GREEN FUND BYLAWS-
STUDENT GOVERNMENT ASSOCIATION BYLAWS

I. Mission Statement
A. The Green Fund is a portion of segregated fees which provides students with an avenue to develop their expertise by utilizing community resources to empower students, faculty, and staff to foster a healthier and more sustainable campus culture.

II. Goals and Objective
A. Facilitate collaboration between sustainability focused students, student organizations, on-campus entities, University of Wisconsin-Stevens Point employees, and the greater community.
B. Ensure the student needs are met by establishing a student lead, student funded, and student implemented program.
C. Promote fiscal responsibility by reducing operational costs and consumption, and pursuing environmentally responsible alternatives.
D. Reduce energy costs by increasing efficiency of current facilities and/or utilizing renewable resources.
E. Encourage student responsibility through the existing framework of shared governance.
F. Complement existing campus sustainability initiatives.

III. Strategic Vision
A. Support a consistent vision and adaptive framework for the long term sustainability objectives of the University of Wisconsin-Stevens Point.
B. Inspire a culture of sustainability through high visibility projects and initiatives.
C. Encourage innovative new solutions to address campus sustainability concerns.

IV. Membership
A. Steering Committee Chair
   i. The Steering Committee shall be chaired by the Student Government Association Environmental and Sustainability Affairs Director.
   ii. The chair shall be responsible for making room reservations, scheduling coordination, making calls for agendas, taking minutes as well as any other administrative duties that are to arise.
   iii. The chair is responsible for cataloging the submitted and approved projects for internal archives, transition binder, and on the Student Government Association website.
   iv. The chair does not have a vote except in the case of a tie.

B. Student Government Association Seats
   i. There shall be four seats filled by senators from any college, with each individual given full voting rights
   ii. Each senator shall submit a completed application provided in the appendix and must be approved by the Student Government Association Senate
C. Residence Hall Association Seats
   i. The Residence Hall Association shall have one seat appointed by the President of the Residence Hall Association.

D. Student at Large Seats
   i. One seat will be reserved for a student at large from each college.
      1. If the student at large seats are not filled by September 30th, the remaining seats shall be opened to students of any college.
   ii. These voting members must complete the application provided in the appendix and must be approved by the SGA senate.

E. Student Sustainability Coordinator Seat
   i. The Student Representative for the Office of Sustainability seat shall be reserved for a student recommended by the Office of Sustainability Coordinator and appointed by the Student Government Association Vice President.

F. Sustainability Coordinator Seat
   i. The Sustainability Coordinator Seat is a non-voting ex-officio seat. In the absence of a Sustainability Coordinator, this seat shall remain empty.

G. Faculty/Staff Seat
   i. The Faculty/Staff seat is a non-voting ex-officio seat. The member serving on the Steering Committee shall be appointed by Faculty Senate.

V. Attendance
A. Removal of a member of the Steering Committee for Absences.
   i. Any member accruing more than two unexcused absences from the Steering Committee meetings shall be deemed to have resigned their seat and shall summarily be removed by the chair and majority vote of the Steering Committee. Absences shall be classified as excused or unexcused at the discretion of the chair.

B. Removal of a member of the Steering Committee in other cases
   i. As deemed necessary, the Steering Committee may remove any sitting voting member by means of a 3/4th majority vote of the Steering Committee.

VI. Meetings of the Steering Committee
A. The Steering Committee shall convene biweekly, or as deemed necessary by the chair.

B. All meetings must follow open meetings laws.

VII. Prohibited Expenses
A. No convention or conference related expenses are to be covered by the Green Fund.

B. The Green Fund will not pay for exploration of a capital project, only implementation. Only a student, faculty, or staff that has proved sufficient research has been completed on an issue can receive Green Fund monies to implement the idea on campus. Sufficient research shall include the attainment of all necessary permissions.
C. No more than 10% of a proposed project’s budget or $1,000, whichever is less, may be utilized for educational or outreach expenses. This applies only to monies drawn from the Green Fund.

D. No allocation of any Green Fund monies shall go to a project otherwise banned by UW System Policies.

E. Blocks of renewable energy from outside sources cannot be purchased using the Green Fund; renewable energy should be achieved through on campus initiatives.

F. Projects deemed to increase the efficiency of buildings shall not be implemented if the anticipated time to recoup the investment exceeds the expected lifespan of the building.

VIII. Project Process

A. Completed applications should be sent to the Chair of the Green Fund Steering Committee via the Student Government Association Green Fund email account. Applicants will be notified when the application has been received.
   i. All applications received by the chair shall be forwarded to the Green Fund Steering Committee before the following meeting so committee members are aware of all proposals.

B. The Steering Committee shall have initial jurisdiction for the vetting and approval of proposed projects and expenditures of the Green Fund.

C. The Steering Committee will review the application based on project prioritization criteria.

D. The Steering Committee will vote on whether or not to submit a recommendation to the Student University Fee Allocation Committee for approval.
   i. The Steering Committee and Student University Fee Allocation Committee reserves the right to ask for more information in addition to the application, or ask that someone attends a meeting to describe the project in more depth.

E. If the Student University Fee Allocation Committee approves the project, then the project will be submitted to the Senate for final approval.

F. The following documents will be included with the application:
   i. Project Summary / Cover Letter
   ii. Detailed line-item budget
   iii. Estimated Project timeline
   iv. Documentation of at least three bids for any item or set of items that spend $5,000 or more from a single vendor. This is to avoid serial purchasing which is defined by the UW-System as purchasing more than $5,000 from one vendor in a year and not having a purchase order on file.

IX. Project Approval

A. There shall be a minimum of two deadlines for project proposal submissions throughout the academic year. Only projects submitted before these dates will be considered for approval. Example of these deadlines could be Week 10 of 1st semester and Week 10 of second semester.
Projects submitted with significant time before the deadlines may present to the committee before the set deadline. However, voting on the projects may only take place after the deadlines.

B. Voting on each application shall not take place on the same day as when the information is presented to the Steering Committee.

C. Presentations of projects to the Green Fund Steering Committee are recommended but not mandatory. However, presentations may be required if so stated by the committee.

X. Project Prioritization
   A. All initiatives supported by the Green Fund must directly impact the students or facilities of the University of Wisconsin-Stevens Point
   B. Projects that positively affect segregated fee or auxiliary funded programs or facilities shall be prioritized over GPR funded programs or facilities.
   C. Projects targeted towards energy reduction will be prioritized based on their efficiency and their return on investment.
   D. Projects that are not targeted towards energy reduction will be prioritized by their sustainable practices, visibility, collaboration, and innovation.
   E. Sustainability practices should be considered through all stages of a project.
   F. In cases where a project results in monetary savings, reinvestment in other sustainable initiatives may be considered as a prioritization factor for a project.

XI. Project Limits
   A. Any expenditure or earmark equal to or under $25,000 must be approved by a simple majority of the Steering Committee.
   B. Any expenditure or earmark over $25,000 must be approved by a 2/3rd vote of the Steering Committee.
   C. The Green Fund may approve stipends for students that support implementation of a project, provided that students are not already compensated from another source.
   D. Projects that target a reduction in energy use must prove that their utility savings will return on the initial investment within 16 years from project implementation.

XII. Funds
   A. The Green Fund shall be funded by an annual $12 segregated fee per student. Changes to this number must be approved by a student-wide referendum.
   B. There may be no more than $350,000 of un-earmarked funds existing in the Green Fund. In the event that segregated fees would exceed this limit, then that year’s segregated fees will be collected only in an amount sufficient to reach that limit.
   C. Earmarks
      i. The Steering Committee may, by a 3/4ths vote, earmark funds in the current and future years for a multiyear project which cannot exceed five consecutive years.
      ii. Each earmark must be for a specific project.
      iii. No more than 40% of each year’s collected funds may be earmarked in a fiscal year.
iv. Money earmarked may not be reallocated and must be used in support of the project it was earmarked for, unless the Steering Committee, by a 3/4ths vote releases funds for at least one of the following reasons:
   1. A project can no longer be completed.
   2. A project can otherwise be funded by a third party.
   3. The need for which the project was designed was filled by another party.
   4. The Green Fund is dissolved by a student-wide referendum.

v. Any project found in disaccord with their approved line-item budget will have the reminder of the funding subject to review and potential retraction.
   1. If retraction is to occur, it must be approved by a 2/3rd’s majority vote of the Green Fund Steering Committee.

D. Any monies remaining in the fund at the end of the fiscal year shall be rolled over into the next fiscal year.

XIII. Dissolution
   A. The Students may dissolve the Green Fund through a student-wide referendum.
   B. The Steering Committee will continue to meet for the remaining years that funding is earmarked.
   C. Any funds available that are not earmarked will be transferred to the Student Government Association main reserve.