reports are a matter of public record and should be made available by posting them to the Mountain Lion Connect page.

7. The Treasurer will work closely with the Grant Coordinator and Director of the Office of Sustainability, who retains the fiscal authority of the Green Action Fund Fee account.
8. Other duties as assigned.

vi. **Outreach Chair**

1. The Outreach Chair will oversee all the activities, including communications, marketing, Mountain Lion Connect updates, press releases, and public relations for the UCCS Green Action Fund Committee and its projects in coordination with the Secretary.
2. Spread the presence of the Green Action Fund throughout the campus community.
3. Provide necessary updates to the campus community on committee achievements and projects.
4. Develop and improve Committee promotion on campus.
5. Assist the Chair and Vice Chair in improving campus relations.
6. The Communications Chair will report to the Executive and General Committees as needed.
7. Other duties as assigned.

vii. **Grant Coordinator**

The Green Action Fund Grant Coordinator is a student position that supports the development of grant proposals for sustainability projects. This position is funded through the Green Action Fund and reports to the Director of Sustainability. 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 committee will have to vote to approve any pay increases with a 2/3 vote. The GC is responsible for overseeing and completing the following:

Project Proposal Management:

1. Support the development of all grant proposals transforming an idea into a robust proposal
2. Connect project coordinators to various resources on campus to bolster their proposals

3. Guide project coordinators through the proposal process, including project budgets, timelines, performance goals, and marketing plans
4. Guide the GAF Committee through the project vetting and voting process, including reviewing proposals, completing rubrics, and facilitating discussion
5. Notifying GAF Committee of new proposals, sending all documents and newly created rubrics, along with date/time of rubric deadline and proposal presentation date/time
6. Guiding GAF general committee meetings during project presentations, project discussion, and project voting
7. Communicating GAF proposal decisions and qualifications through drafting decision letters and memorandums of understanding (MOUs)
8. Scheduling and hosting project kick-off meetings to set expectations for project implementation

Project Management Monitoring and Support:

1. Maintain excellent communication with project coordinators
2. Connect project coordinators to resources on campus
3. Create new project speedtypes (budgets) and allocation of funds with the Director of Sustainability
4. Monitor project budgets, timelines, qualifications, and key performance indicators
5. Ensure timely submittal of monthly and final project reports
6. Support marketing efforts to increase student awareness of projects
7. Work with project sponsors on identifying a new project coordinator

Recordkeeping:

1. Continuously update the GAF Finance Summary with project budgets and progress project reports.
2. Producing and managing digital folders
3. Creating, reviewing, and editing GAF documents and storing them appropriately

- a. 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.)
- b. Updating GAF website including, deadlines, funding process, funded projects, and committee members

Committee Support

1. Serve as liaison between the project coordinators, project sponsors, key stakeholders, and the GAF Committee.
2. Facilitate scheduling the general and executive committee meetings.
3. Support the development of annual budget with GAF Treasurer and Director of Sustainability.
4. Schedule one-on-one meetings with executive committee members.
5. Delegate work to executive committee members and coordinate the completion of tasks.
6. Provide updates on projects and GAF budget.
7. Tracking committee member involvement.
8. Mentor and support committee members.
9. Drafting the Green Action Fund annual report.
10. Serve as subject matter expert on GAF bylaws, procedures, and past projects.

VI. Meetings and Agendas

- a. The Chair will call the first (1st) meeting after the first day of the fall semester to order. If there is no chair, the first meeting may be called to order by the Vice Chair **or** any Green Action Fund Committee member, at which time a chair should be elected.
 - i. In the absence of the Chair, the Vice Chair shall serve as Chair for the first Committee meeting.
 - ii. In the absence of the Vice Chair, any Green Action Fund Committee member can serve as Chair for the first Committee meeting.

- b. The UCCS Green Action Fund Committee will meet at least once per month.
 - i. 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.
- c. Executive Committee meetings shall take place before the General Committee meetings.
- d. 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.
 - i. In the event of technical difficulties, a hard copy will be left on the Student Life and Leadership (SLL) desk.

VII. Removal of Members

- a. Two (2) unexcused absences for Executive or General Committee meetings within one semester shall constitute consideration of removal from the UCCS Green Action Fund Committee.
- b. The Chair shall be responsible for addressing any unexcused absences.
 - i. Members will be given one warning from the Chair before receiving an unexcused absence.
- c. Members must submit an excuse of absence prior to the meeting.
 - i. If a member is 15 minutes late with no submitted excuse for absence, it will be counted as an unexcused absence.
- d. Removal of a member from the UCCS Green Action Fund Committee requires a 2/3 vote of UCCS Green Action Fund Committee voting members.
 - i. Excluding the member whose membership is being determined.
- e. 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.
 - i. This includes failure to uphold the office, meaning 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.

VIII. Fiscal Guidelines

- a. The UCCS Green Action Fund Committee will monitor the (UCCS Green Action Fee) budget to make fiscally responsible decisions.

IX. Other Duties

- a. 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.
- b. 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.

X. Quorum

- a. The quorum shall consist of 2/3 of the active membership.
- b. All student committee members must abstain from voting on project proposals made by themselves or organizations they are affiliated with.
- c. Current UCCS fee-paying students must always comprise a majority of the total number of votes
- d. UCCS Green Action Fund Committee members may be represented by a proxy if the Chair has been notified of such prior to the meeting at which a vote will occur.
- e. Members of the UCCS Green Action Fund Committee or their designated representative must be present at the UCCS Green Action Fund Committee meeting in order to cast a vote.
 - i. Member presence via phone or video call is permissible.
- f. 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 will automatically abstain.

XI. External Governing Documentation

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

XII. Amendments

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

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

XIII. Ratification

- a. These Bylaws shall become effective upon ratification by approval of a two-thirds (2/3) vote of the total membership of the UCCS Green Action Fund Committee. This document supersedes all other documents regarding the UCCS Green Action Fund Committee and member organizations excepting University of Colorado policies, procedures and guidelines.