

**USD ASSOCIATED STUDENTS
SUSTAINABLE INITIATIVES GRANT FUND
BY-LAWS**

PREAMBLE: The purpose of these By-Laws is to outline the structures and procedures to implement the Associated Students Constitution.

ARTICLE I. NAME & PURPOSE

- Section 1 The name shall be the Associated Students initiatives Grant Selection Board (herein referred to as the Board).
- Section 2 The primary purpose of the Board is to provide funds to subsidized undergraduate students' sustainability projects that will contribute to the campus community.

ARTICLE II. MEMBERSHIP

- Section 1 Membership shall consist of:
- A. Voting Members
- a. The voting members of the Board shall comprise of the following:
- i. Sustainability sub-committee of the AS Senate
- ii. Senators appointed at the discretion of the AS Chair of Sustainability
- iii. A member of the Honor Council if deemed necessary.
- b. Membership shall remain confidential and members must not divulge their participation on the Board. The only two members who may be known publicly are the AS Chair of Sustainability and the AS advisor from Student Affairs.
- c. The total number of voting members should range from 4 to 6 members.
- B. Non-voting Members
- a. Non-voting members shall comprise of the following:
- i. The Associated Students Chair of Sustainability

- ii. A staff member from USD Office of Sustainability as a non-voting member
 - iii. One to two qualified faculty reviewers as non-voting members
 - iv. An AS advisor from the Student Affairs Department as non-voting members
- b. Any and all concerns and conflicts must be directed to the AS Chair of Sustainability who, at his/her discretion, may consult with the Student Affairs advisor.

ARTICLE III. ADMINISTRATIVE OFFICERS

Section 1 The AS Chair of Sustainability shall:

- A. Serve as chairperson of the Board.
- B. Serve as the presiding officer at all meetings of the Board.
- C. Act as the official liaison between the AS Sustainable Initiatives Grant Selection Board and all USD students, faculty, staff, and administration.
- D. Manage and implement the AS Sustainable Initiatives Grant Program each semester, including the following:
 - a. In this capacity, he/she may make decisions that reflect the best interests of the grant applicants, the Associated Students, and/or the Board at times when it is unfeasible or inappropriate for the Board to convene over the specific issue(s).
 - b. Amend any and all materials related to the AS Sustainable Initiatives Grant program.
 - c. Decide deadlines as needed for the rolling process related to the program.
 - d. Make decisions and organize any and all processes and procedures that relate to any component of the AS Sustainable Initiatives Grant program.

- e. Revoke a grant award on behalf of the Board if the AS Chair of Sustainability has evidence that the procedures, guidelines, principles, and/or stipulation of the AS Sustainable Initiatives Grant Program are violated in some manner.
- E. Act as the official representative to the Associated Students Finance Committee for the appropriate quarters to determine the specific amount allotted for the Sustainable Initiatives Grant Fund (herein referred to as the grant fund) each semester.

Section 2 The Chair Pro Temp shall:

- A. Preside over the Board in the absence of the AS Chair of Sustainability and shall act for the chairperson in times of temporary incapacity.
- B. Assist the AS Chair of Sustainability in preparation, coordination, and planning during the Sustainable Initiatives Grant process as deemed necessary by the AS Chair of Sustainability.

ARTICLE IV. MEETINGS

- Section 1 Meetings of the Board shall take place within two weeks of the application deadline
- Section 2 The Board shall, as many times as needed each semester, meet in order to distribute the AS funds for grants.
- Section 3 The Board shall meet otherwise, as deemed necessary by the chairperson or the AS Student Senate.
- Section 4 Board meetings are considered closed meetings and will only be open to the members of the Board, unless deemed necessary by the board, for the purpose of project or other clarification
- Section 5 The Board may, at its discretion, hold open meetings subject to a two-thirds vote.
- Section 6 Non-voting members of the Board, except the chair may miss meetings due to prior commitments.

ARTICLE V. BOARD ACTION

Section 1 Unless otherwise provided herein, action by the Board may be taken only at a meeting where a quorum is present (as specified in Article VI, Section 1).

ARTICLE VI. QUORUM & VOTING

Section 1 Two-thirds (2/3) of the Boards' membership shall constitute a quorum.

Section 2 A simple majority shall constitute voting procedures of the Board (each member casting one (1) vote unless otherwise obtaining a valid proxy).

- A. A valid proxy is determined by the AS Chair of Sustainability.
- B. Only in the event of a tie will the chair be able to cast a vote.

ARTICLE VII. QUALIFICATIONS & PROCEDURES

Section 1 All applicants must be currently enrolled undergraduate USD students in good academic standing with the University.

Section 2 All applications must be received by the established deadline set by the AS Chair of Sustainability in concordance with the committee. If at all possible the deadline is to be the nearly the same each year, and the application process should occur at least once each semester.

Section 3 A complete AS application form must include: applicant information, project title and goals, brief abstract, timeline(including predicted start and end date, having a maximum of a year's length), amount requested, budget details, and a list of project stakeholders along with a summary of their input.

- A. All applicants will be required to acknowledge that they have read and fully understood the grant bylaws and FAQs. In the event that a student makes an acknowledge under false pretenses, any awarded grant in the future for that academic year may be considered subject to null and void.

Section 5 Applications submitted by the rolling process deadlines of the Board shall be considered on an equal basis. Depending upon the availability

of remaining funds, all applications received thereafter shall be considered in the order in which they were submitted.

- Section 6 The project, research or initiative should have the end result of aiding the University to reach higher levels of sustainability. This is including but not limited to reducing its carbon footprint, encouraging campus culture to be more community-oriented, or directly reducing the amount of water used on campus. Projects relating to the greater San Diego area or the Linda Vista community are possible, but will be subject to a degree of greater scrutiny to ensure that the University's mission is being adhered to, and will still benefit students in some way.
- Section 7 The application will be reviewed and voted upon by the voting members of the Board under the leadership of the AS Chair of Sustainability. Applications will also be reviewed for merit by the qualified faculty and staff advisors of the Board.
- Section 8 Upon presentation of reviews to the voting members of the Board, the initial decision to fund or not fund the proposal will be made by a simple majority vote. If the project gets voted to receive funding, the proposer's budget will be analyzed, adjusted accordingly and confirmed by simple majority vote.
- Section 9 If a project, research proposal, or initiative is denied, the group or individual will have a necessary waiting period of one review cycle until they are permitted to apply again, seeing that they have heeded the comments of the committee, and have changed their proposal. A second proposal must be improved from the original for it to be reconsidered.
- Section 10 At the completion of the research, project or initiative, a copy of the completed project must be submitted and becomes the official property of the AS.
- A. All items purchased under the AS Sustainable Initiatives Grant Fund Program are official property of Associated Students of the University of San Diego.
 - B. Specific allocation of items purchased under the Grant Fund is outlined in the Materials Tracking Agreement, subject to AS Senate approval.
- Section 11 The Board reserves the right to deny any project even if said project conforms to the rules as stated. After the Board has made its determination and in its absence, the AS Chair of Sustainability may

revoke a grant award under the conditions outlined in Article III, Section 1, Sub-section D, Title e.

- Section 12 The Board reserves the right to revoke the grant upon proof of mishandling of the project. In the absence of the Board and with evidence, the AS Chair of Sustainability may revoke a grant award under the conditions outlined in Article III, Section 1, Sub-section D, Title e.

ARTICLE VIII. FUNDING

- Section 1 Disbursement of money shall, upon the approval of the Board, be arranged through the AS Chair of Sustainability and the AS Finance Chair.
- Section 2 Grants shall be used for purchasing needed materials. All materials purchased with Grant Fund monies shall remain property of the Associated Students unless otherwise arranged by the AS Chair of Sustainability and the AS Finance Chair through the Materials Tracking Agreement.
- Section 3 When requests for grants exceed the funds available, the following criteria shall be followed in selecting grant recipients:
- A. Written application: Quality of presentation. A solid overview stating the relationship between the objective(s) of the project, including how this will improve the sustainability of the University, the process by which the student will proceed with this project, and the relationship of the materials requested to the outcomes.
 - a. The application must be submitted by the deadlines set by the AS Chair of Sustainability
 - b. The application must contain all of the elements the AS Chair of Sustainability requests.
 - B. Nature of the project: Whether it constitutes research, a physical object to be procured, built, or assembled, supplies for a campaign, etc. and whether the project is consistent with the goals of the University of San Diego and of the Sustainable Initiatives Grant Program.
 - C. A list of project stakeholders: Indication of discussion with possible stakeholders will be analyzed for completeness. The applicant(s) must contact stakeholders who would be involved in

their proposed project. This will be an indication of the level of success their project will have.

- a. The Board may choose to consult the stakeholders mentioned, if necessary circumstances present themselves, with a simple majority vote by the Board (51%)
- b. A list of project stakeholders, along with a description of what has been discussed between the applicant(s) and the stakeholders, is to be included as a pdf attachment and emailed to the AS Speaker of the Senate as well as the AS Chair of Sustainability.

D. Evaluation Terms

- a. The principal factor in awarding grants shall be the Boards' assessment of the quality of the project.
- b. The success of previous projects (funded by the Grant Fund) and completed by individuals or member(s) of the group will be considered in the awarding of project grants.

ARTICLE X. AMENDMENTS

Section 1 These By-Laws may be amended in the following way:

- A. Any member of the Board or the AS Senate who is entitled to full participation in its activities may at any regular meeting of the Board or Senate, submit a proposed amendment.
- B. The Board or Senate must approve the proposed amendment no sooner than the next scheduled meeting.
- C. Board or Senate Recording Secretary must then keep the proposed amendments posted publicly for a period of five (5) days.
- D. A two-thirds (2/3) majority of the members of this Board or Senate shall be necessary for the adoption of any amendment to these By-Laws.
- E. Final approval of an adopted amendment lies with the AS Senate.

ARTICLE XI. RATIFICATION PROCEDURES

- Section 1 The By-Laws shall be submitted by the AS Chair of Sustainability to the AS Speaker of the Senate yearly for administrative approval.
- Section 2 Final ratification of these By-Laws will be effected by a two-thirds (2/3) vote of the AS Senate.