Mission Statement

The NAU Green Fund promotes student participation in and provides funding for projects that reduce NAU's negative impact on the environment and make NAU more sustainable. The NAU Green Fund will allocate funds to projects that increase the amount of renewable energy used on campus, increase energy and water efficiency, and reduce the amount of waste created by NAU. Portions of the Fund will support education initiatives and student grants. The Green Fund is supported by student fees and administered through a student-majority governing committee.

Article 1: Green Fund Committee

Section 1.1: Duties of the Green Fund Committee

The Green Fund Committee has authority over TGF spending. It shall be the duty of the Committee members to:

- · Publicize and promote the existence and effectiveness of TGF
- · Review project applications and determine allocation of funds.
- · Assess the effectiveness of TGF-sponsored projects.

Section 1.2: Powers and Voting

A simple majority of the Committee's full membership is required to make funding and any other official decisions, except as provided for elsewhere in these bylaws. Apart from his/her normal function as a part of this committee; a member has no individual authority. The Green Fund Selection Committee must approve all members before assuming their position on the committee. The Green Fund Selection Committee will consist of the Director of the Green Fund and the Steering Committee for the Environmental Caucus.

Section 1.3: The Green Fund Director

An employee of the Office of Sustainability will act as Director of the Green Fund. This Director will be a non-voting member of the Green Fund Committee. The Director will provide consistent institutional memory about the procedures of the Green Fund and the Green Fund Committee. The Director will act as an administrative liaison responsible for project management, business management, and financial management.

Section 1.4: The Green Fund Symposium

At the end of fall and spring semesters, the Green Fund Committee and the Green Fund Director will organize and host a Green Fund Symposium. All Green Fund proposals will be required to include a commitment to present at the Green Fund Symposium and disseminate findings or results of their funded proposal.

Section 1.5: The Green Fund Committee Member Seats and Representation

The Green Fund Committee shall consist of six appointed students and three non-students including no more than 2 graduate students. Preference for student seats will be weighted towards diversity of area of study and experience. The three non students shall consist of an administrative member with environmental sustainability expertise, a staff member from Facilities Services, and one faculty member.

All Green Fund Committee meetings will be open to any community members for attendance; however, visitors to committee meetings will not be considered members of the committee, voting or non-voting. The Green Fund Committee can appoint non-voting committee members with a majority vote.

Section 1.6: Officers

The Governing Committee shall have four student officers: Chair, Vice Chair, Project Manager, and Treasurer. The Chair shall preside at all Green Fund Committee meetings, create the agenda for meetings, act as facilitator and coordinator of the committee, manage email correspondence, and hold meetings to the agenda in a timely fashion.

The Vice Chair will assist the Chair with his or her duties including email correspondence. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair.

The Project Manager will take meeting minutes and make all meeting minutes, funded projects, and updates available to the public, such as through maintenance of a TGF website. The Project Manager will assist the Green Fund Director in preparing an annual report of projects and accomplishments in relation to the Strategic Plan.

The Treasurer will help track Green Fund spending and keep in close communication with the Green Fund Director in order to keep the Green Fund Committee informed of financial activity.

The Chair, Vice Chair, Project Manager, and Treasurer must be student members of the Committee and will be selected by majority vote of the Green Fund Committee at the beginning of the academic year.

Section 1.7: Member Appointments and Replacement

Each member of the Green Fund Committee shall be appointed for one year. Committee members may serve at most two consecutive terms, and the total number of terms they may serve is not limited.

Voting Members must be enrolled in or employed by NAU for the length of the term.

A Committee member may be removed by a simple majority vote of the other Committee members for unjustifiable absence, conflict of interest, or other appropriate reasons.

In the event of a vacancy of a voting member on the Green Fund Committee, the Green Fund Selection Committee may immediately appoint a non-voting member of the Green Fund Committee to become a voting member of the Green Fund Committee. In the event that this occurs, the newly appointed voting member of the Green Fund Committee will carry out the duration of the vacated term.

In the event that this does not occur, a call for applications will be put out for the Green Fund Committee to the student body. The Green Fund Selection Committee will review applications and make a new appointment for the duration of the vacated term.

When a vacancy of a voting committee member seat occurs, the replacement for that vacant seat will be of the same designation as that vacant seat. A vacant faculty seat will be replaced by a faculty member. A vacant student seat will be replaced by a student member. A vacant Facilities Services staff seat will be

replaced by a Facilities Services staff member. A vacant administration staff seat will be filled by an administration staff member.

Section 1.8: Conflict of Interest

The Governing Committee shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public. For example, each Committee member must make public all campus groups and organizations of which he or she is a member. Where appropriate, the Committee member shall remove himself or herself from voting on projects proposal where a conflict exists.

Article 2: Allocation of Funds for Operational Budget

Section 2.1: Operational Budget

The Director of the Green Fund will create an operational budget for the Green Fund Committee each year. The Green Fund Committee will approve the annual operational budget with a simple majority vote.

Section 2.1: Use of Operational Budget

The Green Fund Committee, by way of a simple majority vote, will determine uses of operational budget.

Article 3: Allocations of Funds for Project Selection

Section 3.1: Projects with Strong Student Component

The funds dispersed by the Green Fund Committee for projects each year shall be allocated to projects with direct student involvement. Such projects include, but are not limited to: internships, initiatives which include students in their oversight bodies, student research, and projects proposed by students.

Section 3.2: General Requirements for Proposed Projects

Projects to be considered for funding by the Green Fund Committee must meet the following criteria:

- 1. Projects must directly address environmental sustainability on the Flagstaff campus, or in the capacity that off-campus activities influence sustainability on campus. All proposed projects must have a clearly defined, measurable outcome.
- 2. Project proposals must be submitted by NAU students. Individuals and organizations outside of NAU may not submit proposals.
- 3. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
- 4. Funding by the Green Fund Committee will not support projects already mandated by law or NAU policy directive (e.g. standards for new building construction), since NAU is already obliged to allocate funds for such projects. The Green Fund Committee will fund projects which go above and beyond minimum requirements and that are unable to gain funding from other sources.

- 5. All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the Committee after successful (or unsuccessful) implementation. If a project is expected to have ongoing benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Committee on an (at least) annual basis.
- 6. Projects must have publicity, education, and outreach considerations.
- 7. Projects must include student involvement.
- 8. Proposed projects must include a commitment to present at Green Fund Symposium events in two capacities. First, funded proposals must have a presentation at all Green Fund Symposiums throughout the duration of their funded project. Second, funded proposals must have a presentation at the most immediately occurring Green Fund Symposium after the completion of their funded project.

Section 3.3: Project Criteria Weighted for Voting

The Green Fund Committee shall weigh the following criteria when voting on project proposals. Meeting these criteria is not required for projects to be considered, but is strongly recommended.

1. VISIBILITY

Is there a public outreach plan? How will faculty, students, and staff know about this?

2. MEETS STUDENT PRIORITIES

How well does this align with student surveys?

3. ECONOMICALLY FEASIBLE/SUSTAINABLE

Is the project financially efficient

4. PROGRAM LONGEVITY/LEGACY

Is the program repeatable? How would the project continue into the future? By whom?

5. REASONABLE TIMELINE

How long will it take to implement your project? Do you have a timeline for when you will start and when you expect to begin seeing results?

6. CAMPUS COMMUNITY INVOLVEMENT

Have you considered and identified departments, programs, faculty, staff, student groups, etc. that might be involved, or interact with your project? What campus connections can you make with this project?

7. Project Evaluation

How does your proposal plan to outline and measure the results of the project? How does your proposal plan to include information on formative and summative evaluation?

8. MEETS CAMPUS SUSTAINABILITY GOALS

How does this project align with the goals of the Climate Action Plan?

Section 3.4: Additional Project Criteria at Discretion of Committee

The Green Fund Committee may create additional project criteria or alter existing project criteria with a simple majority vote, provided that these additional or altered criteria are consistent with the overall mission of The Green Fund and the requirements and preferences outlined in these Bylaws.

Article 4: Other Rules Governing the Funds

Section 4.1: Disbursement of Project Funds

Funding distribution for projects approved by the Green Fund Committee must occur in one of the following two ways. First, when an approved project is managed by Facilities Services, funding will be transferred internally from the Green Fund to Facilities Services. Second, when an approved project is managed by a departmental office, funding will be reimbursed to that departmental office according to the approved project timeline.

Section 4.2: Disbursement of Travel Funds that Support the Project

Funding from the Green Fund may be used for travel associated with approved project, including conference registration. However, travel funding must be written into the original project proposal, and the purpose of the travel must be associated with dissemination of project results or contribute to project completion.

Section 4.3: Reallocation of Funds

Funding not allocated in a given year shall remain in the Green Fund for future use. Funding allocated to an approved project that is not spent in accordance with the project timeline shall be returned to the Green Fund. Funding from the Green Fund is not to be used or reallocated for purposes other than those described in these Bylaws. The Green Fund Committee shall continue to operate as long as funding remains in the Green Fund account.

Article 5: Accountability, Records and Reports

Section 5.1: TGF Accountability to the Student Body

The Green Fund shall be accountable to the student body and therefore shall make all its records available to the public and issue an annual report of its activities to the ASNAU Senate, the environmental Caucus, and the President's Office. Meeting minutes from the Green Fund Committee will be posted on the Green Fund website.

Section 5.2: Accountability of Projects

All projects funded by the Green Fund shall submit a deliverable report to the Green Fund Committee at the conclusion of the project or annually from the date of the project approval, if the project is funded for multiple years. The report must include a budget detailing the spending of all funds.

Upon review of a report, the Green Fund Committee shall judge whether the funds were spent within the scope of the project and within the approved timeline. If the Green Fund Committee determines project funding was spent outside of the project scope, the Green Fund Committee reserves the right to withhold reimbursement funding until the discrepancy is remedied.

Section 5.3: Records and Reports

The Green Fund Committee must keep the following on record:

- 1. Minutes of all meetings of the Green Fund Committee indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof.
- 2. Adequate and correct books and records of account, including accounts of its business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- 3. Record of projects selected each year and the funds allocated to each project.
- 4. Reports made back to the Green Fund Committee on completed projects and all annual reports received from projects with ongoing benefits.
- 5. Copies of all annual reports which the Green Fund Committee has issued to the ASNAU Senate, the Environmental Caucus, and the President's Office.

Article 6: Amendment of Bylaws

A simple majority vote by the voting members of the existing Green Fund Committee may amend, create, or repeal portions of these Bylaws. Amendments, additions, and repeals may not adversely affect the Mission of The Green Fund. The Mission of the Green Fund may only be amended by way of approval of the President of the university or the Arizona Board of Regents.

Article 7: Compliance with Higher Regulations

Actions guided by the bylaws stated above shall comply with all local, state, and federal laws in addition to ABOR regulations and Northern Arizona University policy.

Reference

The format and language of the NAU Green Fund Bylaws were completed and approved by the Director of the Green Fund and the Green Fund Committee.

Green Fund Committee Annual Budget 2011/2012.

| Student Wages | \$7,500.00 |
|---------------------------------|-------------|
| Student Committee Member Travel | \$8,000.00 |
| Operations and Marketing | \$10,000.00 |