



## **BY-LAWS**

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## **MISSION STATEMENT**

The Green Initiative Fund (TGIF) shall aim to empower students with active roles in reducing the environmental footprint of the University of California, Irvine (UCI) through funding and promoting sustainable and educational projects on campus.

## **GOALS**

The Green Initiative Fund's goals shall be to:

1. Reduce waste
2. Increasing energy efficiency
3. Increase the use of renewable resources

## **VISION**

The Green Initiative Fund shall aim to:

1. Create a permanent, sustainable mindset
2. Enhance a sustainable campus culture
3. Nurture sustainable leaders and conscious citizens that will continue to make the world more sustainable upon graduation

**The Green Initiative Fund (TGIF) shall be administered through a student majority governance board known as the TGIF Grant-Making Committee, AKA: The TGIF Funding Board**

**ARTICLE I.  
THE GREEN INITIATIVE FUND (TGIF)**

- Section A. TGIF is a quarterly, undergraduate student fee of \$3.50 that will fund projects intended to promote sustainability on the University of California, Irvine (UCI) campus. For the purpose of this document, sustainability is defined as initiatives that shall reduce the environmental impact of the UCI campus.
- Section B. TGIF shall only provide money for sustainability projects that UCI would not otherwise be able to fund or projects not mandated by law or policy.
- Section C. Undergraduate students will be eligible to apply for TGIF funding for sustainability projects on campus.
- Section D. Preference will be given to projects that demonstrate the greatest reduction of UCI's impact on the environment for the least cost.

**ARTICLE II.  
TGIF GRANT-MAKING COMMITTEE PROVISIONS  
Voting TGIF Grant-Making Committee / Members and Duties**

- Section A. **ASUCI Sustainability Commissioner, AKA: TGIF Sustainability Commissioner**
1. The office and position of the ASUCI Sustainability Commissioner is to be created and housed under the ASUCI Internal Vice President.
  2. The ASUCI Sustainability Commissioner shall be appointed during spring quarter prior to the academic year of service. If the appointment does not occur during the spring quarter due to lack of time for the process to be completed, the appointment must be completed from the point it was discontinued in the previous spring quarter within the first (4) four weeks of the following fall quarter.
    - a. The outgoing voting members of the TGIF Grant-Making Committee, ASUCI Internal Vice President, and TGIF Grant Manager shall recommend candidates for the position of ASUCI Sustainability Commissioner based on the applicants' qualifications as detailed in the ASUCI Sustainability Commissioner Application Packet and after an in-depth interview.

All undergraduate students applying for the position of ASUCI Sustainability Commissioner must submit a completed ASUCI Sustainability Commissioner Application Packet by the end of week (3) three of spring quarter instruction.

- b. Candidates will be presented to Senate.
  - c. Senate shall make the final appointment of the ASUCI Sustainability Commissioner by majority vote after reviewing all candidates' qualifications and responses to the ASUCI Sustainability Commissioner Application Packet.
  - d. A maximum of (3) three and a minimum of (1) one candidate recommendation(s) may be presented to Senate. In the event that a candidate(s) is not recommended and the TGIF Grant-Making Committee fails to be formed due to the lack of such, the ASUCI Internal Vice President, with consultation from the TGIF Grant Manager, may recommend an ASUCI Sustainability Commissioner candidate to Senate for their approval.
  - e. The outgoing Executive Cabinet and outgoing voting members of the TGIF Grant-Making Committee shall have (2) two weeks after Senate's decision to present written contestation of the ASUCI Sustainability Commissioner appointment, at which point any objections shall be nullified and consent given.
3. The ASUCI Sustainability Commissioner shall:
- a. Create meeting agendas and set meeting times and location according to member availability. Said tasks are to be coordinated with the TGIF Grant Manager to maximize meeting efficiency.
  - b. Meet weekly with the TGIF Grant Manager or on a schedule that is appropriate to both.
  - c. Communicate to the TGIF Grant-Making Committee members meeting times and location to ensure attendance.
  - d. Preside over and facilitate all meetings of the TGIF Grant-Making Committee.
  - e. Email ex-officio members every quarter with updates regarding previous quarter projects.
  - f. Serve as the official representative of the TGIF Grant-Making Committee.

4. Duties beyond those mandated by TGIF are to be determined by the ASUCI Internal Vice President.

**Section B. Undergraduate Campus-Wide Representative: Administrative Commissioner**

1. Responsibilities include:
  - a. Taking and sending out meeting minutes.
  - b. Record attendance and track absences.
  - c. Prepare and make accessible records and reports enumerated in Article XIV.
  - d. Write project descriptions each quarter for all approved projects.
  - e. Manage website updates to the TGIF page with TGIF Grant Manager.
  - f. Assist the ASUCI Sustainability Commissioner in their endeavors.
  - g. Serve in place of the ASUCI Sustainability Commissioner in the event that the Commissioner is not available.

**Section C. Undergraduate Campus-Wide Representative: Marketing Commissioner**

1. Responsibilities include:
  - a. Ensure through the use of publicity that the student body knows of TGIF, how to access the funds through project proposals, the dates of application deadlines, and the availability of vacant committee member positions in the spring for the following academic year.
  - b. Enforcement of logo placement on approved projects.
  - c. Advertise for funded projects.
  - d. Control of advertising budget in order to purchase promotional material for visibility and publicity purposes.
  - e. Manage boothing events and scheduling.
  - f. Coordinate with the External Affairs Commissioner on social media.

- g. Recommend (1) one Marketing Assistant. Final decision is up to the TGIF Grant-Making Committee.

**Section D. Undergraduate Campus-Wide Representative: Assistant Marketing Commissioner**

- 1. Responsibilities include:
  - a. Attends the TGIF Grant-Making Committee meetings.
  - b. Assists the Marketing Commissioner in duties listed above.
  - c. Non-paid, non-voting position.

**Section E. Undergraduate Campus-Wide Representative: External Affairs Commissioner**

- 1. Responsibilities include:
  - a. Outreach to environmentally focused and non-environmentally focused clubs on campus to inform them of the funding opportunities TGIF has to offer.
  - b. Conduct anonymous surveys and questionnaires for clubs and students to report, but not limited to, how best to contact them, what they need funds for, their level of sustainability interest, and other club needs.
  - c. Ensure elections information and applications are made available at the appropriate time to the undergraduate population.
  - d. Compile email lists and send out regular updates.
  - e. Maintain calendar of organization events.
  - f. Coordinate with marketing on social media.

**Section F. Undergraduate Campus-Wide Representative: Accounting Commissioner**

- 1. Responsibilities include:
  - a. Learn the process required to receive funding for projects.
  - b. Assist funding recipients in the process of receiving funds.
  - c. Approve all project check requests.

- d. Collect and check post-event reports.
- e. Record account funds as enumerated in Article XIV.
- f. Weekly report on updated budget.

### **ARTICLE III. EX-OFFICIO MEMBERS AND DUTIES**

Section A. The ex-officio members serve to consult the TGIF Grant-Making Committee based on their field of expertise.

1. **TGIF Grant Manager**

- a. The role of the TGIF Grant Manager is to:
  - i. Oversee and assist in arranging TGIF meetings so that they may run at peak efficiency.
  - ii. Oversee and assist Commissioners in their respective roles by facilitating networking with other ASUCI members and campus divisions. Strategically advise Commissioners regarding: marketing and promotion to undergraduate student about TGIF, making sure the student body knows of TGIF, how to access the funds through project proposals, the dates and times of application deadlines, and the hiring of new Committee members in the spring.
  - iii. Work with interested students to create potential project proposals.
  - iv. Be a resource available to meet with interested students to facilitate or aid the party's application development and submittal.

2. **Administrative and Business Services Representative** is appointed by the respective department head.

3. **Facilities Management Representative** is appointed by the respective department head.

4. **Graduate Student** is appointed through AGS.

5. **Faculty Member** is appointed through Academic Senate.



6. **ASUCI Internal Vice President** is optional.

Section B. The ex-officio members shall vote first so that the results are visible to the voting members. The voting members shall then proceed with their vote.

Section C. The ex-officio vote is a vote of advisement to the TGIF Grant-Making Committee. They act as advisors, give recommendations, and professional opinions.

#### **ARTICLE IV. GENERAL DUTIES OF THE TGIF GRANT-MAKING COMMITTEE**

Section A. Review project applications and determine allocation of funds.

Section B. Employ, discharge, supervise, and prescribe the duties of all staff and interns of TGIF.

Section C. Committee may invite guest speakers to provide expertise and information as needed.

#### **ARTICLE V. MEMBER QUALIFICATIONS**

Section A. All student members of the TGIF Grant-Making Committee must be registered as UCI full-time, undergraduate students during their term of office.

Section B. All student members of the TGIF Grant-Making Committee shall have been a registered student in good standing as determined by the Registrar, not on University disciplinary probation. Committee members shall forfeit their office immediately upon receiving University disciplinary probation.

Section C. Staff and faculty members of the TGIF Grant-Making Committee must be currently employed by UCI.

#### **ARTICLE VI. TGIF GRANT-MAKING COMMITTEE APPOINTMENTS**

Section A. Appointments of the TGIF Grant-Making Committee

1. Following the election of the ASUCI Sustainability Commissioner, they and the TGIF Grants Manager are in charge of making appointments to the TGIF Grant-Making Committee.

2. Appointments of the TGIF Grant-Making Committee, thereafter, are to be made by sitting members of the TGIF Grant-Making Committee during the spring quarter in anticipation of the following year.
3. In the case that a member of the existing TGIF Grant-Making Committee applies for an incumbent position for the following year:
  - a. The member that is applying shall relinquish their vote on the topic of their reappointment.
  - b. The TGIF Grant Manager will vote in place of the member applying for reappointment.
  - c. If the TGIF Grant Manager is not present, the ASUCI Internal Vice President will vote in place for the reappointment.
4. All open seats for the TGIF Grant-Making Committee shall be advertised to the student body and an application process will be provided.
5. Ex-officio members shall be appointed by each appropriate participating department in the fall quarter for a term no longer than (1) one academic year, but may be re-appointed.

## **ARTICLE VII LENGTH OF TERMS**

- Section A. The term of both voting and ex-officio members is (1) one academic year. Thereafter, all terms are to end upon the conclusion of the spring quarter.
- Section B. All members may be re-elected or re-appointed.

## **ARTICLE VIII MEMBER REPLACEMENT**

- Section A. A TGIF Grant-Making Committee member may be removed by (4/5) four-fifths vote of the other TGIF Grant-Making Committee members for unjustifiable absence, conflict of interest, University disciplinary probation, or other appropriate reasons.
- Section B. In the event that a TGIF Grant-Making Committee member is removed or resigns, the current ASUCI Sustainability Commissioner will select a replacement with consultation from the TGIF Grant Manager and recommendations from the current TGIF Grant-Making Committee. The new TGIF Grant-Making Committee member will serve the remainder of the original member's term.

## **ARTICLE IX. VOTING PROCEDURE**

- Section A. The TGIF Grant-Making Committee will be required to meet before and after proposal deadlines according to the schedule set by the TGIF Grant-Making Committee.
- Section B. A majority of (3) three votes is needed for the approval of a project for TGIF funds.
- Section C. A quorum of (4) four out of the (5) five voting members must be present to vote on any proposals or other matters brought before the TGIF Grant-Making Committee. In the case that Commissioner positions are not filled, the ASUCI Internal Vice President or TGIF Grant Manager will represent up to (1) one vote.
- Section D. Each member will be allowed the maximum of (3) proxy votes each year. In the event that a member is absent or ineligible to vote by proxy, the TGIF Grant Manager or the ASUCI Internal Vice President, shall vote in their place.

## **ARTICLE X. TGIF GRANT MANAGER**

- Section A. In the case that the offices of ASUCI should choose to hire a part-time employee, they may employ such a person up to (20) twenty percent of a full-time employee to be combined with up to (20) twenty percent of a full-time employee for the position of TGIF Grant Manager. Funding for the latter position is to be withdrawn from the TGIF account.
- Section B. The selection and job description of TGIF Grant Manager/ASUCI staff person shall be the responsibility of the Student Government & Student Media Executive Director, with consideration on behalf of the interests of TGIF, and that 20 (twenty) percent of the employee's time will be dedicate to TGIF activities. Hiring shall be done in accordance with UCI Policies and Procedures. The term of the TGIF Grant Manager shall be indefinite. The Student Government & Student Media Executive Director shall have the capability to terminate the position according to the policies enumerated in the employee's contract or University policies.
- Section C. In the event that the Student Government & Student Media Executive Director should not choose to hire or re-hire a staff member in cooperation with TGIF, the position of the TGIF Grant Manager shall not exist. All responsibilities are to be assumed by the TGIF Grant-Making Committee.
- Section D. The TGIF Grant Manager shall hire at his/her discretion unpaid undergraduate student interns to assist in pertinent areas.

- Section E. The TGIF Grant Manager shall prepare an annual report detailing sustainability initiatives approved through TGIF, sustainability goals achieved, and areas for improvement.
- Section F. The TGIF Grant Manager shall facilitate meetings with relevant members of the University administration at the beginning of the academic year to determine the direction of campus sustainability for the year.
- Section G. The TGIF Grant Manager shall make sure that ex-officio seats are properly appointed and serving on the TGIF Grant-Making Committee along with the ASUCI Sustainability Commissioner.
- Section H. The TGIF Grant Manager shall keep a suitable system of accounts, records, and books for the TGIF Grant-Making Committee and the projects it funds.
- Section I. Funds for the TGIF Grant Manager's compensation (salary and benefits) are allocated annually from TGIF before the amount available to be allocated for projects is calculated.

## **ARTICLE XI. ALLOCATION OF FUNDS**

- Section A. The TGIF Grant-Making Committee shall decide to allocate funds to submitted projects by the execution of a majority vote as defined in Article IX.
- Section B. The TGIF Grant-Making Committee may elect to fund only a portion of a proposal. In the case that TGIF funds cannot be awarded entirely because the project is mandated by any non-student entity of UCI, TGIF funds may be used to fund a portion of the project in order to upgrade its sustainability value.
- Section C. Preference is to be given to projects that are primarily research-based or that make infrastructural improvements.
- Section D. A maximum of (1) one funding award per group per academic year may be given to projects that primarily focus on material substitution, with a minimum award amount of \$100, for the purpose of minimizing the accounting burden.
1. Material substitution projects include those that solely request funds intended to upgrade purchases to the more expensive items deemed sustainable, instead of utilizing items deemed to be unsustainable. For instance: recycled paper, organic clothing, etc.
- Section E. Projects requesting certain types of funds will be denied:

1. Contingency funding or funding in general for future maintenance after the academic year in which it is rewarded, i.e. yearly supplies for Hydration Stations.

Projects can re-apply for additional funds in a future academic year after the year it was originally rewarded.

Section F. Projects may be funded in increments to ensure adherence to the project proposal.

1. Funding will remain in TGIF's account until disbursed.
2. Funds that are not used within the academic year will be placed in the TGIF Reserves for future use.
3. Projects that need to use awarded funding in the next academic year will be required to submit a "rollover" application and give reasoning for the rollover need. The TGIF Grant-Making Committee will subject this type of application to the same process as a new project application as well as voting procedures as defined in Article IX.

Section G. Projects that need additional funding beyond the original amount awarded and/or items awarded will be required to submit a "re-apply" application for additional funding. The TGIF Grant-Making Committee will subject this type of application to the same process as a new project application as well as voting procedures as defined in Article IX.

Section H. Any funds not allocated in a given year shall remain in the TGIF account for future use, aka – TGIF Reserves.

Section I. Standing funds shall be invested in a socially and environmentally responsible manner.

Section J. TGIF funds shall not be used or reallocated for purposes other than those described in this document.

Section K. The TGIF Grant Manager's salary shall be (20) twenty percent of the total salary of the ASUCI staff person, including benefits. The salary is to be determined by the Student Government & Student Media Executive Director. The salary and benefits are to be divided and paid for by ASUCI and TGIF funds.

Section L. The TGIF Grant Manager may submit an annual budget request to the TGIF Grant-Making Committee for funds to be used for operational expenses incurred by the TGIF Grant Manager in the performance of his/her duties.

Section M. The TGIF Grant-Making Committee and the TGIF Grant Manager may not spend more than a total of \$5,000 from TGIF funds for: office supplies, marketing and promotional materials, external affairs items, contingency, photocopying, and

other office needs. All materials previously mention may not, cumulatively, exceed \$5,000.

Section N. A maximum of \$7,500 will be awarded to ASUCI-related projects and events only per academic year. These projects will still need to complete the project application process and procedures.

Section O. Stipends are to be awarded to the officers of the TGIF Grant-Making Committee in this order:

1. The ASUCI Sustainability Commissioner shall commensurate as an ASUCI Class 2 Commissioner.
2. The four other Commissioner positions of Administrative, Accountant, External Affairs, and Marketing shall commensurate as an ASUCI Class 3 Commissioner.
- 3.. Stipends are not to be awarded to any interns.

## **ARTICLE XII. PROJECT SELECTION**

Section A. All projects to be considered for TGIF funding must meet the following criteria:

1. Projects must promote environmental sustainability on UCI's campus, or in the capacity that on-campus activities influence sustainability off campus.
2. Projects must fall within the TGIF definition of sustainability of reducing the environmental impact of the UCI campus.
3. Projects must have a clearly-defined, measurable outcome and specific student learning outcome.
4. All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. A project plan must include a report made to the TGIF Grant-Making Committee after implementation, including the measured outcomes and other post-reporting requirements.
5. UCI undergraduate student individuals or groups may submit project proposals. Individuals and organizations outside of UCI may not submit proposals.
  - a. Projects involving an event must have an audience with an undergraduate student majority.

6. Project proposals from staff and faculty are only eligible when accompanied and submitted by an undergraduate student.
7. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
8. TGIF funding will not support projects already mandated by law or UCI policy directive, since UCI is already obliged to allocate funds for such projects. TGIF will fund projects, which go above and beyond minimum requirements. This provision does not discourage projects that seek to improve existing infrastructure, which would help achieve the purpose of this fund.
9. Projects must have publicity, education, and outreach considerations.
10. Project audience or participants must aim to include a majority of undergraduate students.

Section B. Additional project criteria at discretion of the TGIF Grant-Making Committee:

1. The TGIF Grant-Making Committee may determine additional requirements or preferences for each year's funding cycle, provided that these additional criteria are:
  - a. Consistent with the overall mission of TGIF.
  - b. Consistent with the requirements and preferences outlined in these By-Laws.
2. A minimum of (2) two application periods will occur each quarter as selected by the TGIF Grant-Making Committee. Applications will be accepted on a rolling basis until the last deadline. Applications will be reviewed and a decision made within a timely manner. The dates are to be determined in coordination with the TGIF Grant Manager for the purpose of minimizing accounting interference during the regular work load of the Student Government & Student Media Business Office.

Section C. Applications are to be submitted on or before the application due date electronically to [tgif@asuci.uci.edu](mailto:tgif@asuci.uci.edu) unless an alternative location is decided.

Section D. Project proposals are to include the following:

1. A date for completion or implementation.
2. In many cases, oversight must be provided from a professional for the applying student.

- a. In the case of research, faculty oversight is required.
- b. In the case of infrastructural improvements, staff oversight is required.
- c. In the case of educational or outreach projects, no oversight is required.

### **ARTICLE XIII. PROJECT ACCOUNTABILITY**

Section A. Projects that receive funding shall provide the TGIF Grant-Making Committee with annual reports and/or determined progress reports based on the duration of the projects. Records shall include necessity statements regarding the importance of the projects, detailed budgets, and measurable outcomes.

Section B. Quarterly reports shall be sent to ASUCI and the UCI Sustainability Committee on the progress of projects funded by TGIF and on the financial standing of TGIF.

1. The TGIF Grant-Making Committee must approve any changes made to the original budget.

Section C. All conditional items set forth by the TGIF Grant-Making Committee with regards to the application approval must be submitted for TGIF Grant-Making Committee approval within a reasonable timeframe before the event, otherwise funding may be revoked.

1. If a project fails to meet any deadlines or goals set by the TGIF Grant-Making Committee, they can review the project and vote on whether to do one of the following:
  - a. Pull all remaining funding to be reallocated to other projects.
  - b. Extend deadline(s) for the project under review.
  - c. Require that all money not yet used be paid back by a certain date.
2. Once a project is completed, all the unused funds shall be returned to the TGIF account.
3. A contract outlining the project, including conditions and account information, must be signed by the ASUCI Sustainability Commissioner, ASUCI Internal Vice President, and main project contact as stated on the project proposal before funding is dispersed.



- a. In the case that the ASUCI Internal Vice President is unavailable to sign, the TGIF Grant Manager may sign on their behalf.

## **ARTICLE XIV. RECORDS AND REPORTS**

Section A. TGIF shall be accountable and transparent to the student body and therefore must keep publicly accessible records on:

1. Minutes of all meetings of the TGIF Grant-Making Committee and advisory board indicating the time and place of such meetings, the names of those present, and the proceedings thereof.
2. Adequate and correct records of each project funded along with its capital outlay, cost savings, energy reductions, savings, greenhouse gas savings, and payback plan, if applicable, (along with other elements as identified by the TGIF Grant Manager and TGIF Grant-Making Committee).
3. Website must be updated by posting meeting minutes, current projects, and adequate records of each project funded along with its capital outlay, cost savings, energy reductions, greenhouse gas savings, pay back plan, if applicable, and/or reports which TGIF has issued to ASUCI, AGS, and the UCI Sustainability Committee. This website must be easily accessible to the public.
4. Adequate and correct books and records of accounts, including accounts of its properties and business transactions, accounts of its assets, receipts, disbursements, and gains and losses, can be made available by the Student Government & Student Media Business Office through the proper requesting process.

## **ARTICLE XV. AMENDMENTS**

Section A. The TGIF By-Laws may be amended with a (4/5) four-fifths voting approval as deemed by quorum outlined in Article IX Section C by the TGIF Grant-Making Committee and a (2/3) two-thirds voting approval of the voting members of Senate.

1. *Revised on February 19 2013 per Resolution R48-36*
2. *Revised on April 25 2013 per Resolution R48-62*
3. *Revised on February 26 2015 per Resolution R50-62 through R50-68*