

University of Maryland

Student Sustainability Fund By-Laws

Approved by the University Sustainability Council on March 4, 2010

Mission Statement

The Student Sustainability Fund provides funding for projects that promote environmental sustainability, and positively impact and enhance the student experience at UM. The Student Sustainability Fund will allocate funds to projects that increase the share of renewable energy produced on campus, increase the energy efficiency of our facilities, reduce the amount of waste created and material resources used on campus, encourage sustainable behaviors, and integrate sustainability into teaching, research, and service at UM. The Student Sustainability Fund is supported by student fees and administered through a student-majority subcommittee of the University Sustainability Council (Sustainability Council).

Article 1: Student Advisory Subcommittee

Section 1.1: Powers and Voting

The Student Advisory Subcommittee of the University Sustainability Council is responsible for selecting and recommending projects to be funded by the Student Sustainability Fund. A simple majority of the Subcommittee's full membership is required to finalize a recommendation. The Student Advisory Subcommittee Reports to the Sustainability Council.

Section 1.2: Duties of the Subcommittee

Subcommittee members shall review project applications and recommend allocation of funds to the Sustainability Council.

Section 1.3: Member Representation

The Subcommittee shall consist of at least 3 students and 2 non-students. Additional members may be added by the Sustainability Council.

Voting Members and Terms

1. The undergraduate member of the Sustainability Council.
2. A minimum of two undergraduate students appointed by the Chair of the Sustainability Council from nominations provided by the Senate, the Student Government Association, and the Office of the Vice President for Student Affairs. These individuals cannot serve for more than 2 consecutive years as members of the Subcommittee.
3. A faculty member who is a member of the University's Sustainability Council. This individual is appointed to the Subcommittee by the Chair of the Sustainability Council.
4. A staff member who is a member of the University's Sustainability Council. This individual is appointed by the Chair of the Sustainability Council.

5. The Director of the Office of Sustainability (or designee), who is responsible for overseeing the final fund allocations as explained in Section 2, will serve as a non-voting member of the Subcommittee.

In the event that the Graduate students pay a Student Sustainability Fee in the future, the subcommittee will include 2 additional individuals:

1. The graduate student member of the University Sustainability Council.
2. A graduate student appointed by the Chair of the Sustainability Council from nominations provided by the Dean of the Graduate School and the Graduate Student Government. This individual cannot serve for more than 2 consecutive years as a member of the Subcommittee.

The subcommittee shall invite experts/guests to provide information and draw on campus expertise as needed.

Section 1.4: Officers of the Subcommittee

The Subcommittee shall have two officers: a Chair and a Vice Chair

The Chair shall be the undergraduate student representative of the University Sustainability Council and will preside at all meetings of the Subcommittee, acting as a facilitator. The Chair shall also coordinate and approve meeting agendas.

At the beginning of each term of office (September 1), the Subcommittee will take nominations and volunteers for Vice Chair. The subcommittee shall select the Vice Chair by majority vote. 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 may be a student, faculty, or staff member of the Subcommittee.

Section 1.5: Terms of Office

Each member of the Subcommittee will be appointed for one year. Student, faculty, and staff terms will begin on September 1 and end on August 31 of the following year. Faculty and staff members may serve successive terms, provided they remain Council members.

The Sustainability Council Chair must solicit nominations and appoint new Subcommittee members by May 15 each year.

The Chair and Vice Chair shall hold office for one year.

Section 1.6: Member Qualifications

All student members of the Subcommittee must be registered (full or part-time) UM students during their term/s of office.

Staff and faculty members of the Subcommittee must be currently employed by UM.

Section 1.7: Member Replacement

In the event of repeated absences, conflict of interest, or other appropriate reason, the Subcommittee may recommend to the Sustainability Council Chair that a member be removed..

In the event a Subcommittee member is removed or resigns, the original appointing body will select a replacement. The new Subcommittee member will serve the remainder of the original member's term.

Section 1.8: Conflict of Interest

The Subcommittee shall conduct itself in such a way that its decisions avoid conflicts of interest as well as any appearance of a conflict of interest.

Article 2: Student Sustainability Fund Coordinator

Section 2.1: Duties of the Coordinator

The Director of the Office of Sustainability (non-voting member of the Student Advisory Subcommittee) will identify a member of the Office staff or other qualified UM employee to support the work of the Subcommittee as a Fund Coordinator.

The function of the Fund Coordinator is to:

- Assist the Subcommittee in publicizing and administering the Student Sustainability Fund.
- Prepare an annual report of the previous year's budget and funded projects.
- Maintain the archives of the Subcommittee.
- Monitor the progress of projects that have received funding, via progress and annual reports submitted by fund recipients.
- Orient new Subcommittee members as necessary.

Article 3: Allocation of Funds and Project Selection

Section 3.1: Allocation of Funds

The Subcommittee shall decide which projects to recommend to the University Sustainability Council for funding by a simple majority vote of the full Subcommittee membership. The Subcommittee may elect to recommend funding for a portion of a proposal. The Student Advisory Subcommittee will submit their recommendations to the Sustainability Council by the first full council meeting of the spring semester of each year. The Sustainability Council shall subsequently recommend all approved awards to the University's Finance Committee by May 1.

Section 3.2: Criteria for Proposed Projects

All applications for projects must be submitted to the Student Advisory Subcommittee by the first Monday of November each year. The Subcommittee shall give preference and priority to project proposals that meet the following criteria:

1. **Connection to Campus**
Project directly addresses environmental sustainability on the University of Maryland, College Park campus or in the capacity that on-campus activities directly influence environmental sustainability in the surrounding community.
2. **Campus Affiliation**
Project proposal is submitted by a UM student, staff member, and/or faculty member on behalf

of an individual or UM program, organization, office, or department. Non-university affiliated Individuals and organizations may not submit proposals.

3. Innovation

Project is innovative in nature and does not include routine maintenance or code-compliant activities. Fund may support the gap between code-compliant and more sustainable alternatives.

4. Feasibility and Institutional Support

Project is feasible and has support from appropriate campus individuals and entities. Individual students or student organizations must have the signature of a faculty or staff advisor who is committed to advising throughout project implementation.

5. Appropriateness of Schedule and Budget Request

6. Cost/Benefit Analysis (as applicable)

Project proposal outlines project payback, lifecycle costs and savings, etc.

7. Environmental Benefits

Project demonstrates a reduction in UM's carbon footprint or provides other environmental benefits such as water conservation, storm water management, biodiversity conservation, waste minimization, etc.

8. Student Experience

Project includes opportunities for student involvement and/or will positively impact the student experience.

9. Outreach and Education

Project considers education and outreach opportunities and has included them as part of its implementation plan.

10. Accountability

Project includes a mechanism for evaluation and follow-up after funding has been dispersed. At a minimum, a project plan should include appropriate progress reports to the Subcommittee based on the duration of the project and a final report within 60 days following completion of the project. These reports will be reviewed by the Coordinator and the Subcommittee. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Subcommittee on an annual basis for a minimum of 3 years.

11. Metrics

Project has a clearly-defined, measureable outcome, backed by metrics for assessment.

12. Self Sufficiency

Preference will be given to projects that can obtain matching funds from sources beyond the Student Sustainability Fund or include a plan for sustained funding.

13. Potential for Broad Application

Project has potential to be scalable across the campus.

14. Minimal Funding Level

Project is requesting a minimum cost of \$1,000.

The Subcommittee may determine additional requirements and preferences for each year's funding cycle provided that these criteria are consistent with the overall mission of the Student Sustainability Fund and consistent with the criteria and preferences outlined above.

Article 4: Other Rules Governing Student Sustainability Fund Funds

- The Subcommittee may not recommend more than 100% of the funds to the Sustainability Council by the first meeting of the spring semester each year, as described in Article 3.1. Any funds not allocated in a given year shall remain in the Student Sustainability Fund account for future use.
- Funds allocated to a project that are not spent within the project time frame shall be returned to the Student Sustainability Fund for reallocation.
- Student Sustainability Fund monies are not to be used or reallocated for purposes other than those described in this document.
- The Student Sustainability Fund shall continue to operate even after student fees are no longer collected into the fund, as long as sufficient money remains in the Student Sustainability Fund account.

Article 5: Accountability, Records, and Reports

Section 5.1: Student Sustainability Fund Accountability to Stakeholders

The Subcommittee shall make all of its Student Sustainability Fund records available to the public and issue an annual report of its activities to the Sustainability Council, Office of Sustainability, Office of the Vice President for Administrative Affairs, UM Senate, Student Government Association, and, in the case that graduate students choose to pay a sustainability fee, the Graduate Student Government. This report shall be posted on the campus sustainability website (www.sustainability.umd.edu).

Section 5.2: Accountability of Projects

All projects funded by the Student Sustainability Fund shall submit a report to the Office of Sustainability Coordinator at the conclusion of their project or annually from the date of the project approval, if the project is funded for multiple years. The report must include a budget detailing the spending of all funds and how goals and milestones were achieved.

Upon review of progress or final project reports, the Coordinator shall judge whether the funds were spent within the scope of the project. If the Coordinator decides that the funds were spent outside of the project scope, they may recommend the return of any remaining funds to the Student Sustainability Fund. The Subcommittee will evaluate the project status based on all available information and make recommendations to the Sustainability Council regarding the return of unused project funds.

Section 5.3: Records and Reporting

The Subcommittee must keep on record:

- Minutes of all meetings the Subcommittee conducts which indicate the time and place of the meetings, the names of those present, and the proceedings thereof.
- Adequate and correct records of the Student Sustainability Fund account transactions, including records of business transactions and accounts of receipts, disbursements, gains, and losses.

- Records of projects selected each year and the funds allocated to each.
- Reports made to the Student Sustainability Fund on completed projects and all annual reports received from projects with on-going benefits.
- Copies of all annual reports which the Student Sustainability Fund has issued to the Sustainability Council, Office of Sustainability, Office of the Vice President for Administrative Affairs, UM Senate, Student Government Association, and the Graduate Student Government in the case that graduate students choose to pay a sustainability fee.

Article 6: Amendment of By-Laws

Modifications to the Subcommittee By-laws may be recommended to the University Sustainability Council by a two-thirds (2/3) vote by the voting members of the Subcommittee. Recommended modifications must be consistent with the mission of the Student Sustainability Fund.