The Sustainability Fund Constitution

**Article 1 – Name and Affiliations**
The organization shall be named The Sustainability Fund. The name of the group that will advise The Sustainability Fund shall be called The Sustainability Fund Advisory Board (herein referred to as “Board”).

**Article 2 – Objectives and Purpose**
The Sustainability Fund will enable further student education about sustainability as well as physical sustainability changes to the campus. This Fund will create multiple ways for students to become involved in sustainability, while reducing the University’s costs and greenhouse gas emissions and realizing other resource efficiencies.

**Article 3 – Scope of the Sustainability Fund**
NC State and the greater Raleigh community interact synergistically. These two bodies are mutually dependent on each other for existence. Entities in the greater Raleigh community may partner with NC State entities with the understanding that the scope of their proposed project must primarily have a positive impact on NC State’s campus.

**Article 4 – Amendments**
The Sustainability Fund Constitution may be amended if necessary. A simple majority vote of Board members is required to approve amendments.
Bylaws of the Sustainability Fund

Mission Statement
The Sustainability Fund brings students into the decision making process and empowers them to be involved in creating a sustainable campus. From educational events to physical changes to campus, the Fund provides experiential learning opportunities for students to lead the way in building a sustainable future for NC State’s campus.

Article 1 – Sustainability Fund Advisory Board

Section 1.1 – Powers and Voting
The Sustainability Fund Advisory Board has authority over The Sustainability Fund with the Vice Chancellor and Dean of the Division of Academic and Student Affairs (DASA) having the final authority on funding decisions. A simple majority of the Board’s full membership is required to make funding and any other official decisions, except as provided for elsewhere in these bylaws. Apart from his/her normal function as part of the Board, a member has no individual authority.

Section 1.2 – Member Representation
The Board shall consist of seven voting members that have knowledge of sustainability and/or student life at NC State. The Vice Chancellor and Dean of DASA shall appoint the membership according to the following guidance with at least one of the appointments holding an NC State faculty position:

- 1 Student Government representative
- 1 University Graduate Student Association (USGA) representative
- 2 At-large student representatives
- 1 Division of Academic and Student Affairs (DASA) representative
- 1 Campus Environmental Sustainability Team (CEST) representative (recommended by NC State’s Co-Sustainability Officers)
- 1 University Sustainability Office representative (recommended by NC State’s Co-Sustainability Officers)

Ex-officio members will be added as subject matter expertise is needed. Additional members or changes in the membership must be approved by the Vice Chancellor and Dean of DASA.

The Board shall have, at minimum, the following officers:

Chair: The Chair shall be a student representative and will preside at all meetings of the Board, acting as a facilitator. The Chair shall also coordinate and approve meeting agendas and ensure that expenditures align with the Fund’s mission. The chair shall have served on the Board at least
one term prior to assuming the chair role. It is preferred that this term is the immediate term preceding becoming Chair.

**Vice Chair:** The Vice Chair shall be a student representative and support the Chair. The Vice Chair will be responsible for maintaining meeting minutes and posting them publically on the Sustainability Fund website.

**Treasurer:** The Treasurer shall monitor and track the Fund and stay in regular contact with DASA and the University Budget Office to ensure accountability of expenditures.

At the beginning of each term of office, the Board will take nominations and volunteers for Chair, Vice Chair, and Treasurer. The Board shall select the officers 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.

Staff and faculty committee members will act as a resource to connect applicants with NC State employees who can help properly scope and price projects. Student committee members will work with the larger student body to create sustainability ideas. The Board will be responsible for knowing the sustainability priorities of the University.

Section 1.3 – Election and Terms of the Sustainability Fund Board Members
The inaugural Board will be appointed according to guidance in Section 1.2. Additional members or changes in the membership must be voted on by the Board and approved by the Vice Chancellor and Dean of DASA. Terms are as follows:

- Students will have one year terms, with no limitations to number of terms served.
- Student membership shall be established such that at least one student has served a consecutive previous term on the Board.
- Faculty, staff, administrative, and ex-officio members will serve three-year terms with no limitations to number of terms served.

Section 1.4 – Duties of the Sustainability Fund Advisory Board
The Sustainability Fund Advisory Board shall:

- Regularly review grant priorities for campus that align with NC State’s Sustainability Strategic Plan
- Know the sustainability priorities of the university
- Offer an annual or semi-annual request for proposals (RFP) for sustainability project ideas from the NC State community
- Produce written grant parameters, submission form, and a timeline for the grant cycle that align with the academic calendar
- Vote, by simple majority, on projects to fund that represent both campus priority projects and campus community project ideas and determine the fund apportionment
- Establish project monitoring to ensure accountability of funds allocated
- Document project environmental, social, economic, or other impacts
- Submit an annual summary of the projects funded, account financial status, and project impacts to DASA, CEST, and the University Sustainability Office. This summary will be included on the Sustainability Fund website and in NC State’s Annual Sustainability Report for public reporting.
- Participate in marketing and outreach activities for the Sustainability Fund
- Review annually the student fee used to support the Fund and submit all necessary materials to the University Budget Office to be used in the Student Fee Review process

**Section 1.5 - Standard Operating Procedures**
The Board will meet two to three times per semester. If necessary, the Board can hold additional meetings at its discretion.

- The first meeting shall occur between one to three weeks after the start of each semester. It will serve as an orientation for new members to introduce them to all of the responsibilities of the Board and to discuss plans for the semester.
- Meetings will be scheduled on an as-needed basis for the remainder of the semester to establish the timeline for accepting projects, finalize and advertise the RFP, review RFP submissions, and evaluate progress reports.

**Section 1.6 – Conflicts of Interests**
The Board shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public. Members of the Board are prohibited from applying for any funding. Their associated organizations are not prohibited from applying but are required to be held at the same standard as all other applicants. Individual Board members associated with an organization applying will excuse themselves from voting when personal involvement is present.

**Article 2 – Allocation of Funds and Project Selection**

**Section 2.1 – Budget Restrictions**
There shall be no minimum spending limitations. However, the Board will aim to fund one or two larger projects per funding cycle. The Board can choose to set funds aside to build for future endeavors or larger projects with approval from the Vice Chancellor for DASA and the University Budget Office.

**Section 2.2 – Restrictions and Priorities**
There is no limit to how many items the Sustainability Fund can support each year, provided all projects fall within the budget. The goal is to have one or two larger projects and several small to mid-sized projects per year. In addition to physical change projects on campus, efforts will be made to allocate funds for sustainability education such as student internships, peer-to-peer...
education program, or other student education.

Article 3 – Guidelines for Fund Allocation

The following allocation guidelines shall apply:

- Any funds not distributed or dispensed in a given year shall remain in the Sustainability Fund account for future use.
- Allocated project funds that are not spent within the time frame determined in the proposal will be redirected to other projects or continue to be used on the current project with an extended time frame, at the discretion of the Board.
- Project funds distributed by the Sustainability Fund 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 – The Sustainability Fund’s Accountability to the Student Body

The Sustainability Fund shall be accountable to the student body and shall therefore:

- Make all of its records available to the public, with the exception of discussion of RFPs and voting, which will occur in Closed Sessions during meetings.
- Annually, submit a summary of the projects funded, account financial status, and project impacts to DASA, CEST, and the University Sustainability Office. This summary will be included on the Sustainability Fund website and in NC State’s Annual Sustainability Report for public reporting.

Section 4.2: Accountability of Projects

All projects funded by the Sustainability Fund shall submit to the Board regular progress reports at a frequency determined by the Board. These will be shared with the Vice Chancellor and Dean of DASA, CEST, and the University Sustainability Office. The reports must include a budget detailing the spending of all funds and how goals and milestones were achieved. A final report on all projects funded will be required once a project is completed.

Upon review of progress or final project reports, the Vice Chancellor and Dean of DASA, in consultation with the Board, shall judge whether the funds were spent within the scope of the project. If the Vice Chancellor and Dean of DASA decides that the funds were spent outside of the project scope, he or she may recommend that any remaining funds allocated to the project be redirected elsewhere at the discretion of the Board. The Board will evaluate the project status based on all available information and make recommendations to the Vice Chancellor and Dean of DASA regarding the reallocation of unused project funds.

Section 4.3 – Records and Reports

The Board must keep on record:
• Minutes of all Board meetings indicating the time, place, names of voting members present, and the proceedings thereof.
• Adequate and correct books and records of account transactions and summaries of its assets, receipts, disbursements, gains and losses, through collaboration with the University Budget Office.
• Projects selected each year and the funds allocated to each.
• Reports made back to the Board on completed projects.
• Copies of all annual reports.

Article 5 - Amendment of Bylaws
Modifications to the Board Bylaws may be recommended to the Vice Chancellor and Dean of DASA by a majority vote by the voting members of the Board. Recommended modifications must be consistent with the mission of the Sustainability Fund.