

## **TGIF bylaws**

**Last Update: April 2024**

### **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, promote environmental justice and reduce the amount of waste created (GHG) 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, as well as student participation which are highly encouraged in all projects.
3. TGIF is limited in its funds and will be more likely to support projects which have secured partial funding via other means.
4. 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.
5. Projects shall positively impact both social and environmental sustainability and take into account all impacts.
6. Preference will be given to projects taking place within the immediate UCSB community, and projects should be accessible to all UCSB students.
7. Projects should be fiscally sustainable. The TGIF grant is meant as a one-time award. Projects should be able to stand on their own after receiving a grant and not continue to apply for funds year after year from TGIF.
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### **ELIGIBILITY & REQUIREMENTS**

1. Projects shall have received all necessary written approval by appropriate campus officials prior to receiving funding.
2. UCSB students, staff, and faculty are able to submit project proposals, as long as they are under the umbrella of a campus unit. Individuals and organizations outside the University are not able to submit project proposals.
3. All awardees are required to complete a final report and poster.

### **ARTICLE 1 GRANT MAKING COMMITTEE**

#### **SECTION 1.01 POWERS AND VOTING**

The Grant Making Committee (“Committee”) has complete authority over TGIF and all of its functions. A meeting must have a quorum of four out of the seven members in order to vote on official matters. The allocation of funds and changing of bylaws requires a simple majority of committee (?) 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 on 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. 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:**

1. One Graduate Student Association (GSA) representative
2. One Associated Students (AS) Senate Representative
3. One Environmental Affairs Board Representative (Appointed by the EAB core group)
4. One Bren School Graduate Student (Elected by the Bren community)
5. One campus-wide Undergraduate Student
6. One faculty selected by Academic Senate
7. The Vice Chancellor of Administrative Services (or Designate)

### **Advisory Members:**

1. Student Affairs Staff Member
2. Facilities Staff Member
3. Director of Sustainability
4. Budget and Planning Staff Member
5. TGIF Grants Manager
6. UCSB Community Members interested in TGIF

## **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 two 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 Vice Chancellor, the Bren community, and Academic Senate will select their representatives in spring quarter the previous year, with appointments beginning in fall or when vacancies occur. The TGIF Grant Manager will review applications and select the campus-wide undergraduate student in spring quarter the previous year, with appointments beginning in fall or when vacancies occur.

## **SECTION 1.07 CONFLICT OF INTEREST**

Conflict of Interest is defined by the 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.

The function of the Grants Manager is:

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, and GHG savings, (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, and GHG savings. 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 Grants Making Committee. All grants must be relevant to the environmental impact of UCSB.
2. The TGIF Grants Manager position will be .5 FTE.
3. Office and miscellaneous costs. The Grants Making Committee may use a student secretary to keep meeting notes and other duties determined by the board.

#### **Infrastructure**

- 80% of the fund which comes in through the student lock-in fee will be appropriated by the Grant Making Committee for projects that reduce UCSB's impact on the environment. The exact percentage will be determined by the Committee and can be modified at any time with a simple majority vote of present voting members.

#### **Education**

- 20% of the fund which comes in through the student lock-in fee will be appropriated by the Grant Making Committee for education, publicity, and outreach projects and internships that are consistent with the Mission Statement. The exact percentage will be determined by the Committee and can be modified at any time with a simple majority vote of present voting members.
- Funding which comes to TGIF outside of the lock-in fee is not restricted by the 80/20% split in funds

### **Article 7 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 Grants 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 Grants 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 8 Meeting Procedures**

1. Meeting agendas are set by the Chair and the Grant Manager.
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 to UCSB staff, faculty or students.
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 or electronic statement instead, but cannot vote.
7. All 2/3 supermajority requirements will be rounded up to the highest whole number.