



Sustainable Campus Initiative Fund

Managed by the University of Utah Sustainability Office

BYLAWS

Last Draft Updated Summer 2024

DRAFT

Table of Contents

MISSION STATEMENT

ARTICLE 1 – ALLOCATIONS COMMITTEE

ARTICLE 2 – SCIF MANAGER

ARTICLE 3 – ALLOCATION OF FUNDS & PROJECT SELECTION

ARTICLE 4 – OTHER RULES GOVERNING SCIF FUNDS AND RECOMMENDATIONS

ARTICLE 5 – ACCOUNTABILITY, RECORDS AND REPORTS

ARTICLE 6 – THE SUSTAINABLE ENERGY FUND

ARTICLE 7 – AMENDMENT OF BYLAWS

Sustainability is the integrated pursuit of social equity, environmental integrity, and economic security for current and future generations.

In Memory of Dr. Craig Forster

MISSION STATEMENT

The Sustainable Campus Initiative Fund (SCIF) provides funding for projects that address sustainability through operations, research, and education at the University of Utah. SCIF will allocate funds to projects that use the following framework of sustainability: “Sustainability is the long-term balance of environmental health, economic prosperity, and meeting the basic needs of current and future generations.” (See Sections 3.3, 3.4, & 3.5). SCIF is made possible by student fees. An allocations committee representing wide-ranging campus affiliations will evaluate applications using the University’s sustainability definition (See Section 1.3). Portions of the fund will support education initiatives, student aid, and internships. By providing students, faculty, and staff with tools to engage with sustainability.

ARTICLE 1 – ALLOCATIONS COMMITTEE

SECTION 1.1 – POWERS AND VOTING

The Allocations Committee has authority over SCIF. A three-quarters (3/4) majority of the Committee’s full membership is required to make funding and any other official decisions, except as provided for elsewhere in these bylaws. Apart from their normal function as a part of this committee, a member has no individual authority.

SECTION 1.2 – DUTIES OF ALLOCATIONS COMMITTEE

It shall be the duty of the Committee members to:

- Review project applications and determine allocation of funds.
- As deemed necessary by the SCIF Grant Manager (*see Article 2*), provide assistance to employ, discharge, supervise, and prescribe the duties of all staff and interns of the Sustainable Campus Initiative Fund.

SECTION 1.3 – MEMBER NUMBER & REPRESENTATION

The Allocations Committee shall consist of four students, four staff members, and one faculty member, as follows:

Voting Members

- Two students, one (1) undergraduate and one (1) graduate student appointed by the Associated Students of the University of Utah (ASUU) President
- One student appointed by the Sustainability Office
- One undergraduate student, selected by the Allocations Committee after the other three student members have been selected
- One faculty member selected by the Senior Vice President for Academic Affairs
- One staff member selected by the Senior Vice President for Academic Affairs
- One staff member selected by the Senior Vice President for Health Sciences

- One staff member from Facilities, selected by the Associate Vice President of Facilities

A representative of the ASUU Senate shall attend Committee meetings as a non-voting member, and the Committee can invite experts/guests to provide information and expertise as needed. A three-quarters vote by the allocations committee shall be required before project commencement. The Grant Manager will not act as a voting member of the allocations committee.

SECTION 1.4 – TERMS OF OFFICE

Each student member of the Allocations Committee shall be appointed for one year with the option of a second year. Member terms will last one full year from the date appointed. Members are encouraged to attend all meetings, but must attend at least two (2) of the four (4) committee meetings deciding project proposals. Virtual attendance opportunities will be made available. Committee members may serve no more than two consecutive terms, but the total number of terms they may serve is not limited.

SECTION 1.5 – MEMBER QUALIFICATIONS

All student members of the Allocations Committee must be registered (full or part-time) University of Utah students during their term of office. Students graduating before their allocation committee term ends are still eligible for committee membership, even though their student status may technically expire before the end of their appointed term.

Staff and faculty members of the Allocations Committee must be current employees of the University of Utah.

SECTION 1.6 – MEMBER REPLACEMENT

A Committee member may be removed by unanimous vote of the other Committee members for unjustifiable absence, conflict of interest, or other appropriate reasons. In the event that a Committee member is removed or resigns, the original appointing body will select a replacement representative. The new Committee member will serve the remainder of the original member's term.

SECTION 1.7 – CONFLICT OF INTEREST

The Allocations Committee shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public. For example, each Committee member must make public all campus groups and organizations of which he or she is a member. Where appropriate, the Committee member should withdraw himself or herself from voting on grant allocations for projects proposed by such groups. For such votes, the "full Committee membership" as defined for voting majority purposes shall be decreased to account for the Committee member's withdrawal.

ARTICLE 2 – SCIF GRANT MANAGER

SECTION 2.1 – DUTIES OF THE SCIF GRANT MANAGER

There will be one full-time staff position referred to as the SCIF Grant Manager. The Grant Manager works at the direction of the Allocations Committee and exists to meet the needs of the Committee. The Grant Manager reports to the University Chief Sustainability Officer.

Job Summary

The Sustainability Office promotes the integration of sustainability principles, ideas, and action into university operations, education, and research. The SCIF Grant Manager reports to the Chief Sustainability Officer and works as an integral member of the office team. The primary objective is to design and implement an accessible to all and multi-disciplinary program that encourages and supports the University of Utah campus community in testing sustainable solutions on campus.

The SCIF Grant Manager oversees the planning, design, and implementation of student-initiated sustainability projects to ensure they comply with SCIF Bylaws, as well as University policies, procedures, and design standards. The SCIF Grant Manager also administers the Sustainable Energy Fund (SEF), and identifies and initiates projects to grow the SEF as a revolving loan fund for campus projects with payback potential. Additional responsibilities include: developing and maintaining program materials in accordance with the SCIF Bylaws to implement the grant fund program; managing program and individual project budget(s); publicizing and administering the grant program via outreach through Sustainability and University channels; engaging students; monitoring project progress via reports submitted by grant recipients; and sharing success of the program in concert with other Sustainability Office activities. The Grant Manager will develop regular reporting tools and support relevant research efforts across all colleges and disciplines.

Responsibilities

- Help students, faculty and staff evaluate the feasibility of projects under consideration with the assistance of campus entities such as Facilities Management, Occupational and Environmental Health and Safety, Risk Management, Commuter Services, Purchasing, etc.;
- Work with Facilities Management and Planning, Design, & Construction professionals to identify and initiate SEF projects.
- Engage with key academic and administrative partners to develop a multi-year strategy to expand the breadth and resources of the SCIF and SEF programs, and identify opportunities for SCIF and SEF projects and research;
- Outreach to faculty, staff (operational and administrative), students, and campus departments regarding SCIF and SEF opportunities;
- Consult with key stakeholders to review, assess, identify, and recommend improvements to the SCIF and SEF programs;
- Develop metrics, outcomes, and reporting mechanisms to determine successes and future value;
- Collaborate with Sustainability and University communications staff to develop communication and outreach strategies for the SCIF and SEF programs;
- Ensure projects meet all applicable University and state guidelines and standards;
- Manage program budget and monitor the progress of funded projects;
- Track expenditures via reports submitted by grant recipients;
- Share program success with the campus community;
- Maintain the minutes of Allocations Committee meetings and necessary program materials in accordance with the SCIF Bylaws;

- Train new Allocations Committee members as necessary;
- Manage application, approval, and project management process through online system and update project details through existing database (Salesforce);
- Communicate with students during project development, planning, execution, and evaluation.

SECTION 2.2 – HIRING THE GRANT MANAGER

The Grant Manager will be hired via open recruitment. Candidates must understand and agree to comply with all of SCIF Bylaws and supporting documents. Allocations Committee members are encouraged to be on the hiring search committee. The Allocations Committee should direct concerns regarding poor performance to the Chief Sustainability Officer. Only the Chief Sustainability Officer has the authority to dismiss the Grant Manager.

SECTION 2.3 – SALARY OF THE GRANT MANAGER

Funds for the Grant Manager’s compensation (salary and benefits) are allocated annually from SCIF before the amount available to be allocated for projects is calculated. The amount of the Grant Manager’s compensation is commensurate with the level appropriate to the responsibilities of the position.

SECTION 2.4 – OPERATIONAL BUDGET FOR THE GRANT MANAGER

The Grant Manager may submit an annual budget request to the Allocations Committee for funds to be used for operational expenses incurred by the Grant Manager in the performance of his or her duties.

ARTICLE 3 – ALLOCATION OF FUNDS & PROJECT SELECTION

SECTION 3.1 – ALLOCATION OF FUNDS BY THE ALLOCATIONS COMMITTEE

As noted in Section 1.1, the Allocations Committee shall decide on the allocation of funds to submitted projects by a three-quarters (3/4) majority vote of the full Committee membership. The Committee may elect to fund only a portion of a proposal.

SECTION 3.2 – SET-ASIDE FOR PROJECTS WITH STRONG STUDENT COMPONENT

At least 80% of the funds dispersed by the Allocations Committee for projects each year shall be allocated to projects with direct student involvement. All projects utilizing student involvement will receive higher consideration than projects that do not include students. Such projects include, but are not limited to: internships, initiatives which include students in their oversight bodies, student research, and projects proposed by students.

SECTION 3.3 – GENERAL REQUIREMENTS FOR PROPOSED PROJECTS

All projects to be considered for SCIF funding must meet the following criteria:

- Projects must directly address sustainability as it relates to environmental, social, and economic well-being.
- Projects must directly address sustainability on campus, in partnerships between the campus and surrounding community, or in the capacity that on-campus activities influence the surrounding community.
- All proposed projects must have a clearly defined, measurable outcome.
- Student projects must be sponsored by a university employee (faculty or staff) or department.
- Project proposals may be submitted by University of Utah students, staff, and faculty. Individuals and organizations outside of University of Utah may not submit proposals.
- Projects must receive all necessary written approval by appropriate University Officials/Departments prior to consideration.
- SCIF funding will not support projects already mandated by law or University of Utah policy directive (e.g., standards for new building construction), since the University of Utah is already obliged to allocate funds for such projects. SCIF will fund projects which go above and beyond minimum requirements that are unable to gain funding from other sources.
- All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the SCIF Grant Manager after successful (or unsuccessful) implementation. If a project is expected to have ongoing benefits, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the SCIF Grant Manager. The SCIF Grant Manager may request additional reports if necessary.
- The SCIF Grant Manager may request additional information or documentation at any time, even after a project has ended.
- Projects must have publicity, education, equity, and outreach considerations.
- Projects are encouraged to consider wellness impacts.
- Projects are encouraged to have student involvement.

SECTION 3.4 – CRITERIA AND ELIGIBILITY REQUIREMENTS

Projects will be categorized into the following areas of work:

- Air Quality
- Built Environment & Communities
- Energy
- Food Systems
- Recreation and Culture
- Social Resilience and Access
- Meeting the basic needs of current and future generations.
- Climate Change
- Ecological & Environmental Change
- Water

Projects will be evaluated on their ability to address one or more of the following areas of consideration:

- Educational outreach, collaborative partnerships, and reputation building with surrounding communities
- Sustainable leadership development within the University

- Accessible to all
- Social resilience as it relates to comprehensive sustainability
- Sustainability literacy and increased levels of participation in sustainability activities
- Health and Wellness initiatives
- Sustainable procurement practices
- Operations improvements that decrease environmental impacts
- Energy conservation
- Greenhouse gas reductions
- Pollution reduction, including but not limited to:
 - Hazardous waste
 - Solid waste
 - Liquid waste
 - Gaseous emissions
- Sewage and storm water output reductions
- Water conservation

SECTION 3.5 – PREFERENCES FOR PROPOSED PROJECTS

The Allocations Committee shall give preference and priority to project proposals that also meet the following criteria in this section. However, meeting these criteria is not required for projects to be considered for SCIF funding.

- Preference will be given to projects that demonstrate a holistic view of sustainability.
- Preference will be given to projects with strong student-participation.
- Preference will be given to projects that can obtain matching funds from sources other than SCIF (i.e. utility rebates, grants, administration and/or plant operation, dining services, departments, or other community support).
- Preference will be given to projects that are closely aligned to the following sub-categories in the Sustainability Tracking, Assessment, & Rating System (STARS): campus engagement, public engagement, air & climate, buildings, energy, food & dining, grounds, purchasing, transportation, waste, water, coordination & planning, diversity, wellbeing.
- Preference will be given to projects directly impacting the University of Utah’s sustainability. For example, priority will be given to projects that either directly address sustainability on campus or within the Salt Lake City metropolitan area.

SECTION 3.6 – ADDITIONAL PROJECT CRITERIA AT DISCRETION OF COMMITTEE

The Allocations Committee may determine additional requirements or preferences for each year’s funding cycle, provided that these additional criteria are:

- Consistent with the overall mission of SCIF.
- Consistent with the requirements and preferences outlined in these Bylaws.

SECTION 3.7 – INTERNSHIPS AND COMPENSATIONS

SCIF, by design, supports materials and action-oriented projects rather than research funding and time compensation. Exceptions have been made where significant needs/impacts have been demonstrated. In the case that a project directly or indirectly creates an internship, job, or other position that would be compensated by SCIF, a Project Executive must:

- Receive internship approval from the related/responsible office and/or department;
- Create the position for an individual other than the Project Executive, OR
- Require an open hiring process in which the Project Executive may be selected to fill the proposed position. The responsible office and/or department must report to the SCIF Grant Manager the hiring process and outcome.

To demonstrate approval, Project Executives must submit a letter along with their application detailing the position's purpose, the needs it will fill, the sustainable implications of the position, and the desired time frame and compensation. Additionally, there must be a clear explanation why the position ought to be funded by SCIF as opposed to the responsible office/department. This letter must be signed by no fewer than two (2) members of the responsible office/department, one of which must be the senior office/department member (i.e. the Director or Department Chair). If the senior office/department member will not be supervising the internship/position directly, the staff/faculty member responsible for supervision must sign the letter as well. If the responsible office/department is different from the supervising office/department, two members of EACH office/department must sign the letter for a total of 4 signatures.

SECTION 3.8 – SMALL GRANT PROJECTS

In its initial creation, SCIF allocations would not be considered for projects under \$1,000. However, due to faculty feedback and a demonstrated need, projects under \$1,000 will be considered for SCIF allocation.

- Projects under \$1,000 will be considered small grants.
- Small grants operate on a rolling basis.
- The decisions on small grants will be made by a smaller committee comprised of the SCIF Grant Manager, Sustainability staff member, faculty member, and a student representative.
 - This structure is at the recommendation of the Allocations Committee.
- The small grants will have an annual limit that is proportional to the larger fund.

- The small grants were designed support students and faculty seeking to complete small initiatives in a short timeframe (i.e. one semester).

SECTION 3.9 – EMERGENCY FUNDS AND RISK AVERSION

- In the event of a project failure, or a perceived failure, SCIF reserves the right to use extra funding to recoup any losses.
 - These funds will also be utilized to cover unforeseen circumstances that arise during a given project.
- The need for emergency funds was driven by the Allocations Committee.
- The emergency funds are made available to address the needs of administration, faculty, and staff.

ARTICLE 4 – OTHER RULES GOVERNING SCIF FUNDS AND RECOMMENDATIONS

SECTION 4.1 OTHER RULES GOVERNING SCIF

- Any funds not allocated in a given year shall remain in the SCIF account for future use.
- Funds allocated to a project that are not spent within the project timeframe shall be returned to SCIF for reallocation.
- SCIF funds are not to be used or reallocated for purposes other than those described in this document.
- SCIF shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in the SCIF account.
- In the event that SCIF does not have enough funds available for a project that significantly addresses any of the items listed in the criteria for proposal eligibility, by three-quarters vote ($\frac{3}{4}$), the Allocations Committee may withdraw funds from the SEF account to support the project. The project does not need to have a monetary return.

SECTION 4.2 RECOMMENDATIONS

SCIF should continue until the University of Utah is 100% climate neutral.

ARTICLE 5 – ACCOUNTABILITY, RECORDS, AND REPORTS

SECTION 5.1 – SCIF’S ACCOUNTABILITY TO THE STUDENT BODY

SCIF shall be accountable to the student body and therefore shall:

- Make all its records available to the public .
- Issue an annual report of its activities to the ASUU Senate and Assembly, the Chief Sustainability Offices, and administrators who appoint Allocations Committee members.

SECTION 5.2 – ACCOUNTABILITY OF PROJECTS

- All projects funded by SCIF shall submit a report to the Grant Manager at the conclusion of the project or annually from the date of the project approval, if the project is funded for multiple years. The report must include a budget detailing the spending of all funds.
- SCIF disbursement requires a summary report from the Project Executive at the end of project involvement.
- Upon review of a report, the Grant Manager shall judge whether the funds were spent within the scope of the project. If the Grant Manager feels the funds were spent outside of the project scope, the Manager may recommend that the Allocations Committee require return of the funds to SCIF.
- In the event that a Sustainability Energy Fund (SEF) project does not meet the return on investment in which all parties agreed upon, an extension of the loan should be renegotiated. By chance, if no financial savings actually occur through a SEF project in which good faith savings were expected, there shall be no payment to the loan until a return has been demonstrated.

SECTION 5.3 – RECORDS AND REPORTS

The SCIF Grant Manager must keep on record:

- Minutes of all meetings of the Allocations Committee indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof.
- Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains, and losses.
- Record of projects selected each year and the funds allocated to each.
- Reports made back to SCIF on completed projects and all annual reports received from projects with ongoing benefits.
- Copies of all annual reports that SCIF has issued to the ASUU Senate and Assembly, the Chief Sustainability Officer, and administrators who appoint Allocations Committee members.

ARTICLE 6 – AMENDMENT OF BYLAW

A three-quarters ($\frac{3}{4}$) vote by the voting members of the existing Allocations Committee may amend, create, or repeal portions of these Bylaws, unless doing so would materially and adversely affect the mission of SCIF.

AMMENDMENT: As of November 15, 2010, SCIF will function with 100% of funding in the student initiative fund (SIF). Projects with a financial payback will be given top priority for funding. (*See section 6 for details*).

AMMENDMENT: As of September, 2015, SCIF will function with a minimum annual distribution into the Sustainable Energy Fund. The projects that will use the RLF funding must have a reasonable return on investment (ROI). As of September 2023, SCIF stipend went into effect in effort to increase program sustainability.