

# **Charter of the University of Pittsburgh Green Fund Allocations Board (GFAB)**

## **Mission Statement**

The University of Pittsburgh Green Fund Allocations Board (GFAB) exists to promote the University's sustainability goals by funding initiatives created by and for the University community.

The fund to support GFAB ("The Pitt Green Fund") will be administered by a committee of students, and will be allocated/collected from one or more of the following sources:

- (1) The University of Pittsburgh Student Activities Fee via Student Government Board allocations.
- (2) Yearly earnings from opt-in fees from University programs.

## **Article 1 — Green Fund Allocations Board**

### **Section 1.1 — Powers and Voting**

The GFAB will have responsibility for the appropriation of funds collected by the means stated above. The GFAB, as recognized by the office of Student Life at the University, has been delegated the authority from and shares the responsibility with Student Life for the administration of these funds. A simple majority of the board's full membership is required to make funding and any other official decisions. Each member of the GFAB controls one vote, and the GFAB Director shall represent the tie-breaking vote in the event of tied votes.

### **Section 1.2 — Duties of the GFAB**

The duties of the GFAB shall be to:

- (1) Accept and review project applications to determine the fund apportionment.
- (2) Monitor the progress of funded projects and provide guidance and assistance to project teams as necessary.
- (3) Meet weekly at the discretion of the GFAB Director to provide an update on the progress of projects and address relevant business.
- (4) Adhere to the project selection process outlined in Article 2 of this charter.
- (5) Regularly update the funding decisions of the GFAB to the University community, which includes the Office of Sustainability, Student Government Board, the Pitt News, and others.

### **Section 1.3 — Committee Member Positions and Duties**

The GFAB will be composed of a minimum of seven undergraduate, full time, non-CGS students from the Oakland Campus of the University of Pittsburgh.

**(1) GFAB Director**

The duties of the GFAB Director shall be to:

- A. Call and facilitate all meetings of the GFAB.
- B. Create meeting agendas, and hold all meetings to agenda in a timely fashion.
- C. Be held accountable for the activities and responsibilities of individual GFAB members as provided for in this charter.
- D. Cultivate and maintain communication and a good relationship with University administrators, faculty, student groups, and community members who are relevant to GFAB projects and operations.
- E. Cast a tie-breaking vote on project proposals when necessary.
- F. Oversee the GFAB selection committee and select the board members.
- G. Oversee the project solicitation, submission, and selection process.
- H. Oversee the completion of an end-of-year report that documents completed projects, final GFAB budget spending, and estimated savings to the University when possible. This report should be verified and approved by the GFAB. After approval it can be submitted to any applicable parties.

**(2) Business Manager**

The duties of the Business Manager shall be to:

- A. Provide a regular update of all expenses of the GFAB to the Board at each meeting.
- B. Maintain accurate reports of all account balances in an ongoing log that documents all GFAB transactions.
- C. Act as sitting Director in the event that the GFAB Director is absent.
- D. Be accountable for the financial actions of all project leaders.
- E. Maintain communication and meet regularly with the PittServes Sustainability Coordinator.
- F. Facilitate discussion and maintain relationships with university departments and offices that are potential funding sources for projects.
- G. Seek and apply for funding from external sources if deemed necessary or possible.

**(3) Outreach Coordinator**

The duties of the Outreach Coordinator shall be to:

- A. Promote the GFAB in any way necessary to maintain its transparency as well as student interest.

- B. Ensure that minority-led student groups are made aware of the funding opportunities of the GFAB.
- C. Maintain a transparent and positive relationship between the GFAB and the student body by working with Student Life, Residence Life, and student organizations. This includes outreach for project proposals and project support, such as tabling at events.
- D. Maintain communication with any and all pertinent administrators, Student Government Board officials, and other student organizations as necessary.

#### **(4) Communications Chair**

The duties of the Communications Chair shall be to:

- A. Promote the GFAB in any way necessary to maintain this transparency as well as student interest.
- B. Sustain the attention of administrators, faculty, and students by regularly communicating project progress and successes through the GFAB website and social media accounts.
- C. Update and correct information on the GFAB website and all social media accounts.
- D. Share details of funded projects with the Pitt News for publication.
- E. Make publicly available in a timely manner the meeting minutes which shall include the name, description, decision (funded or denied), and grant amounts of all projects.
- F. Provide the meetings minutes of the GFAB to the SOOS Sustainability Outreach Coordinator/SGB Liaison to be read at Student Government Board Meetings.

#### **(5) Secretary**

The duties of the Secretary shall be to:

- A. Keep a record of all official business, decisions, project progress, and proceedings of the GFAB. Meeting notes should, at a minimum, record the names of present GFAB members, the agenda, project and funding updates, delegated tasks, and the date of the next meeting.
- B. Draft emails explaining project decisions to applicants.
- C. Assist the GFAB Director with clerical tasks as necessary.

#### **(6) Project Liaisons**

A minimum of two Project Liaisons will serve, the duties of which shall be to:

- A. Communicate regularly with the project applicants to review their progress and needs

- B. Oversee final allocations to their project applicants and be cognizant of opportunities to reduce cost.
- C. Help the project applicants seek alternative funding should it become necessary (e.g. – other grants).
- D. Connect their project applicants with relevant university administrators, faculty, and student organizations.
- E. Provide a progress update to the GFAB at regular meetings.
- F. Ensure that the funding stipulations of projects are carried out and documented.

In the event that one Project Liaison is concurrently monitoring four or more projects, they may request the GFAB Director assign any of the other members of the GFAB, excluding the Director themselves, to act as a temporary Project Liaison. The temporary Project Liaison will remain responsible for the obligations of their permanent role as well as the responsibilities of Project Liaison.

#### **Section 1.4 — Selection of the GFAB**

The GFAB Director must be a sitting member of the GFAB. The Director will be chosen through a vote by the members of the GFAB in April of each academic year. Prior to the vote, board members who wish to run for the position of Director must announce their intent by April 1st. Votes will be anonymously submitted by all members of the GFAB, including the sitting Director. In the case of a tie, the SOOS Director will be responsible for casting the tie-breaking vote.

Applications for the remainder of the GFAB shall be made available to the student body on the day of the Fall Activities Fair and be due on the day of Student Government Board's Fall committee applications deadline.

The criteria for selection of students who will serve on the GFAB will be at the discretion of the GFAB selection committee. The selection committee shall consist of:

- (1) The new GFAB Director
- (2) A member of Student Government Board.
- (3) Sustainability Coordinator

Applicants will indicate their preferred committee position (Business Manager, Outreach Coordinator, Communications Chair, Secretary, Project Liaisons) on the GFAB application form, and the new GFAB Director will select qualified applicants to these positions. Applicants must choose at least one committee position and can indicate multiple interests.

#### **Section 1.5 — Terms of the Green Fund Allocations Board Members**

The GFAB will serve for one academic year from the time they are appointed in September through April of the following year. The GFAB will be in recess during the summer semester from the months of May through August. Board members may serve up to three terms pending

reapplication. A board member may serve for a fourth consecutive term if they are selected to be the GFAB Director. The GFAB Director may serve one additional term for a maximum of two years pending reapplication. The terms of GFAB Director must be served consecutively. GFAB members wishing to serve another term must reapply for consideration.

### **Section 1.6 — Member Replacement**

Any member of the GFAB may be removed by a majority vote of the other GFAB members for the following reasons:

- (1) Absence from one mandatory meeting of the GFAB without adequate reason
- (2) Failure to act in accordance with the responsibilities outlined in this document
- (3) Failure to act respectfully or uphold the values of the GFAB as a representative of the GFAB. Those values are as follows:
  1. Fulfillment of their duties and responsibilities
  2. Impartiality and non-partisanship
  3. Tolerance and respect for all persons

In the event that a GFAB member is removed or resigns, the current GFAB Director will select a replacement. The new board member will serve the remainder of the original member's term, and the remainder of that term shall not count toward the term limit.

In the event that the GFAB Director must be replaced, the current GFAB will select a current member to inherit the duties of the GFAB Director position and a new member will be selected to replace them as described in section 1.4. The new GFAB Director will serve the remainder of the original member's term but will not inherit their term limit.

## **Article 2 — Project Selection and Allocation of Funds**

### **Section 2.1 — Project Selection**

- (1) Project applications for the current year will not be considered until the first week of September. There will be no set due date for proposals.
- (2) The GFAB must meet with each individual or team that has proposed a project to better understand the project before making a funding decision.
- (3) Each project will be researched by the GFAB to determine feasibility before granting funds.
- (4) Project applicants should be notified within one week after their project is selected for funding, selected for endorsement, or denied by the GFAB.
- (5) At least one project liaison should be assigned to each project upon project selection. Liaisons should begin meeting with their assigned project group within one week after the project group has been notified of their selection.

### **Section 2.2 — General Requirements for Proposed Projects**

- (1) Any University of Pittsburgh affiliates may submit project proposals.
- (2) All projects shall promote sustainable practices, thinking, and development, with a goal of improving our campus and community.
- (3) All proposed projects must have a clearly defined goal or intended outcome.
- (4) Recipients of funding shall be required to maintain a close working relationship with the GFAB to ensure the progress of their project.
- (5) All projects shall have a mechanism for evaluation and follow-up after funding has been allocated.
- (6) Project proposals must detail plans for publicity, education, and outreach.
- (7) The GFAB will not fund projects already mandated by law or The University of Pittsburgh policy directive (e.g., basic standards for new building construction), since University of Pittsburgh is already obligated to allocate funds for such projects.
- (8) The GFAB will not fund the following items:
  - a. Travel to conferences.
  - b. Food and/or refreshments.
  - c. Giveaways and/or tabling materials (i.e.: t-shirts, stickers, pins, etc.).
- (9) All projects must benefit the undergraduate students of the University of Pittsburgh.

### **Article 3 — Fund Allocation and Other Rules for Governing the GFAB**

#### **Section 3.1 — Conflicts of Interest**

Members of the GFAB are allowed to submit project proposals but are required to be held at the same standard as all other applicants. Members must abstain from voting in the event of a conflict of interest. A conflict of interest may be defined as any instance where a voting member of the GFAB is invested in a project for reasons external to the GFAB (e.g. – said member proposed the project or is actively working on it outside of the GFAB).

#### **Section 3.2 — Guidelines for Fund Allocation**

- (1) Any funds not distributed or dispensed in a given year shall remain in the fund for future use.
- (2) Funds will be allocated to projects in advance on paper but will only become physically available for use at the precise moment they are needed (for purchases, et cetera) in the implementation of the project. Funds allocated initially on paper to a project that are not physically obtained and spent within the project's determined timeframe shall be returned to GFAB for reallocation.
- (3) Funds distributed by the GFAB are not to be used or reallocated for purposes other than those described in this document.

### **Article 4 — Accountability, Records, and Reports**

#### **Section 4.1 — GFAB Accountability to the Student Body**

The GFAB shall be accountable to the student body and shall make its meeting minutes and financial records from the current academic year available upon request within a timely manner.

#### **Section 4.2 — Accountability of Projects**

Failure to adhere to the stipulations of projects may lead to disinclination for future projects submitted by those who fail to comply. The GFAB reserves the right to deny funding on these grounds alone in the case of repeated infractions.

#### **Section 4.3 — Records and Reports**

The GFAB must keep on record:

- (1) Minutes of all GFAB meetings as detailed in section 1.3.4(e)
- (2) Adequate and correct records of all accounts and transactions
- (3) Record of projects selected each year and the funds allocated to each
- (4) The end-of-year report detailed in section 1.3.1(h)

### **Article 5 — Charter Amendments**

#### **Section 5.1 — Amendment Procedure**

At the end of each academic year all members of the GFAB may present possible revisions to the charter. Any changes to the charter must be approved through a majority vote of the GFAB and by the sitting SOOS Director. Any approved changes will take effect at the start of the next academic year. No changes made to the charter will have any effect on decisions or actions which occurred during the academic year of the change's approval or any years previous.

Any proposed changes to the charter which would have an effect on the term limits of members shall not take effect until the end of the tenure of those involved in the proposed change.