

*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.

II. Purpose

- A. The UCCS Green Action Fund Committee exists to distribute monies from the UCCS Green Action Fee to approved Sustainability projects.
- B. The UCCS Green Action Fund Committee will strive to encourage student participation in approved projects.
- C. Sustainability projects must effectively demonstrate how they will meet or exceed the following:
 - i. Projects will align with the UCCS Sustainability Strategic Plan and GAF Pillars.
 - ii. Projects will meet the criteria and guidelines set by the committee (5 pillars, funding guidelines)

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. 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. A faculty representative from the Faculty Advisory Committee on Sustainability.
 - 4. An ex-officio/non-voting representative from Facilities. To provide expertise on the feasibility of proposed sustainability projects.
 - 5. 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).
 - 6. 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.
- B. Green Action Fund Sub-committee
 - i. Composition
 - 1. The UCCS Green Action Fund Committee approves creating a sub-committee with a 2/3 vote.
 - 2. The UCCS Green Action Fund Sub-committee consists of at least three members, one of which is a voting member.
 - ii. Membership
 - 1. UCCS Green Action Fund Sub-committee can be comprised of UCCS students, faculty, staff, alumni, and community members.

2. The Green Action Fund Committee approves applications and designates a voting member to serve as chair of the sub-committee.

IV. Appointments & Terms of Office

- A. All Green Action Fund Committee Voting Members shall meet the following qualifications:
 - i. Maintain full-time enrollment and remain in good academic standing at UCCS during their term of office.
 - ii. Minimum cumulative grade point average of 2.5 on a 4.0 scale and a 2.3 grade point average for the current term in which they are serving on the committee.
- B. 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.
 - i. 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 fill out a membership application provided by the Chair, Vice Chair, or Grant Coordinator.
 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.
 - ii. 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.
 1. Sub-committee members may change their roles accordingly.
 2. Sub-committee members must receive a 2/3 vote by the Committee to be accepted to fulfill this role.
 - iii. Non-voting members shall be anyone who is not a member of the Green Action Fund Committee and is not entitled to a vote on any matter coming before the Committee.
- C. The representative of the Student Government Association and the Senator of Sustainability shall be appointed by the Student Government Association.
 - i. The representative of the Student Government will be confirmed at the committee's first meeting of the academic year.
- D. If any of these positions are vacant, the Executive Committee shall assist in seeking volunteers.
- E. All terms of office for the UCCS Green Action Fund Committee begin on the first day of the fall semester and end on the last day of the spring semester.
- F. 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, Grant Coordinator, and Outreach Chair.
 - i. The Chair, Vice Chair, Treasurer, Secretary, and Outreach Chair Positions shall not be vacant.
 - ii. Executive positions must be held by current student fee-paying students who will remain as such for the duration of their term of office.
- G. All positions shall be elected during the last meeting of the spring semester for the following academic year.
 - i. 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.
 - ii. Vice Chair, Treasurer, Secretary, Grant Coordinator, and Communications Chair should be elected as soon as possible.
- H. It is the responsibility of the UCCS Green Action Fund Committee Chair to communicate vacancies within the UCCS Green Action Fund Committee and meeting schedules to the appropriate parties.
- I. The Chair is selected by a majority vote that consists of a minimum of two-thirds the Green Action Fund membership.

- i. In the case that a two-thirds majority cannot be reached discussion regarding the position will begin until a motion to vote is seconded.
 - ii. If no two-thirds majority vote can be reached within a single meeting the Executive Committee members, excluding the Chair, will cast the deciding votes and majority vote rules.
- J. The Vice Chair, Treasurer, Secretary, Grant Coordinator(s), and Communications Chair are selected by a majority vote of the UCCS Green Action Fund Committee as soon as candidates are presented.
- K. If an officer position becomes vacant or otherwise needs to be filled, it is the duty of the UCCS Green Action Fund Committee to 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. Attend and participate in regularly scheduled Committee meetings.
 - iii. Stay informed on business, news, and concerns related to the Green Action Fund and other sustainability initiatives on campus.
 - iv. Engage the campus community, spread awareness, encourage involvement, and educate the campus community on sustainability practices and the GAF Committee.
 - v. Work communally towards achieving the vision and goals set forth by the Committee Chair.
 - vi. Promote and market GAF application deadlines and open membership positions.
 - vii. Encourage and engage student, faculty, and staff involvement with GAF.
 - viii. Attend mandatory Committee member training(s), meetings, or events.
 - ix. 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 Executive 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 the Faculty Advisor will vote to break the tie amongst the committee.
 - ii. Chair
 1. Serve as the chief liaison between the Green Action Fund Committee and the UCCS community, and the Grant Coordinator.
 2. Guide the committee according to the mission of the Green Action Fund.
 3. Evaluate committee member performance and provide constructive feedback.
 4. Running the general committee meeting shall be the responsibility of the UCCS Green Action Fund Committee Chair.
 5. Running the executive subcommittee meetings shall be the responsibility of the UCCS Green Action Fund Committee Chair.
 6. Distributing the agenda for the meetings mentioned above (and distribute minutes for approval) to the respective members.
 7. Share responsibility with the Vice Chair for training and mentoring Committee members to strengthen Committee accountability and cohesion.
 8. Ensure Committee decision-making aligns with the Bylaws and guiding documents.
 9. Improve GAF relationships with on-campus organizations, clubs, boards, or other student body councils.

10. Review, develop, or improve organizational governing documents, policies, and procedures.
 11. Delegating responsibilities to the Vice Chair and other executive members.
 12. Insure a transfer of responsibilities and best practices to incoming committee members.
 13. 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, 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.
 2. Document Green Action Fund Committee history.
 3. Assist the Outreach Chair with on-campus promotion of the Committee.
 4. Improve and maintain communication with other on-campus organizations, clubs, or committees.
 5. Serves as the point-of-reference for GAF Bylaws and guiding documents.
 6. 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 shall be made available.
 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, website updates, press releases, and public relations for the UCCS Green Action Fund Committee and its projects.

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
1. The Grant Coordinator will report to the Executive and General Committees
 2. Provide the Committee with Project Rubrics and other application materials for review before project presentations.
 3. Work with Facilities and other campus departments to gain information on the feasibility of proposed projects.
 4. Ensure that proposed project budgets can be funded by GAF.
 5. The Grant Coordinator shall be eligible to receive a stipend from the Green Action Fund Fee, the amount and duration of which shall be voted upon by the UCCS Green Action Fund Committee upon the appointment of the Grant Coordinator.
 6. Shall be responsible for communicating when spending can commence in coordination with the Director of Sustainability.
 7. The Grant Coordinator will be evaluated and considered for a raise after one year and every year thereafter of service.
 - a. The raise will be recommended by the Supervisor (Director of Sustainability) and voted on by the Committee.

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 Grant Coordinator **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 one week before the meeting. The meeting agenda will be emailed to the Committee members and posted on the UCCS Green Action Fund website.
 - i. In the event of technical difficulties, a hard copy will be left at the Student Life and Leadership (SLL) desk.
- E. Minutes and agendas will be kept by the UCCS Green Action Fund Committee Secretary. The Secretary will make approved general meeting minutes available to the public. A copy of the minutes and agenda shall be sent to the Grant Coordinator and Office of Sustainability for record keeping.
- F. The Chair may call a special meeting when an issue for discussion has arisen that requires immediate attention.

VII. Removal of Members

- A. Two (2) unexcused absences for Executive or General Committee meetings within one school year shall constitute consideration of removal from the UCCS Green Action Fund

Committee. Removal of a member from the UCCS Green Action Fund Committee requires a two-thirds (2/3) vote of UCCS Green Action Fund Committee voting members.

- i. Excluding the member whose membership is being determined.
- B.** 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 GAF code of conduct. If a member is not upholding their office, the Chair 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 works as a liaison between the Student Government Association to ensure the responsible use of student funds from the (UCCS Green Action Fee).
- B.** 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 majority 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.** Quorum shall consist of fifty-one percent (51%) of active membership except in the case of proposal review where a quorum of two-thirds the voting membership is required.
- 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. Votes may not be cast in absentia.
 - i. Member presence via phone or video call is permissible.
- F.** A proxy can be any current member of UCCS' staff, faculty, and administration or student body. If the Chair is notified in writing prior to the use of a proxy, such designation does not count as an unexcused absence.

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.