

BYLAWS OF THE GREEN INITIATIVE FUND

MISSION STATEMENT

The Green Initiative Fund (TGIF) provides funding for projects that reduce UC Berkeley's negative impact on the environment and make UC Berkeley more sustainable. TGIF will allocate funds to projects that promote sustainable modes of transportation, increase energy and water efficiency, restore habitat, promote environmental and food justice, and reduce the amount of waste created by UC Berkeley. Portions of the fund also support education and behavior changes initiatives, student aid (via return to aid), and internships. TGIF is supported by student fees and administered through a student-majority committee and a program coordinator.

ARTICLE 1 – GRANT MAKING COMMITTEE

SECTION 1.1 – POWERS AND VOTING

The TGIF Committee has authority over TGIF. 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.

SECTION 1.2 – DUTIES OF GRANT MAKING COMMITTEE

The TGIF Committee is the decision-making body for The Green Initiative Fund. The committee chooses which projects receive funding, approves changes to grant awards, and guides the general direction of TGIF. The TGIF Committee also employs, discharges, supervises, and prescribes the duties of all staff and interns of The Green Initiative Fund.

It shall be the duty of the voting Committee members to:

- Attend committee meetings
- Review grant applications and determine the allocation of funds.
- Vote on issues which require committee approval, such as project adjustments
- Provide feedback to and help support all grantees

It shall be the duty of the non-voting Committee members to:

- Attend committee meetings
- Provide advice and background information to the committee during grant review
- Provide feedback to the committee on issues which require committee approval, such as project adjustments
- Provide feedback to and help support all grantees

The Green Initiative Fund

University of California, Berkeley

SECTION 1.3 – MEMBER NUMBER & REPRESENTATION

The TGIF Committee shall consist of four students and three non-students, as follows:

Voting Members

- One graduate Student appointed by the Chair of the Environmental Sustainability Committee of the Graduate Assembly (GA)
- One undergraduate Student appointed by the Associated Students of the University of California (ASUC) Environmental Sustainability Director
- One Student appointed by the Chancellor’s Advisory Committee on Sustainability (CACS)
- One undergraduate Student, selected by the TGIF Committee after the other three student members have been selected. This position is open to all undergraduate Students via a Student-at-Large application.
- One Faculty member selected by the Academic Senate
- One Staff member from Administration, selected by the Vice Chancellor for Administration
- One Staff member from Facilities Services, selected by the Vice Chancellor of Facilities Services

The campus Director of Sustainability, the Assistant Director of Green Buildings, a member of the Committee on Student Fees, a representative of the ASUC Senate, shall attend Committee meetings as non-voting Members, and the Committee shall invite experts/guests to provide information and expertise as needed.

SECTION 1.4 – OFFICERS

The TGIF Committee shall have two officers, a Chair and a Vice Chair. The Chair shall preside at all meetings of the TGIF Committee, acting as facilitator and holding meetings to the agenda in a timely fashion. The Chair shall also coordinate and approve meeting agendas with the TGIF Coordinator (described in Article 2). The Chair must be a Student member of the TGIF Committee.

The Vice Chair will assist the Chair with his or her duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair may be a Student, Faculty, or Staff member of the TGIF Committee.

At the beginning of each term of office, the TGIF Committee will take nominations and volunteers for Chair and Vice Chair. Candidates for Chair will be selected first, by majority vote of the Committee. After the Chair has been selected, the Committee shall select the Vice Chair by majority vote. Defeated candidates for Chair are eligible to run for Vice Chair, and candidates for both positions are eligible to vote in these elections.

The Chair and Vice Chair shall hold office for one year; though with committee approval a Chair or Vice Chair can serve another term.

The Green Initiative Fund

University of California, Berkeley

SECTION 1.5 – TERMS OF OFFICE

Each member of the TGIF Committee shall be appointed for one year. The Graduating seniors may choose to end their term in May at the close of the spring semester. The TGIF Committee must meet at the beginning of the fall semester to select the Student-at-Large Representative from a pool of applicants. Committee members may serve no more than two consecutive terms but the total number of terms they may serve is not limited. The TGIF Coordinator will contact the appointing representative bodies for Committee member nominations in August.

SECTION 1.6 – MEMBER QUALIFICATIONS

All Student members of the TGIF Committee must be registered (full or part-time) UC Berkeley students during their term of office. The Student-at-Large applicants may only be undergraduate students. Students graduating at the end of the spring semester or a subsequent summer session are still eligible for committee membership, even though their student status may technically expire before the end of summer. Staff members of the TGIF Committee must be currently employed by UC Berkeley; faculty may be currently employed or emeritus.

SECTION 1.7 – MEMBER REPLACEMENT

A Committee member may be removed by unanimous vote of the other Committee members for unjustifiable absence, conflict of interest, or other appropriate reasons. In the event that a Committee member is removed or resigns, the original appointing body will select a replacement. The new Committee member will serve the remainder of the original member's term.

SECTION 1.8 – CONFLICT OF INTEREST

The TGIF 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 should recuse himself or herself from voting on grant allocations for projects proposed by such groups. For such votes, the "full Committee membership" as defined for voting majority purposes shall be decreased to account for the Committee member's recusal.

ARTICLE 2 – TGIF COORDINATOR

SECTION 2.1 – DUTIES OF THE TGIF COORDINATOR

There will be one staff position 80% FTE [Full-Time Employee] referred to as the TGIF Coordinator. The TGIF Coordinator works under the direction of the TGIF Committee and exists to meet the needs of the Committee. The TGIF Coordinator reports to the Executive Director of the ASUC Auxiliary and the Director of the LEAD Center.

The Green Initiative Fund

University of California, Berkeley

The function of the TGIF Coordinator is to:

TGIF Committee

- Advise and support the TGIF Committee
- Recruit and orient new Committee members annually
- Facilitate communication between project grantees and the TGIF Committee

Project Management

- Develop and run trainings and workshops for grant applicants and grant recipients
- Advise prospective grant applicants
- Advise TGIF funded projects and track their progress, ensuring all projects are meeting TGIF grant and program policies

Communications

- Coordinate with and support larger campus-wide sustainability initiatives
- Coordinate TGIF-related speaking opportunities at on- and off-campus events
- Develop and maintain all forms of TGIF communications and publicity
- Provide sustainability fund consultation for fellow higher education institutions
- Serve as an ex-officio on the Chancellor's Advisory Committee on Sustainability

Budget & Administration

- Manage the TGIF budget and other administrative tasks
- Document all TGIF-related activity and author the TGIF annual report; maintain and update the TGIF archives

SECTION 2.2 – HIRING THE GRANT COORDINATOR

The TGIF Coordinator will be hired via open recruitment. Candidates must understand and agree to comply with all of TGIF's Bylaws and supporting documents. The TGIF Committee must approve the selected Coordinator candidate and participate in regular performance evaluations. The Committee may recommend that the Executive Director of the ASUC Auxiliary dismiss the Coordinator in response to poor performance. Only the Executive Director of the ASUC Auxiliary has the authority to dismiss the TGIF Coordinator.

SECTION 2.3 – SALARY OF THE GRANT COORDINATOR

Funds for the TGIF Coordinator's compensation (salary and benefits) are allocated annually from the TGIF budget before the amount available to be allocated for projects is calculated. The amount of the TGIF Coordinator's compensation will be commensurate with the level appropriate to the responsibilities of the position.

SECTION 2.4 – OPERATIONAL BUDGET FOR THE GRANT COORDINATOR

The TGIF Coordinator may submit an annual budget request to the TGIF Committee for funds to be used for operational expenses incurred by the Coordinator in the performance of his or her duties.

The Green Initiative Fund

University of California, Berkeley

ARTICLE 3 – ALLOCATION OF FUNDS & PROJECT SELECTION

SECTION 3.1 – ALLOCATION OF FUNDS BY THE GRANT MAKING COMMITTEE

As noted in Section 1.1, the TGIF Committee shall decide the allocate funds to submitted projects by a simple majority vote of the full Committee membership. The Committee may elect to fund only a portion of a proposal.

The TGIF Committee shall award a total of \$20,000 each fall in the form of \$500-2,000 Mini-Grants. Applicants will be given two opportunities to apply, unless all \$20,000 is awarded by the first application deadline. Mini-Grant recipients will be announced within three weeks past the deadline.

The TGIF Committee shall award additional grants of \$2,000 or greater each spring. The TGIF Committee and Coordinator will determine the total amount each spring, based on the amount of student fees received for that year. Applicants will first submit an abstract in January or February and selected applicants will be invited by the TGIF Committee to submit Final Applications in April. Grant Recipients will be announced in May.

SECTION 3.2 – SET-ASIDE FOR PROJECTS WITH STRONG STUDENT COMPONENT

At least 20% of the funds dispersed by the TGIF 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-related expenses, and projects proposed by students.

SECTION 3.3 – GENERAL REQUIREMENTS FOR PROPOSED PROJECTS

All projects to be considered for TGIF funding must meet the following criteria:

- Projects must directly address environmental sustainability on UC Berkeley's campus, or in the capacity that on-campus activities are creating negative environmental impacts in neighboring communities. All proposed projects must have a clearly defined, measurable outcome.
- Project proposals may be submitted by UC Berkeley students, staff, and faculty. Individuals and organizations outside of UC Berkeley may not submit proposals.
- Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
- TGIF funding will not support projects already mandated by law or UC Berkeley policy directive (e.g., standards for new building construction), since UC Berkeley is already obliged to allocate funds for such projects. TGIF will fund projects which go above and beyond minimum requirements and that are unable to gain funding from other sources.
- All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. All funded projects must submit the required project updates, posters, and final reports. If a project is expected to have ongoing benefits such as annual cost savings, the

The Green Initiative Fund

University of California, Berkeley

project plan must include a mechanism for tracking, recording, and reporting these benefits back to the TGIF Committee on an (at least) annual basis.

- Projects must have publicity, education, and outreach components.
- Projects are encouraged to have student involvement.

SECTION 3.4 – PROJECT PROPOSALS WHICH MUST BE REQUESTED AS LOANS

Many projects may result in cost savings or revenues to the person or group submitting the project proposal to the TGIF Committee. Where reasonable and at its discretion, the Committee may require that all or part of the project funding be dispersed as a loan (instead of a grant) to be repaid to TGIF over a reasonable time period. This time period will be negotiated by the TGIF Committee and the person or group proposing the project, before funds are awarded. In exceptional cases, the Committee also has the authority to negotiate that a portion of all subsequent revenues (after the loan has been repaid) shall go into the TGIF.

Portions of such funding awards used to pay student interns do not need to be repaid to TGIF.

SECTION 3.5 – PREFERENCES FOR PROPOSED PROJECTS

The TGIF Committee shall give preference and priority to project proposals that also meet the following criteria in this section. However, meeting these criteria is not required for projects to be considered for TGIF funding.

- Preference will be given to projects that demonstrate the greatest reduction in UC Berkeley's negative environmental impacts for the least cost.
- Preference will be given to projects that are able to repay the Fund, even if such repayment would not be required by Section 3.4 above.
- Preference will be given to projects with a strong student-participation component.
- Preference will be given to projects that can obtain matching funds from sources other than TGIF.
- Preference will be given to projects impacting UC Berkeley's sustainability "closer to home." For example, priority will be given to projects that directly address sustainability on campus over projects which address the Bay Area-wide environmental impacts of UC Berkeley's campus operations.

SECTION 3.5 – ADDITIONAL PROJECT CRITERIA AT DISCRETION OF COMMITTEE

The TGIF Committee may determine additional requirements or preferences for each year's funding cycle, provided that these additional criteria are:

- Consistent with the overall mission of TGIF.
- Consistent with the requirements and preferences outlined in these Bylaws.

The Green Initiative Fund

University of California, Berkeley

ARTICLE 4 – OTHER RULES GOVERNING TGIF FUNDS

- Any funds not allocated in a given year shall remain in the TGIF account for future use.
- Funds allocated to a project that are not spent within the project timeframe shall be returned to TGIF for reallocation, unless the project has submitted and received Committee approval for a timeline adjustment.
- Standing funds must be invested in a socially responsible manner.
- TGIF funds are not to be used or reallocated for purposes other than those described in this document.
- TGIF shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in the TGIF account.

ARTICLE 5 – ACCOUNTABILITY, RECORDS AND REPORTS

SECTION 5.1 – TGIF’S ACCOUNTABILITY TO THE STUDENT BODY

TGIF shall be accountable to the student body and therefore shall:

- Make all its records available to the public via the TGIF website and annual report to the Student Fee Referendum Committee.
- Issue a TGIF Annual Report of its activities to the ASUC Senate, the Graduate Assembly, the Executive Director of the ASUC Auxiliary, the Committee member appointing bodies, and the public.

SECTION 5.2 – ACCOUNTABILITY OF PROJECTS

- All projects funded by TGIF shall submit project updates to the TGIF Coordinator and a project poster during the project’s progress. All projects will also submit a final report upon completion of the project. The final report must include a budget detailing the spending of all funds and answer the questions stated in the “Final Report Guidelines”.
- Upon review of the Final Report, the TGIF Coordinator shall judge whether the funds were spent within the scope of the project. If the Coordinator feels the funds were spent outside of the project scope, the Coordinator may recommend that the TGIF Committee require the return some or the entire grant funds to TGIF.
- Projects who consistently fail to submit the required documentation by the set deadlines will not be eligible to apply for and receive future funds from TGIF. The TGIF Committee also may require such projects to complete additional reporting processes.

SECTION 5.3 – RECORDS AND REPORTS

TGIF must keep on record:

- Minutes of all meetings of the TGIF Committee indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof.
- Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.

The Green Initiative Fund

University of California, Berkeley

- All abstract submissions and grant applications received each year.
- Records of projects selected each year and the funds allocated to each.
- Updates, posters, and reports submitted by TGIF funded projects and all annual reports received from projects with ongoing benefits.
- Copies of all annual reports which TGIF has issued to the ASUC Senate, the Graduate Assembly, the Executive Director of the ASUC Auxiliary, the Committee member appointing bodies, and the Student Fee Referendum Committee.

ARTICLE 6 – AMENDMENT OF BYLAWS

A two-thirds (2/3) vote by the voting members of the existing TGIF Committee may amend, create, or repeal portions of these Bylaws, unless doing so would materially and adversely affect the mission of TGIF.