UT DALLAS STUDENT GOVERNMENT GREEN INITIATIVE BYLAWS

I. Mission Statement

A. The Green Initiative is a specific line of funding allocated from Student Government’s budget that provides students with an avenue to develop their expertise by utilizing community resources to empower students, faculty, and staff to foster a healthier and more sustainable campus culture.

II. Goals and Objective

A. Facilitate collaboration between sustainability focused students, student organizations, on-campus entities, University of Texas at Dallas employees, and the greater North Texas community.
B. Ensure the student needs are met by establishing a student lead, student funded, and student implemented program.
C. Promote fiscal responsibility by reducing operational costs and consumption, and pursuing environmentally responsible alternatives.
D. Reduce energy costs by increasing efficiency of current facilities and/or utilizing renewable resources.
E. Encourage student responsibility through the existing framework of shared governance.
F. Complement existing campus sustainability initiatives.

III. Strategic Vision

A. Support a consistent vision and adaptive framework for the long-term sustainability objectives of the University of Texas at Dallas.
B. Inspire a culture of sustainability through high visibility projects and initiatives.
C. Encourage innovative new solutions to address campus sustainability concerns.

IV. Green Initiative Membership

A. Steering Committee Chair
   i. The Steering Committee shall be chaired by a student senator designated by Student Government.
   ii. The chair is responsible for cataloging the submitted and approved projects for internal archives, transition binder, and on the Student Government website.
B. Student Government Seats
   i. Student Government shall have five seats appointed by the Vice President of the University of Texas at Dallas Student Government subject to senate confirmation. The Student Government seats shall have full voting rights.
ii. One of the Student Government seats shall be designated the Green Initiative secretary and shall be responsible for making room reservations, scheduling coordination, making calls for agendas, taking minutes as well as any other administrative duties that are to arise.

C. Facilities Management Seat
i. The Representative for the Facilities Management seat shall be reserved for a faculty, staff or student member recommended by the Energy Conservation and Sustainability Manager and appointed by the Student Government Vice President.

D. Student Affairs Seat
i. The Representative for the Student Affairs seat shall be reserved for a staff member recommended by the Vice President of Student Affairs and appointed by the Student Government Vice President.

E. Faculty/Administration Seat
i. The Representative for the Faculty/Administration seat shall be reserved for a faculty/administrative member recommended by the Student Government.

V. Attendance

A. Removal of a member of the Steering Committee for Absences.
i. Any member accruing more than two unexcused absences from the Steering Committee meetings shall be deemed to have resigned their seat and shall summarily be removed by the chair and majority vote of the Steering Committee. Absences shall be classified as excused or unexcused at the discretion of the chair.

B. Removal of a member of the Steering Committee in other cases
i. As deemed necessary, the Steering Committee may remove any sitting voting member by means of a 3/4th majority vote of the Steering Committee.

VI. Meetings of the Steering Committee

A. The Steering Committee shall convene biweekly, or as deemed necessary by the chair.
B. All meetings must follow open meetings laws.

VII. Prohibited Expenses

A. No convention or conference related expenses are to be covered by the Green Initiative.
B. The Green Initiative will not pay for exploration of a capital project, only implementation. Only a student, faculty, or staff that has proved sufficient research has been completed on an issue can receive Green Initiative monies to implement the idea on campus. Sufficient research shall include the attainment of all necessary permissions.
C. No more than 10% of a proposed project's budget or $1,000, whichever is less, may be utilized for educational or outreach expenses. This applies only to monies drawn from the Green Initiative.
D. No allocation of any Green Initiative monies shall go to a project otherwise prohibited by UT System Policies.
E. Blocks of renewable energy from outside sources cannot be purchased using the Green Initiative; renewable energy should be achieved through on campus initiatives.
F. Projects deemed to increase the efficiency of buildings shall not be implemented if the anticipated time to recoup the investment exceeds the expected lifespan of the building.

VIII. Project Process

A. Completed applications should be sent to the Chair of the Green Initiative Steering Committee via the Student Government email account. Applicants will be notified when the application has been received.
i. All applications received by the chair shall be forwarded to the Green Initiative Steering Committee before the following meeting so committee members are aware of all proposals.
B. The Steering Committee shall have initial jurisdiction for the vetting and approval of proposed projects and expenditures of the Green Initiative.
C. The Steering Committee will review the application based on project prioritization criteria.
D. The Steering Committee will vote on whether or not to submit a recommendation to Student Government for approval.
i. The Steering Committee reserves the right to ask for more information in addition to the application, or ask that someone attends a meeting to describe the project in more depth.
E. The following document components will be included with the application sheet:
i. Project Summary / Cover Letter
ii. Detailed line-item budget
iii. Estimated Project timeline
iv. Documentation of at least three bids for any item or set of items that spend $5,000 or more from a single vendor. This is to avoid serial purchasing which is defined by the UT-System as purchasing more than $5,000 from one vendor in a year and not having a purchase order on file.

IX. Project Approval

A. Voting on each application shall not take place on the same day as when the information is presented to the Steering Committee.
B. Presentations of projects to the Green Initiative Steering Committee may be required if so stated by the committee.
C. For a time sensitive project, the committee may, by a 2/3rd decision, decide to vote on a project at an alternative time.
X. Project Prioritization

A. All initiatives supported by the Green Initiative must directly impact the students or facilities of the University of Texas at Dallas.

B. Projects will be prioritized by their feasibility, return on investment, sustainable practices, visibility, collaboration, innovation, and additional factors as outlined by the assessment tool provided on the website.

D. Sustainability practices should be considered through all stages of a project.

E. In cases where a project results in monetary savings, reinvestment in other sustainable initiatives may be considered as a prioritization factor for a project.

XI. Project Limits

A. Any expenditure equal to half or under of the full funding for that academic year must be approved by a simple majority of the Steering Committee.

B. Any expenditure equal to over half of the full funding for that academic year must be approved by a 2/3rd vote of the Steering Committee.

C. The Green Initiative may approve stipends for students that support implementation of a project, provided that students are not already compensated from another source.

XII. Funds

A. The Green Initiative shall be funded by an initial allocation of $5,000 from Student Government’s Executive Committee budget. After the initial year, the Green Initiative committee will work with Student Government, the Office of Student Affairs and the Office of Administration to establish a more permanent funding source with a future goal of an annual $5 fee per student semester (fall and spring) approved by a student-wide referendum.

B. There may be no more than $250,000 of un-earmarked funds existing in the Green Initiative. In the event the amount would exceed this limit, then that year’s fees will be collected only in an amount sufficient to reach that limit.

C. Earmarks

i. The Steering Committee may, by a 3/4ths vote, earmark funds in the current and future years for a multiyear project which cannot exceed five consecutive years.

ii. Each earmark must be for a specific project.

iii. No more than 40% of each year’s collected funds may be earmarked in a fiscal year.

iv. Money earmarked may not be reallocated and must be used in support of the project it was earmarked for, unless the Steering Committee, by a 3/4ths vote releases funds for at least one of the following reasons:

1. A project can no longer be completed.
2. A project can otherwise be funded by a third party.
3. The need for which the project was designed was filled by another party.
4. The Green Initiative is dissolved by a student-wide referendum.
v. Any project found in disaccord with their approved line-item budget will have the reminder of the funding subject to review and potential retraction.
1. If retraction is to occur, it must be approved by a 2/3rd’s majority vote of the Green Initiative Steering Committee.

XIII. Dissolution

A. The Students may dissolve the Green Initiative through a student-wide referendum.
B. The Steering Committee will continue to meet for the remaining years that funding is earmarked.
C. Any funds available that are not earmarked will be transferred to the Student Government main reserve.