THE UNIVERSITY OF TEXAS AT EL PASO GREEN FUND OPERATING GUIDELINES

1. AUTHORITY

The Green Fund is established in accordance with and subject to the terms of Section 54.5041 of the Texas Education Code

2. MISSION STATEMENT

The Green Fund (GF) was created by a vote of the student body to provide funding for projects that 1) help reduce UTEP's negative impact on the environment, 2) help make UTEP more energy sustainable, and 3) support educational initiatives related to energy conservation. The Green Fund Committee will review project applications and recommend funding allocations to the University President for projects that increase the amount of renewable energy used on campus, increase energy efficiency, and reduce the amount of waste created by UTEP. The Green Fund is supported by student fees and managed through a student-majority advisory committee.

3. GREEN FUND COMMITTEE

3.1- Purpose

The Green Fund Committee shall manage the Green Fund proposal review process and make recommendations to the University President on the allocation of the Green Fund for projects that increase the amount of renewable energy used on campus, increase energy efficiency, and reduce the amount of waste created by UTEP. Green Funds will be allocated in the form of Green Fund Grants.

3.2- Powers and Voting

The Green Fund Committee is an advisory committee. Final funding authority rests with the University President. A simple majority vote of the committee's full membership is required to recommend funding and make any other official decisions, except as provided for elsewhere in these Operating Guidelines. Apart from his or her normal function as a part of this committee, a member has no individual authority.

3.3- Duties of Green Fund Committee Members

It shall be the duty of each committee member to:

- a. Review each of the project applications
- b. Recommend allocation of funds

3.4- Member Number and Representation

The Green Fund Committee shall consist of eight (8) voting members and two (2) non-voting members as follows:

- a. Voting Members
 - Five (5) students selected by an application process vetted by the Student Government Association (SGA);
 - One faculty member appointed by the Faculty Senate;
 - One Center for Environmental Resource Management (CERM) staff member appointed by the Director of CERM; and
 - One Environmental Health and Safety (EHS) staff member appointed by the EHS Director.
- b. Non-Voting Members
 - One Grant Administrator appointed by the Vice President for Student Affairs;
 and
 - One Facilities Service staff member appointed by the Director of Facilities Services.

3.5-Student Selection for Green Fund Committee

All students applying for membership on the Green Fund Committee must submit their application to the Student Government Association's Student Appointment and Review Committee (SARC).

- The SARC committee shall review the applications to ensure required qualifications are met. In addition to the SARC application form, students must submit one letter of recommendation from UTEP faculty or staff member and the names of two (2) other references.
- 2. Maintain a cumulative GPA of 3.0 or higher.
- 3. Appointees are presented to the SGA Senate for final approval.

3.6-Officers

The Green Fund Committee shall have two (2) officers, a Chair and a Vice Chair.

At the beginning of each term of office, the Green Fund Committee will request nominations for Chair and Vice Chair from among its membership. Candidates for Chair must be student members of the committee. The Chair is selected first and requires a majority vote of the committee with a student-majority present. The Vice Chair is then selected by majority vote with a student-majority present. Candidates for Chair are eligible to run for Vice Chair, and candidates for both positions are eligible to vote in the election. The Vice Chair may be any voting (student, faculty or staff) member of the Green Fund Committee.

The Chair shall preside at all meetings of the Green Fund Committee. He or she will act as a facilitator and hold meetings in a timely manner.

The Vice Chair will take minutes of all Green Fund Committee meetings and assist the Chair with his or her duties when needed. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair.

3.7- Terms of Office

At the inception of the Committee, three (3) students will be appointed for a two (2) year term and two (2) students will be selected for a one year term. All other members will be appointed for a two year term. At the conclusion of the first year, the two (2) students serving one year terms will be replaced with students serving two (2) year terms. This will allow a staggering of committee member terms intended to preserve institutional memory. Terms will begin on September 1.

3.8- Member Qualifications

All student members of the Green Fund Committee must be enrolled full-time at UTEP during each long semester (fall and spring) of their term of office. Full-time status means that undergraduate students are registered for twelve (12) or more hours at UTEP and graduate students are registered for nine (9) or more hours at UTEP. Hours from other institutions of higher education are not counted towards meeting the full-time requirement.

Staff and faculty members of the Green Fund Committee must be currently employed by UTEP.

3.9-Member Replacement

A Green Fund Committee member may be removed by unanimous vote of the other committee members for three (3) or more unjustifiable absences, conflict of interest or other appropriate reasons.

In the event that a Green Fund Committee student member is removed or resigns, the SGA will appoint a replacement. The new Green Fund Committee student member will serve the remainder of the original member's term.

3.10-Conflict of Interest

The Green Fund Committee shall conduct itself in such a way that conflicts of interest are avoided and all potential conflicts of interest are made transparent and are appropriately addressed.

For example, each Green Fund Committee voting member must make public their membership in all campus groups and organizations. When appropriate, the Green Fund Committee member should recuse himself or herself from voting on Green Fund Grant projects proposed groups in which they hold membership. For such votes, the "full committee membership" as defined for voting majority purpose shall be decreased to account for the committee member's recusal.

4. GREEN FUND GRANT ADMINISTRATOR

4.1- Duties of the Grant Administrator

The Green Fund Grant Administrator is appointed by and reports to the Vice President for Student Affairs. The Green Fund Grant Administrator provides staff support to the

Green Fund Committee and works with the committee to monitor and evaluate Green Fund Grants.

The function of the Grant Administrator is to:

- Assist the Green Fund Committee in publicizing and administering the grant program.
- b. Prepare an annual report of the previous year's budget and funded projects.
- c. Maintain the archives of the Green Fund Committee as outlined in Section 5 below.
- d. Monitor the progress of projects that have received funding, via annual reports submitted by grant recipients. (See Section 5.2 below)

5. ALLOCATION OF FUNDS AND PROJECT SELECTION

5.1-Meeting Times

The Green Fund Committee should meet once a month (including the summer) at a time to be determined by the Green Fund Committee membership.

5.2-Allocation of Funds by the Green Fund Committee

As noted in section 2.2, the Green Fund Committee shall review all project proposals and recommend funding of selected projects to the University President. Projects must be selected by a simple majority vote of the full committee membership. The majority of the student members must be present for the vote to take place. The committee may elect to fund only a portion of a proposal. After receiving funding approval by the University President, the Grant Administrator will notify grant applicants of the funding decision.

5.3- Set-Aside for Projects with Strong Student Component

Student proposals receive priority for up to 50% of the Green Funds available each year. Eligible student proposals include, but are not limited to: (a) initiatives which include students in their oversight bodies, (b) student research, and (c) projects proposed by students.

5.4-General Requirements for Proposed Projects

To be considered for funding all projects must meet the following criteria:

- a. Projects must directly address the environmental sustainability of UTEP's campus, or in the capacity that on-campus activities influence sustainability offcampus. All proposed projects must have a clearly defined and measurable outcome.
- b. Project proposals may be submitted by registered UTEP students, registered student organizations and current UTEP staff and faculty. Individuals and organizations from outside UTEP may not submit proposals, nor will funding be given to non-campus organizations.
- c. When the nature of a project requires approval from campus officials, the approval must be submitted in writing along with the project proposal. Written approvals, for example, are required for the use of student demographic

- information, the use of university facilities and/or resources, and the use of staff time. Any questions regarding the need for written approvals should be directed to the Grant Administrator prior to the submission of a proposal.
- d. The Green Fund will not fund projects already mandated by applicable law, rules or regulations, or UTEP policy directive (e.g., standards for new building construction), because UTEP is already obliged to allocate funds for such projects.
- e. All project proposals must include a mechanism for evaluation after funding has been dispersed. At minimum, a project plan must include a report made to the Green Fund Committee after its implementation to include accountability in the form of original documents, expenses, and purchase orders.
- f. If a project is expected to have on-going benefits (e.g. annual cost savings), the project plan must include a mechanism for reporting the benefits back to the Green Fund Committee on an annual basis.
- g. Project proposals must include plans for publicity, education, and outreach.
- h. Projects are encouraged to have student involvement.
- Projects that request less than \$1,000 from the Green Fund shall not be considered.

5.5- Project Proposals Which Must Be Requested As Loans

Some projects may generate cost savings or revenues to the person or group submitting the project proposal to the Green Fund Committee. Where reasonable and at its discretion, the Green Fund Committee may require that all or part of the project funding be dispersed as a non-interest bearing loan (instead of a grant) to be repaid to the Green Fund over a reasonable time period. This time period will be negotiated between the Green Fund Committee and the person or group proposing the project, prior to funds being delivered.

5.6- Additional Project Criteria at Discretion of Committee

The Green Fund Committee, with approval from the University President, may determine additional requirements or set preferences for each year's funding cycle, provided that they are consistent with the overall mission of the Green Fund.

6. ACCOUNTABILITY, RECORDS, REPORTS AND AUDITS

6.1- Audits

As a State authorized fee, the Green Fund is subject to all restrictions of review and inspection of books, record keeping, including internal University, The University of Texas System and State audits.

6The Green Fund Committee's Accountability to the Student Body

The Green Fund is a student supported fund and its use will be documented by the Green Fund Committee's records and through an annual report to the Student Government Association and the University President.

6.3- Accountability of Projects

- a. All projects funded by the Green Fund shall submit an annual project report no later than April 15th of each year. The annual project reports must be delivered to the Green Fund Administrator. All project reports will then be compiled by the Green Fund Grant Administrator and submitted to the Green Fund Committee. Each project report must include an accounting of all project activities and all spent monies and receipts.
- b. A final project report must be submitted to the Green Fund Grant Administrator at the conclusion of the project's funding period.
- c. On an ongoing basis the Green Fund Committee shall judge whether the funds were spent within the scope of the project. If the Green Fund Committee feels funds were spent outside of the project scope, the Committee may require return of those funds to the Green Fund.

6.4- Records and Reports

The Green Fund Committee must maintain the following records:

- a. Minutes of all meetings of the Green Fund Committee indicating the time and location of meetings, the names of those present, and the proceedings thereof.
- b. Documentation of all financial transactions.
- c. Record of projects selected each year and the funds allocated to each.
- d. Reports made to the Green Fund upon completion of projects and all annual project reports.
- Copies of all annual reports which the Green Fund issues to the Student Government Association and the University President.

7. CHANGES TO GF GUIDELINES

7.1- Changes to Green Fund Guidelines

The Green Fund Committee may amend, create, or repeal portions of these Operating Guidelines by a two-thirds (2/3) vote of the voting members with a student majority present. These Green Fund Operating Guidelines and any amendments thereto shall become effective only upon approval by the University President.

8. SUNSET REVIEW

The Green Fund, the Green Fund Guidelines and the formation of the Green Fund Committee shall be reviewed and re-evaluated by the University President or her designee in order to determine, among other issues, whether there is a need for the continuation of the Green Fund, its effectiveness, efficiency, the existence of less restrictive or alternative methods to performing its functions, its process and procedures, the extent to which it has complied with any applicable laws, policies, rules and regulations including those of the University and The University of Texas System. Said review shall be carried out at the discretion of the University President but at least every three (3) years.