

**TGIF bylaws**  
**Last Update: November, 2007**

**MISSION STATEMENT**

The Green Initiative Fund (TGIF) provides funding for projects which “green” our campus and reduce the University’s impact on the environment. TGIF allocates funds to projects that increase the amount of renewable energy used on campus, increase energy efficiency, and reduce the amount of waste created by our University. Portions of the fund will support education initiatives, student aid (via return to aid), and internships. TGIF is administered through a student majority governance board.

The following principles shall guide and govern the funding of projects by TGIF:

**GUIDING PRINCIPLES**

1. Projects shall reduce UCSB’s impact on the environment.
2. Projects shall have publicity, education and outreach components.
3. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
4. UCSB Students, Staff, and Faculty are able to submit project proposals, so long as they are under the umbrella of a campus department. Individuals and organizations outside the University are not able to submit project proposals.
5. TGIF funding will not support projects that are already mandated by law or UCSB policy/directive. TGIF will only fund projects, which are not currently paid for by the University or through existing rebate programs.
6. TGIF is limited in its funds and therefore will be more likely to support projects which have secured partial funding via others means.
7. Preference will be given to projects that demonstrate the greatest reduction of UCSB’s greenhouse gas emissions and/or resource usage for the least cost.
8. Projects that are able to repay the fund are encouraged to do so when appropriate.
9. Student participation is encouraged in all projects.
10. Projects shall positively impact both social and environmental sustainability and take into account all impacts.

**ARTICLE 1 GRANT MAKING COMMITTEE**

**SECTION 1.01 POWERS AND VOTING**

The Grant Making Committee has complete authority over TGIF and all of its functions. A quorum of 50% plus one of the voting members must be present in order to vote on official matters. The allocating of funds and changing of bylaws requires a super majority (2/3) of board members. Apart from his/her normal function as a part of the Grant Making Committee, Committee Members have no individual authority.

## **SECTION 1.02 DUTIES OF GRANT MAKING COMMITTEE**

It shall be the duty of the Committee Members to:

1. Review project applications and determine allocation of funds.
  - a. Provide feedback for all project applications.
2. Build financial resources and campus support for the fund through methods in addition to lock-in fees.
  - a. Develop local partnerships and increase community awareness.
  - b. Coordinate with the Office of Development to seek grants, endowments, and major gifts.
3. Employ, discharge, and prescribe the duties of all staff and interns of The Green Initiative Fund.
4. Supervise staff of The Green Initiative Fund to assure that their duties are performed properly.
5. Anything else as determined and implemented by the committee with a simple majority of voting members.

## **SECTION 1.03 MEMBER NUMBER & REPRESENTATION**

The Grant-Making Committee is comprised of the following representatives:

### **Voting Members:**

- One Graduate Student Association (GSA) representative
- One Associated Students (AS) Representative
- One Environmental Affairs Board Representative (Appointed by the EAB core group)
- One Bren School Graduate Student (Appointed by the Dean of Bren)
- Two campus-wide Undergraduate Student
- One faculty selected by Academic Senate
- The Associate Vice Chancellor of Administrative Services

### **Advisory Vote Members:**

- Student Affairs Staff Member
- Facilities (Project Manager) Staff Member
- Budget and Planning Staff Member
- TGIF Grants Manager
- UCSB Development Officer
- Community Members(up to 5)

An advisory vote is simply a vote of advisement to the Grant Making Committee. If all advisory voting members vote unanimously in opposition to a decision to by the committee the committee must review its decision with input from each advisory voting member no

later than one day after the advisory votes were cast—input not to last more than ten minutes person—and vote on issue again.

#### **SECTION 1.04 MEMBER QUALIFICATIONS**

All student Grant Making Committee members must be registered (full or part-time) UCSB students during their term of office. Staff and Faculty Grant Making Committee members must be currently employed by the University of California Santa Barbara.

#### **SECTION 1.05 TERMS OF OFFICE (GRANT MAKING COMMITTEE)**

Each member shall be appointed for one term, length to be determined by the committee itself. The Chair shall hold office for one term, length to be determined by the committee. The Chair can be removed at any time—after presiding for at least two meetings--provided there is a 2/3-supermajority vote amongst all committee members. A Chair can only be nominated for removal 2 times within a term during his/her term as Chair. The Vice Chair is appointed by the committee and serves at the pleasure of the Committee or can be removed with a 2/3 supermajority vote by all present committee members. Committee members may be appointed/reappointed/elected/re-elected for as many terms as to be determined by the committee.

#### **SECTION 1.06 MEMBER APPOINTMENTS, NOMINATION, & ELECTION**

The Graduate Student Association, Associated Students Legislative Council, Environmental Affairs Board, the Chancellor, the Bren Dean, and Academic Senate will select their representatives in spring quarter the previous year, with appointments beginning in fall or when vacancies occur. Once each entity has appointed their member, the sitting members will appoint the campus-wide undergraduate representatives.

#### **SECTION 1.07 CONFLICT OF INTEREST**

Conflict of Interest is defined by attached document “Policy and Procedure on Conflicts of Interest.”

## **ARTICLE 2 OFFICERS OF THE GRANT MAKING COMMITTEE**

The officers of The Green Initiative Fund shall be a Chair and Vice-Chair. The Chair shall preside at all meetings of the Grant Making Committee. The Chair will coordinate and approve meeting agendas with the staff. The Chair will act as mediator and facilitator during the Committee meetings and will be responsible for holding meetings to the agenda in a timely fashion. In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

## **ARTICLE 3 TGIF STAFF**

### **SECTION 3.01 STAFF**

There will be one staff position referred to as the TGIF Grants Manager. The Grants Manager works at the direction of the Grant Making Committee.

Duties of the Grants Manager:

1. Publicize the TGIF funding cycle and projects which receive funding
2. Actively solicit and assist in development of proposals
3. Coordinate the presentation of proposals to the Grant Making Committee
4. Work with the Chair and Vice-Chair to schedule regular meetings
5. Act as a liaison between TGIF and the University
6. Monitor the progress of projects which have received funding
7. Work on additional projects directed by the Grant Making Committee
8. Organize and coordinate fundraising activities and development in conjunction with the Grant Making Committee
9. Prepare annual budget recommendation including any staffing needs
10. Administer the expenditure of funds approved by the Grant Making Committee.
11. Collect project feedback from the Grant Making Committee and distribute to project applicants

### **SECTION 3.02 HIRING AND DISMISSAL OF STAFF**

The Grant Making Committee will provide input into the hiring and performance evaluation of any staff for TGIF. Hiring and Dismissal of staff will be in accordance with all relevant university regulations to be found at: <http://hr.ucsb.edu/>.

## **ARTICLE 4 RECORDS AND REPORTS**

TGIF must have on record:

1. Minutes of all meetings of the Grant Making Committee, sub-committees, and advisory board indicating the time and place of such meetings, the names of those present, and the proceedings thereof.

2. Adequate and correct books and records of accounts, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
3. Adequate records of each project funded along with its capital outlay, cost savings, energy reductions, GHG savings, and payback plan (along with other elements as identified by the Grants Manager and Grant Making Committee).
4. Website must be updated posting meeting minutes, current projects, and adequate records of each project funded along with its capital outlay, cost savings, energy reductions, GHG savings, and payback plan. This website must be easily accessible.

## **ARTICLE 5 AMENDMENTS OF BYLAWS AND ARTICLES**

A super majority (2/3) vote by the members of the existing Grant Making Committee can amend, create, or repeal a Bylaw/Article.

## **ARTICLE 6 ALLOCATIONS OF FUNDS**

### **Overhead**

1. Overhead costs will be deducted from the fund before it is divided into the infrastructure and education components. Overhead allotment should be determined by the Grant Making Committee at the beginning of each year, before any grant cycles for that year and can be modified at any time by the Grant Making Committee. All grants must be relevant to the environment impact of UCSB.
2. The TGIF Grants Manager position will be .5 FTE.
3. Office and miscellaneous costs. The Grant Making Committee may use a student secretary to keep meeting notes and other duties determined by the board.

### **Infrastructure**

- 80% of the student lock-in fee funds will be appropriated by the Grant Making Committee for projects that reduce UCSB's impact on the environment. If the project has demonstrated cost savings, TGIF monies will be treated as a 0% interest loan and a timeline shall be established for repaying this loan.

### **Education**

- 20% of the student lock-in fee funds will be appropriated by the Grant Making Committee for education, publicity, and outreach projects and internships that are consistent with the Mission Statement.

Funding which comes to TGIF outside of the lock-in is not restricted by the 80/20% split in funds

## **Article 7 HONORARIA**

1. The amount honorarium is to be determined by the Grant Making Committee and may be \$0.00.

2. In order to receive honoraria a committee member must attend 75% of all meetings within a term, rounded to a whole number of meetings.
3. For the Grant Making Committee to approve honoraria for itself they must meet no less than one time each month during the academic year, October through May.
4. Only students may receive honorarium for participation on the committee.
5. Honoraria must be approved by at least one member of the Advisory Voting Members.

### **Article 8 DISCIPLINE**

1. A committee member may only be removed if there is a motion for removal by another voting member and the motion to remove is approved by a 2/3 majority of all voting members.
  - a. Committee members can only be the subject for removal once during his/her term.
  - b. With the exception that all Grant Making Committee members vote unanimously (excluding the person subject of removal) to approve a motion for removal.
2. Any committee member under a motion for removal is guaranteed a presentation of at least 5 minutes of why he/she should not be removed from the committee.
3. All other disciplinary actions against committee members must be approved by a 2/3 majority of all non-advisory voting committee members.
4. All disciplinary actions are to be handled by voting Grant Making Committee members and no other person/entity shall have jurisdiction in this matter except where permitted by any applicable laws and university policies

### **ARTICLE 9 MEETING PROCEDURES**

1. Meeting agendas are set by the Chair.
2. Any other meeting procedures are to be determined by the Grants Making Committee
3. The Grant Making Committee has the right to make any meeting closed
4. The majority of meetings should be open
5. Any disputes or questions regarding the bylaws will be discussed by the Grant Making Committee and be resolved with a simple majority vote of present committee members. (this note relates to interpretation of the bylaws rather than changes to the bylaws, refer to Article 5 for amendments to the bylaws)
6. If a Grant Making Committee member cannot attend a meeting, they can submit a written statement instead, but can not vote.
7. All 2/3 supermajority requirements will be rounded up to the highest whole number.

# **THE GREEN INITIATIVE FUND (TGIF)**

## **DRAFT**

### **POLICY AND PROCEDURE ON CONFLICTS OF INTEREST**

#### **Conflicts of Interest**

The Green Initiative Fund (TGIF) is conscious that conflicts of interest may arise as the result of TGIF Grant Making Committee members, being connected to projects that apply for TGIF funding. At the same time, TGIF recognizes that the active members are and will continue to be involved in the campus organizations and projects. TGIF does not desire to deprive applicant organizations the benefits of the expertise of its active members.

In light of the above, the following policy is established:

- A. Any conflict of interest on the part of any active member shall be disclosed to members of the Board and to other Grant Making Committee Members. The Grant Making Committee shall provide the Board and Chair of the Grant Making Committee with a list of prospective applicant organizations at each grantmaking cycle. Any active member who serves as officer, director, trustee, or in any other significant capacity, of a prospective applicant organization, shall disclose that relationship to the Board and other Grant Making Committee members.
- B. When any such interest becomes relevant to the discussion or voting of any grant or any matter requiring action by the Board or its committees, the active member having any possible conflict must call it to the attention of the Board President(s) or committee chair prior to the discussion of that item. Such interested party shall not vote on the matter in which s/he has a conflict of interest and shall not use personal influence in connection therewith. Any interested party who is excluded from the voting may answer any pertinent questions.
- C. Each current and future active member shall be furnished with a copy of this policy.