MISSION STATEMENT

The UT-Austin Green Fee Committee is a student majority committee charged with managing and reporting on funds generated by the Green Fund Referendum through an environmental services student fee and which may be allocated toward efficiency improvement projects for existing infrastructure, environmental improvements through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, planning and maintenance, and irrigation; and toward matching funds already established for student internships, scholarships and research grants; and toward any other environmental initiative proposed by university students, faculty or staff.

ARTICLE 1 – GREEN FEE COMMITTEE

SECTION 1.1 - POWERS AND VOTING

The Green Fee Committee (GFC) has authority over the green fee revenues. 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 COMMITTEE

It shall be the duty of the Committee members to:
- Determine goals for the allocation of funds;
- Review project applications and determine allocation of funds;
- Report on projects receiving funds;

SECTION 1.3 - MEMBER NUMBER & REPRESENTATION

As directed by Student Government resolution AR7 (April, 2010), the GFC shall consist of nine voting members, six students and three non-students, as follows:

Voting Members
- Two (2) students appointed by the Student Government,
- One (1) graduate student appointed by the Graduate Student Assembly,
- One (1) student appointed by the Campus Environmental Center,
- Two (2) students at-large appointed by the Green Fee Committee,
- One (1) faculty member appointed by the Provost,
- One (1) staff member appointed by the Office of Student Affairs,
- One (1) staff member appointed by University Operations.

Non-Voting Members
- One GFC project manager hired by the Office of Sustainability
SECTION 1.4 - STUDENT SELECTION FOR GREEN FEE COMMITTEE

Student organizations with appointments to the GFC shall comply with their organizations existing appointment procedures, if any.

At-large student representatives shall be appointed by existing members of the GFC through an application and review process. At-large applications shall be open to any student.

SECTION 1.5 - OFFICERS

The GFC shall have two officers, a Chair and a Vice Chair-

The Chair shall preside at all meetings of the GFC, acting as a facilitator and holding meetings to the agenda in a timely fashion. The Chair shall also coordinate and approve meeting agendas with the Project Manager (described in Article 2). The Chair must be a Student member of the GFC.

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 must be a Student member of the GFC.

The duties of the Treasurer shall be fulfilled by the Office of Sustainability.

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

SECTION 1.6 - TERMS OF OFFICE

Each member of the GFC shall be appointed for one year. Student and non-student terms will begin on May 1 and end on April 30 of the following year, beginning on May 1, 2012. The GFC must select the At-large Student members of the Committee before the end of the spring semester. Committee members may serve no more than two consecutive terms.

The Chair and Vice Chair shall hold office for one year.
SECTION 1.7-MEMBER QUALIFICATIONS

All Student members of the GFC must be registered full-time UT-Austin students during their term of office. 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 and Faculty members of the GFC must be currently employed by UT-Austin.

SECTION 1.8-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 student organization appointed 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.

In the event an At-large Committee member is removed or resigns, the GFC shall determine whether to hold the position vacant until the next cycle of appointments or to open a special solicitation for At-large applicants.

SECTION 1.9-CONFLICT OF INTEREST

The GFC shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public.

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 green fund 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.

SECTION 1.10- MEETING TIMES

The GFC shall meet at least monthly, excluding summer sessions.
ARTICLE 2-ALLOCATION OF FUNDS & PROJECT SELECTION

SECTION 2.1- DISALLOWED ALLOCATIONS

The green fee may be used for infrastructure efficiency improvement projects, i.e., up-grading current facilities so that they are energy efficient, but it cannot be used for financing new infrastructure projects, e.g., new buildings.

SECTION 2.2-ALLOCATION OF FUNDS BY THE GFC

As noted in Section 1.1, the GFC shall decide the allocated funds to approved projects by a simple majority vote of the full Committee membership, but a student majority needs to be present for the vote to take place. The Committee may elect to fund only a portion of a proposal.

SECTION 2.3-GENERAL REQUIREMENTS FOR PROPOSED PROJECTS

All projects to be considered for GFC support must meet the following criteria:

- Projects must directly address environmental services on UT-Austin’s campus, or in the capacity that on-campus activities influence environmental services off-campus. All proposed projects must have a clearly defined, measurable outcome;
- Project proposals may be submitted by UT-Austin students, staff, and faculty. Individuals and organizations outside UT-Austin may not submit proposals;
- The GFC will not support projects already mandated by law or UT-Austin policy directive (e.g., standards for green building in new construction), since UT-Austin is already obliged to allocate funds for such projects;
- The GFC will not provide personal grants, or funds to an individual in support of individual research;
- 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 GFC after implementation, and accountability in the form of original documents, expenses, purchase orders;
- If a project is expected to have on-going benefits (e.g. annual cost savings), the project plan must include a mechanism for reporting these benefits back to the GFC on an annual basis;
- Projects must have publicity, education, and outreach considerations;
- Projects are strongly encouraged to have student involvement;
- Projects shall have received all necessary written approval by appropriate campus officials prior to consideration (see Section 3.4);
- Projects will not be considered that request less than $1,000 (see Section 2.5).
SECTION 2.4 - REQUIREMENTS FOR SPECIFIC TYPES OF PROJECTS

The GFC shall periodically approve a schedule of specific types of projects that require additional approvals prior to being considered for green fee funding. The schedule shall be submitted to the GFC by the Office of Sustainability.

These additional approvals ensure that the University is aware of the project and that the project complies with University regulations.

The GFC Project Schedule shall be made available publicly.

SECTION 2.5 - ADMINISTRATIVE GRANT LIMITS

Requests for green fee funds totaling less than $1,000 may be approved by unanimous approval of the GFC Chair, GFC Vice-Chair, and the Director of Sustainability.

The GFC Chair and Director of Sustainability shall report all such administratively approved requests at each regular meeting of the GFC.

SECTION 2.6 – ADDITIONAL PROJECT CRITERIA

The GFC may determine additional requirements, or preferences, or themes, for each year’s funding cycle provided that these additional requirements are:

- Consistent with the overall mission and enabling documents of the green fee, student referendum, and GFC;
- Consistent with the requirements and preferences outlined in these Bylaws.
ARTICLE 3 – ACCOUNTABILITY, RECORDS AND REPORTS

SECTION 3.1 – ACCOUNTABILITY TO THE STUDENT BODY

The green fee is a student fund and should therefore maintain a public record and issue an annual report to Student Government and the campus community.

SECTION 3.2 - ACCOUNTABILITY OF PROJECTS

- All projects funded by GFC shall submit a report to the GFC at the conclusion of the project, or annually from the award date of the project. The report must include all spent monies and receipts.
- Upon review of a report, the GFC shall determine whether funds were spent within the scope of the project. If the GFC feels the funds were spent outside of the project scope, the GFC require return of the funds to GFC.

SECTION 3.3 - RECORDS AND REPORTS

GFC must keep in record:
- Minutes of all meetings of the GFC indicating the time and place of the holding such meeting, the names of those present, and the proceedings thereof;
- Adequate and correct books and records of account, including accounts of properties and business 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 GFC on completed projects and all annual reports received from projects with on-going benefits;
- Copies of all annual reports which the GFC had issued to other campus entities.
ARTICLE 4 - AMENDMENTS OF BYLAWS

Only with a student majority present, a two-thirds (2/3) vote by the voting members of the existing GFC may amend, create, or repeal portions of these Bylaws, effective only when approved by the University President.