



CENTRAL WASHINGTON UNIVERSITY - STUDENT GREEN FUND FEE BYLAWS

I. PURPOSE

The CWU Student Green Fund (SGF) supports student-driven sustainability projects on campus, while empowering students with hands-on project experience, increasing campus engagement, and fostering care for the planet and environment.

The bylaws outline the guiding principles, procedures, decision-making processes, and governance structure of CWU's SGF. These bylaws will help ensure that the CWU SGF is managed effectively and responsibly while also adhering to CWU's vision and mission.

Projects and initiatives funded by CWU's SGF directly support the university's institutional strategic goals, including implementing CWU's Climate Action Plan, integrating sustainability across university-wide curriculum, and promoting sustainable practices and responsible stewardship of land resources to support an ecologically healthy and socially just world, while respecting and honoring Indigenous peoples.

CWU students at the Ellensburg campus voted to approve the SGF in May 2024. The SGF is financed through a nominal student fee of \$5.00 per quarter. Only CWU students located at the CWU Ellensburg campus pay the quarterly fee. Additionally, students do not contribute to the SGF fee during the summer quarter. The SGF is managed by the CWU Sustainability Office and the CWU SGF Committee.

The SGF serves as a vital financial resource for students seeking to develop and implement meaningful sustainability initiatives and projects on campus. By promoting sustainability in an inclusive and participatory manner, the SGF contributes toward CWU's strategic goals of achieving long-term, positive environmental, social, and economic outcomes for all members of the CWU community.

II. DEFINITIONS

- A. The term “Committee” is used interchangeably with “CWU Student Green Fund Committee” in this document and refers to the advisory voting members and the students appointed to the Student Green Fund Committee.
- B. The term “Green Fund” is used interchangeably with the CWU Student Green Fund (SGF) and refers to the total funds available from the collection of the Student Green Fund Fee from Ellensburg Campus students.
- C. The “Student Green Fund Fee” refers to the \$5 per quarter mandatory student fee charged to students at the Ellensburg Campus. CWU students do not pay the \$5 per quarter fee during the summer quarter.
- D. “Voting Members” are the members of the SGF Committee who are eligible to vote on a particular matter according to Section V. C. (*Governing Body Voting members*) and Section XV (*Conflict of Interest*) of this document.
- E. Association for the Advancement of Sustainability in Higher Education (AAHSE) is an international association that empowers higher education faculty, administrators, staff, and students to be effective change agents and drivers of sustainability innovation.
- F. Sustainable Development Goals (SDGs) is a blueprint for advancing a more sustainable future for all and refers to 17 global objectives set by the United Nations in 2015 to address global challenges and promote sustainable development by 2030.
- G. The term “Sustainability” is defined by “meeting the needs of the present generation without compromising the ability of future generations to meet their own needs” (UN Brundtland Commission), and includes three pillars: environment, economy, and equity.
- H. Environmental sustainability includes conserving natural resources and protecting global ecosystems, now and in the future.
- I. Economic sustainability supports long-term economic prosperity without negatively impacting social, environmental, and cultural aspects of a community.
- J. Social Sustainability relates to the fair treatment and involvement of all people. All people should have similar rights and opportunities, and have their basic needs met to maintain an acceptable quality of life.

III. GUIDING PRINCIPLES

The following principles shall guide and govern the funding of projects by the CWU Student Green Fund:

- Projects shall directly address sustainability as it relates to environmental, social and economic well-being on CWU campus or surrounding communities.
- Preference will be given to projects that address climate mitigation and resilience, and to those that demonstrate measurable positive sustainability impacts.
- Projects shall have received all necessary approval by appropriate campus officials prior to consideration. Examples of campus officials include department chairs, directors, and managers that will be involved or impacted by a SGF project.
- Student participation is a mandatory component in all projects funded by the SGF.
- Projects submitted by staff and faculty without student involvement will not be eligible. However, Staff and faculty may collaborate with students on a project proposal. Individuals and organizations outside the University may not submit project proposals.
- All student applicants are required to provide a 5-10-minute presentation to the SGF Committee during the application process, which will include details regarding the project objectives, costs, timeline, and outcomes.
- CWU SGF will not support projects that are already mandated by law or CWU policy/directive.
- Potential consequences of projects shall be considered by the applicants and Committee.

IV. STUDENTS' ROLE

Because the Student Green Fund is financed by a student fee, it is designed to empower students to be active participants in all projects funded by the program. In addition to student representation on the Committee (*see V. Governing Body*), all projects must include student participation, such as in an advisory, academic, educational, or outreach-based capacity. Any project funded by the SGF requires student participation in the following functions, but not limited to, project proposals, audits, reports, demonstration projects, and outreach campaigns; and SGF funding may be pursued as an individual, group, or class projects. Student involvement shall be limited only by CWU's policies regarding liability and work-related issues.

V. GOVERNING BODY: CWU Student Green Fund Committee

A. Powers And Voting

A quorum of ½ of the Voting Members plus one (*see V. C. below*) must be present at a regularly scheduled or special called meeting to vote on official matters including approval of projects, allocation of funds, and changing of Bylaws. Apart from their normal functions as a part of the Committee, members have no individual authority.

B. Duties of the CWU Student Green Fund Committee

It is the duty of the Committee members to:

- Attend preliminary SGF committee meetings to review SGF materials, meeting guidelines, and bylaws.
- Participate in SGF proposal review meetings and student applicant presentations.
- Assist in documenting SGF committee meeting notes and next steps.
- Review project applications, vote on recommended projects, and determine allocation of funds.
- Provide feedback for all project applications.
- Review and help disseminate Request for Proposals/Notice of Funding Opportunity at least once per year.
- Actively solicit project proposals (e.g., conduct outreach and assist applicants in preparing fundable proposals).
- Develop campus and local partnerships and increase community awareness of the CWU Student Green Fund.
- Any other duties as determined and implemented by the committee with a simple majority of voting members.

C. Membership & Representation

The Committee is comprised of the following representatives:

Voting Members:

- Seven (7) students, one (1) of which must be a CWU Student Senator.

Advisory Members (as needed):

- Committee Chair, CWU Sustainability Officer
- CWU Sustainability Coordinator
- Representative from Finance and Administration Division

- One (1) representative from CWU Facility Management or Capital Planning and Projects Department
- One (1) faculty member from CWU

D. Chair of CWU Student Green Fund Committee

As Chair of the CWU Student Green Fund Committee, the CWU Sustainability Officer shall preside at all meetings of the committee as an advisory voting member. The Chair or their designee (e.g., Sustainability Coordinator) notifies the Committee members of meetings, and coordinates and approves meeting agendas with the committee members. The Chair will act as facilitator and mediator during the committee meetings and will be responsible for holding meetings to the agenda in a timely fashion. The Chair shall appoint a scribe to take minutes at each meeting. The Chair will only vote on Committee business in the event of a tie. In the absence of the Chair, the Chair shall appoint a designee to perform all the duties of the Chair. In the absence of the Chair and if the Chair has not appointed a designee, an acting chair shall be appointed by a simple majority vote of the committee to perform all duties of the Chair.

E. Green Fund Committee Member Qualifications and Appointment

All student Committee members must be registered (full or part-time) CWU students during their term of office. Staff and faculty serving as advisory voting members must be currently employed by Central Washington University. Members of the Committee shall be appointed by the ASCWU with concurrence of the VP of Student Engagement and Success.

F. Terms of Office

Each member shall be appointed for one term. A term is defined as an academic year beginning in the Fall quarter and ending in the Spring quarter. Members may serve additional terms upon the majority vote of the Voting Members before the academic year ends.

G. Removal from Office

Committee members may be removed by 1/2 majority vote of all sitting members. Replacement members are selected by the same process used for regular committee appointments (*See V.E above*). The CWU Sustainability Office and SGF Committee will be tasked with recruiting and selecting a new committee member in coordination with ASCWU.

VI. USE OF FUNDS

The student fees collected shall be used effectively and economically, and awarded funds must align with the vision, goals, and objectives of CWU's Institutional Strategic Plan and Climate Action Plan.

A. Budget

1. No later than the first CWU Green Fund Committee meeting of winter quarter, the Committee shall budget the maximum amount of funds to be allocated for the year. All allocations must be approved by a majority vote of eligible members present. The total amount budgeted will be posted on the CWU Green Fund webpage as "project funds available" for the quarter. Any changes in the budget must be approved by a simple majority of vote of the Voting Members.

2. The budget, once approved by the SGF Committee will be placed in a separate account in the budget software for monitoring and tracking purposes. Expenditures are required to follow all CWU policies, processes, guidelines and laws.

3. After all proposals have been reviewed, the Committee shall determine the current year grant funding level.

B. Green Fund Promotion and Outreach

Up to \$1,000.00 each quarter may be allocated by the committee for SGF advertising, promotion and outreach activities directed at students and other members of the campus community. Funds allocated for SGF advertising, promotion, and outreach must include a written proposal from a committee member and must be approved by a majority of Voting Members.

VII. CWU SUSTAINABILITY OFFICE: ROLES AND RESPONSIBILITIES

The CWU Sustainability Office is the primary point of contact for all student applicants and can help assist with providing guidance on proposal development and submission and connecting students with relevant campus officials and resources. The CWU Sustainability Office is also responsible for distributing the semi-annual Request for Proposals, maintaining lists of current funded and potentially fundable projects, record keeping and reporting, and maintaining the CWU Green Fund website (*see Article VIII*).

VIII. RECORDS AND REPORTS

A. Records

The Committee must have on record:

- 1.** Minutes of all meetings of the Committee and sub-committees, 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 projects and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- 3.** Adequate records of each project funded along with its measurable outputs and outcomes, cost savings, along with other elements as requested by the CWU Sustainability Office, the Office of the Associate Vice President of Administration and Finance, Facility Services, Building Energy Manager, and the Committee.

B. Recordkeeping and Reporting Responsibilities

- 1.** The CWU Sustainability Officer will be responsible, in coordination with the selected CWU Financial Manager, for maintaining accounting records and providing the Committee with current and accurate accounting statements of the CWU SGF and individual project accounts at least once per quarter.
- 2.** The CWU Sustainability Officer will be responsible for maintaining records of all project proposals, funded and unfunded. The CWU Sustainability Office shall post a synopsis of currently funded project on the CWU Sustainability website, which they will update at least semi-annually.
- 4.** The CWU Sustainability Office will be responsible for regularly updating the ASCWU Senate on Committee activities and shall submit an annual report on the SGF funded projects the Committee and Chief Financial Officer.

IX. REQUEST FOR PROPOSALS

Once per year the Committee must issue a Request for Proposals (RFP) outlining what the Green Fund is, how the initiative functions, and examples of projects currently ready for implementation that require student involvement to proceed. The RFP shall be distributed by the CWU Sustainability Office to all relevant campus departments, student groups and entities.

X. GENERAL PROJECT REQUIREMENTS

A. Required Criteria

All projects requesting funding will be evaluated on how they address the following:

- Directly incorporates sustainability as it relates to environmental, social, and/or economic well-being for campus and students.
- Incorporates clearly defined and measurable outputs (e.g., number of native plants purchased).
- Includes an actionable outcome and has an immediate application (e.g., “pure” research is not an eligible SGF project).
- Includes a timeline from proposal to completion. Projects must be completed within one year from the award date.
- Written approval from Department(s) who will be directly impacted by the project.
- Includes meaningful student leadership and/or engagement.

B. Preferred Criteria for Proposals

The Committee shall give preference to project proposals that also meet the following criteria in this section.

- Preference will be given proposals that do not require indefinite and continuous financial support from the SGF year after year.
- Project demonstrates a holistic approach to sustainability.
- Projects that closely align with initiatives and objectives listed in the CWU Climate Action Plan or AASHE STARS.
- Projects that include plans for publicity, education, and outreach to the CWU community about the project goals and outcomes.
- Projects that measure and monitor any potential savings derived from project implementation.

C. Funding Restrictions

- The SGF cannot be used for the following:
 - Projects already required by federal or state law.
 - Travel requests, gifts, and/or permanent staff/student positions.
 - Activities and purchases that have occurred prior to award date.
- In the event a project is cancelled or abandoned, funds must be returned to the SGF.

XI. PROJECT APPROVAL PROCESS

After the SGF Committee has decided on the amount of project funds available, proposals will be accepted on a rolling basis by the committee. Funds for specific projects will be distributed only upon approval by a simple majority of the Voting Members.

1. Utilizing the Microsoft Forms application (which is available on the CWU Sustainability website), project proposals are submitted by CWU students for the SGF Committee to review.
 - a. As needed, the CWU Sustainability Office (E.g., Sustainability Officer, Sustainability Coordinator) will be available to help guide students during the project/application development process.
2. The SGF Committee will review the project proposals after the established quarterly deadlines and will invite students to present their proposals and respond to questions from the SGF Committee. Visual presentations (e.g., PowerPoint) are not required but are encouraged.
3. Once the presentations have concluded, the SGF Committee will vote on which projects are recommended for funding. A simple majority vote of the SGF Committee is required for projects to receive funding. The Chair will only vote on Committee business in the event of a tie.
4. The CWU Sustainability Officer will notify the CWU Chief Financial Officer of the voting results/recommendations from the committee, seeking final approval. Once approved, the budget allocation process will be initiated.

A. Project Alteration Requests (PAR)

SGF Project Managers are accountable for following the terms outlined in their approved project proposal and ensuring that project expenditures align with the budget approved by the SGF Committee. Any deviations from the approved project proposal should be reported to the Green Fund Committee and the CWU Sustainability Officer to assess whether a PAR is necessary.

Examples may include:

- Spending funding beyond the approved project proposal end date.
- Significant changes to the scope of the overall Student Green Fund project that was originally proposed and approved, even if financial changes are not required.

XII. MEETINGS

SGF Committee members are required to attend proposal review meetings on a quarterly basis. SGF committee members are also required to attend orientation meetings following their appointment to the Committee. A Committee member shall count toward quorum if present in person, by telephone or electronically, provided they are able to hear and be heard by the other members. Special meetings may be convened by 4 hours' notice by telephone or e-mail sent to the @cwu.edu address of the member.

XIII. E-MAIL COMMUNICATIONS

All e-mail communications shall be made using the official Central Washington University e-mail.

XIV. MEETING CONDUCT AND RULES

Meetings shall be conducted according to Roberts Rules of Order for any matters not specifically covered in these bylaws.

XV. CONFLICT OF INTEREST

Committee members shall excuse themselves from any vote upon a matter in which they have a personal or financial interest, including proposals for funding after full disclosure of such interest to the other members of the Committee. Such members shall still count toward the quorum for voting.

XVI. AMENDMENTS OF BYLAWS AND ARTICLES

A two-thirds majority (2/3) vote by the Voting Members of the Committee can amend, create, or repeal these Bylaws and Articles therein. Proposed Bylaw changes must be provided in writing to all Committee members and discussed at one meeting prior to being voted on.