**Bylaws of The Green Fund**

**Mission Statement**

The Green Fund will be available for use by approved sustainably-progressive projects, educational programs and activities for Saint Joseph’s University and its surrounding community. The Green Fund will be sustained by both The Green Fund Foundation account, as well as yearly student contributions through the activities fee, and will be administered by the Green Fund Advisory Board.

**Article 1 – Green Fund Advisory Board**

**Section 1.1 – Powers and Voting**

The Green Fund Advisory Board (GFAB) has authority over The Green Fund. A simple majority of the SJU students on the GFAB 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 part of the board; a member has no individual authority.

**Section 1.2 – Member Numbers and Representation**

The GFAB will consist of at least seven, but no more than eleven, voting and nonvoting members, and will include, as a minimum:

- Two Saint Joseph's University (SJU) University Student Senate voting and nonvoting members: the USS Secretary of Mission, who will also internally select a senator appointee.
- Five-nine SJU undergraduates of any major, selected by all voting members
- A member of the SJU Facilities staff as a nonvoting member
- Two SJU faculty nonvoting members, at least one of whom is affiliated with the SJU Environmental Sciences Program
- One SJU Administrative Advisor, nonvoting member

**Section 1.3 – Election and Terms of the Green Fund Advisory Board Members**

The advisor, faculty, facilities, and student senate members will serve as foundational members and will be appointed to the GFAB. Thereafter, the decision to select or instill new board members will be determined by the foundational or active GFAB members. Terms are as follows:

- The SJU undergraduates will apply to be on the GFAB through an evaluation application and will be selected based on knowledge of topical areas, motivation/passion, time commitment and availability. The students selected by the GFAB to serve based on their application to the GFAB members will have 1 academic year terms, with no limitations to number of terms served.
University Student Senate members will be appointed each academic year and will serve one academic year terms.

The SJU faculty member from the Environmental Science Program will be nominated by the SJU Provost and confirmed by the Environmental Sciences Program Director to serve a two year term. Members may continue to serve on the GFAB for an unlimited amount of terms, but the nomination and confirmation process will occur every two years.

SJU faculty members, administrators, and staff members will serve two-year terms with no limitations to number of terms served. These members must be appointed by a simple majority of the other GFAB members for subsequent terms. In the event that any of these members step down, nominations for their replacements will come from the following areas: the SJU Facilities staff member will be nominated by the Director of SJU Facilities, SJU faculty members (other than the position affiliated with the Environmental Sciences Program) will be nominated by the Provost, the Environmental Science faculty will be nominated by the Environmental Sciences Program Director, and the SJU Administrative Advisor will be appointed by the SJU Vice President of Student Life. These nominations must be confirmed by a simple majority vote of the other GFAB voting members.

Exceptions for voting on undergraduates based on application.

Section 1.4 – Duties of the Green Fund Advisory Board

The duties of the Green Fund Advisory Board shall be:

- Annually solicit, accept and review project applications to determine the fund apportionment for each fiscal year.
- To meet, at a minimum, two to three times a semester. If necessary, the GFAB can hold additional meetings at their discretion.
  - A call for project application proposals should go out to all SJU community members via electronic e-mail at the start of every year and advertised throughout the year. In order for an application to be considered as a proposal for projects at the next meeting it must be submitted a week prior to the start of the meeting. These applications can be accepted by the Secretary or the Administrative Advisor.
  - Before any meetings there needs to be a call for projects to discuss the project application proposals submitted. The GFAB will then determine outcomes of the proposed project, evaluate whether the proposed projects qualify for funding by The Green Fund. If no definitive conclusion is made or not enough information is known concerning the project, a project application can be tabled to be discussed at a future meeting. Once any project application proposal has been approved/denied by majority vote of the voting members of the GFAB, the Secretary will send out an e-mail notifying if the proposed project will be approved or denied. If approved, the individual will be asked to create a 5-10-minute powerpoint presentation at the next meeting detailing the project in greater depth.
  - The first GFAB meeting shall occur between two-three weeks after the start of each semester. It is at this point that the GFAB will accept applications-This meeting will be followed by a two-three week researching period for GFAB
members to research proposed projects. If a GFAB member wishes to submit a project proposal he/she should submit it a week before the second meeting.

- The second meeting of the semester will be held two-three weeks after the first meeting. It is at this meeting that those who have researched the proposals will present their findings to the rest of the GFAB, and a vote will take place determining which projects will receive funding. If no projects have been proposed, it is at the discretion of GFAB to decide if funds will be set aside for future semesters or spent on initiatives designed by the members of the GFAB.
- A third meeting will be held at a later time determined by the GFAB. At this meeting the recipients of the Green Fund Grants will present the progress and accomplishments to the GFAB and community members.

Section 1.5 – Organizers

The GFAB will have three organizers: a Moderator, Secretary, and Treasurer. The organizers responsibilities include:

- The Moderator will be responsible for presiding over meetings. The Moderator is also responsible for keeping track of terms, holding any necessary election regarding GFAB members, taking proposals, and ensuring that GFAB members are staying accountable for their held position on the GFAB.
- The Treasurer shall keep a detailed account of the funds available as well as the funds spent and compile an annual report to prove where the money has gone.
- The Secretary will ensure that the necessary documents are made public as well as issue an annual e-mail to the Saint Joseph’s University community. The e-mail will highlight the current status of the program. The Secretary will also send out e-mails before each meeting detailing what the meeting will cover so that members can be adequately prepared and document minutes for every meeting.

These positions shall be filled by members of the board that are student voting members. Though these members will have more responsibility, they will not have more power in regards to the voting process.

Section 1.6 – Voting Conflicts

In the event of an even vote, the issue being voted on will be opened for discussion and debate by the board as well as community members. It is up to the GFAB to reach a compromise on the issue.

Article 2 – Allocation of Funds and Project Selection

Section 2.1 – Budget Restrictions

There shall be no minimum spending limitations. The GFAB can choose to set funds aside to build for future endeavors or larger projects.
Section 2.2 – Restrictions and Priorities

There is no limit to how many items The Green Fund can support each year, provided all gift totals fall within the budget. Members of GFAB are not exempt from applying for any funding, but are required to be held at the same standard as all other applicants, and should excuse themselves from voting when personal involvement is present.

Section 2.3 – General Requirements for Proposed Projects

- All projects shall promote sustainable practices, thinking, and development, with a goal of a healthier campus and community.
- No Green Fund support shall go to a project that involves paving any green space. Unless the GFAB feels that the proposal is best for the university and environment.
- Project proposals may be submitted by SJU faculty, students, and staff.
- Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
- The Green Fund funding will not support projects already mandated by law or Saint Joseph’s University policy directive (e.g., basic standards for new building construction), since SJU is already obligated to allocate funds for such projects. The Green Fund will however, fund projects which go above and beyond minimum requirements and which are unable to gain funding from other sources.
- If the GFAB desires so the recipients of funds are required to report progress, time frame, and have clear accountability of what the money was used for.
- Projects that benefit current and future SJU students, whether financially, educationally, or through direct involvement, are highly encouraged.

Section 2.4 – The Green Fund Foundation

- The foundation account will be the foundational source of income for The Green Fund. A majority of the money will be spent on campus and community initiatives.

Article 3 – Other Rules for Governing The Green Fund

Section 3.1 – Guidelines for Fund Allocation

- Any funds not distributed or dispensed in a given year shall remain in The Green Fund account for future use.
- Funds allocated to a project that are not spent within the timeframe determined on the project’s proposal shall be returned to The Green Fund for reallocation.
- Funds distributed by The Green Fund are not to be used or reallocated for purposes other than those described in this document.
- The Green Fund shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in The Green Fund account.
Article 4 – Accountability, Records, and Reports

Section 4.1 – The Green Fund’s Accountability to the Student Body

The Green Fund shall be accountable to the entire SJU community:
- Make all its records available to the public
- Issue an annual electronic report to all students, faculty and staff
- Make a report accessible online or to interested community members

Section 4.2 – Records and Reports

The GFAB Secretary must keep on record:
- Minutes of all GFAB meetings of indicating the time, place, names voting members present, and the proceedings thereof
- Adequate and correct books and records of account and foundation account, transactions and accounts of its assets, receipts, disbursements, gains and losses
- Record of projects selected each year and the funds allocated to each
- Reports made back to the GFAB on in progress and completed
- Copies of all annual reports which the GFAB has issued via electronic mail to students, faculty and staff

Article 5 – Matching The Green Fund

- There will be a yearly matching donation whereby up to $1500 in gifts from anyone to the fund will be matched, dollar for dollar, by an anonymous donor with the commitment to be renewed for at least 5 years.

Article 6 – Changing the Bylaws

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