

Goucher Environmental Sustainability Advisory Council (GESAC)
Green Fund Handbook

Updated November 2014

I. What is the Green Fund?

The Green Fund was created in 2013 by the combined efforts of students and administration to help support student activities and initiatives that will nurture an inclusive campus community that respects the environment and takes responsibility for making Goucher College more sustainable.

II. Who should apply for the Green Fund?

The Green Fund is available to all Goucher Students who pay the Campus Green Fund Fee each year. Nearly all majors, minors, and programs at Goucher College discuss different characteristics of sustainability, and therefore there are a large number of possibilities for activities, events, and initiatives.

III. Division of the Green Fund

1. The majority of the Green Fund is applied to an application style, student initiative grant process.
2. 50% of the fund goes to fund student projects annually (two award periods, fall and spring)
3. 25% of the fund goes to GESAC to support the reporting requirements associated with the Presidents Climate Commitment and other sustainability-oriented commitments, advertisement costs for the biannual Green Fund competition, and other administrative costs.
4. 25% of the fund is rolled over to FMS annually to support sustainability initiatives on campus.

IV. Funding Guidelines

1. Applications are required to be submitted online at:
<http://www.goucher.edu/about/environmental-sustainability/advisory-council/apply-to-the-green-fund>
2. The due dates for applications are as follows:

FALL Semester

- Applications are due the Wednesday before Mid-Semester break for final review.
- GESAC will meet the Wednesday after Mid-Semester break to approve or deny FALL applications.
- Notifications will be sent to applicants within a week after the GESAC meeting by the Chair/Co-Chairs of GESAC

SPRING Semester

- Applications are due the Wednesday before Spring Break for final review.
 - GESAC will meet the Wednesday after Spring Break to approve or deny SPRING applications.
 - Notifications will be sent to applicants within a week after the GESAC meeting by the Chair/Co-Chairs of GESAC
3. Questions can be directed to green@goucher.edu.
 4. Students may not receive stipends or hourly compensation from the Green Fund.
 5. Personnel listed in the application budget must be Goucher College staff, faculty, or outside contractors.
 6. Any application that does not include all required supplemental materials will be rejected.
 7. All applications require the following items: budget, timeline, letter of approval, receipts, and appraisals (if applicable).
 - a. Budgets must include links for online orders, or a billing address for general purchases orders (include all that apply).
 8. All applications require a Letter of Approval from every department involved in the proposed initiative or activity.
 - a. Any application that seeks to make physical changes to Goucher College's grounds or property must include a detailed Letter of Approval from Goucher College Facilities (FMS).
 - b. Applications requiring construction, construction materials, equipment, or power tools must go through FMS before going to an outside source. This should be included in the Letter of Approval.
 9. Letters of Approval must be a detailed letter addressing all aspects of the initiative or activity that affect each department.
 - a. A separate letter of approval is required from each department affected.
 - b. Every letter must have a departmental head's signature.
 10. Applicants may combine funding from the Green Fund with additional funding sources from Goucher College.
 11. Monetary donations to charities are prohibited through the Green Fund.
 12. Purchases of carbon offsets, Renewable Energy Certificates, Green Tags, Renewable Energy Credits, Renewable Electricity Certificates, sustainability certifications, or Tradable Renewable Certificates are prohibited through the Green Fund.
 13. The Green Fund may not provide funds to erase debt or to cover expenses already incurred.

14. In accordance with Goucher College's Non-Discrimination Policy, funding shall not be determined on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.
15. Student organizations may only submit up to 3 initiative applications per semester.
16. Independent authors that are not affiliated with a club may only submit one application per semester.
17. All applications affiliated with a student organization must have the signatures from that student organization's president, treasurer, and faculty advisor.

Goucher Environmental Sustainability Advisory Council - Green Fund Allocations Bylaws

- The following guidelines only pertain to the review and distribution of the Green Fund. These Bylaws are not necessarily binding for general GESAC operations or meetings.

V. Association and Purpose

1. GESAC is a collaboration of Environmental Student Organizations, the Environmental Studies Program and the Biology Department, College Administration, and Bon Appetit.
2. GESAC will be responsible for fairly and appropriately reviewing, approving or denying applications to the Green Fund, allocating funds to approved applications, and providing assistance to applicants.

VI. Membership

1. GESAC must have one representative from each of the following departments and from all active, environmentally-themed student organizations, including a representative from Goucher Student Government (GSG):
 - Facilities Management Services
 - Office of Communications
 - Environmental Studies Program
 - Biology Department
 - Bon Appetit
2. Listed departments and student organizations will choose their own representative to attend on behalf of their organization.
3. New environmental student organizations are required to contact GESAC in order to become a member of GESAC
 - a. New environmental student organization must be an active club, registered with GSG, for at least one semester.

VII. Officers

1. GESAC officers consist of a Chair/Co-Chairs and Secretary.
2. The representative for The President's Office has a permanent seat as the GESAC Chair/Co-Chairs.
3. A student, faculty, or staff member can be appointed to co-chair by the current chair.
 - a. If a member of GESAC who had previously represented a student organization within the advisory council is chosen as co-chair or secretary, that organization must choose a new GESAC representative.
4. Any member of GESAC can volunteer or be appointed as secretary.
5. The responsibilities of the Chair/Co-Chairs are: to schedule, set agenda, and preside over all GESAC meetings; to be GESAC's spokesperson; to represent GESAC in all appeals; and to handle all matters not specifically outlined in these bylaws.
6. The responsibilities of the Secretary are to record the business of GESAC, and to provide the chair with minutes.
7. All ties must be resolved. The Chair/Co-Chairs will cast a tiebreaker vote if necessary.

VIII. Rules of Conduct

1. All GESAC members are required to attend GESAC meetings.
2. GESAC members must notify the Chair/Co-Chairs if they are unable to attend a scheduled meeting.
3. If a GESAC member does not attend the application review meeting, they forfeit their departments or student organizations vote for that semester.
4. Members must inform the committee of conflicts of interest or biases throughout the review process.
5. A member may be forced to abstain by majority vote or Chair/Co-Chairs decision if he/she fails to abstain when conflicts of interest or bias occur.
6. Student members must file a list of all past or present student organization affiliations with the GESAC Chair/Co-Chairs before they receive voting rights.
7. Members of GESAC may not submit an application by themselves.
 - a. Any application authored by a GESAC member is required to have at least one other author.

IX. Marketing the Green Fund

The GESAC Chair/Co-Chairs is responsible for:

1. Drafting and sending a press release to the Communications Office and the Quindecim, 30 days before application deadlines.
 - a. The GESAC press release can be released to other departments or student organizations.
2. Emailing the Provost for communication to faculty, 30 days before application deadlines.

3. Featuring the Green Fund on <http://www.goucher.edu/about/environmental-sustainability/advisory-council> 30 days before application deadlines.
4. Working with the Communications Office, or other sources, to design e-posters and print posters 30 days before application deadlines.

GESAC members are responsible for:

1. Announcing the Green Fund within their departments or student organizations, 30 days before deadlines.
2. Distributing the GESAC press release to email lists within their departments or student organizations, 30 days before deadlines.
3. Featuring the Green Fund on department and student organization affiliated Facebook and Twitter accounts, 30 days before deadlines.

X. Application Review Process

1. Applications are submitted the Wednesday before Mid-semester and Spring Break (See Article IV, Section 2).
2. GESAC Chair/Co-Chairs review(s) applications for required materials.
3. If applications are missing required materials, they will be rejected.
4. Applications including all required materials are passed on to GESAC for review.
5. The first review meeting will occur the Wednesday after Mid-semester and Spring break (See Article IV, Section 2).
6. If more time is required after the first review meeting, GESAC may schedule an additional meeting at the discretion of the Chair/Co-Chairs.
7. The Chair/Co-Chairs decide(s) the format of deliberations, and must include time for all members to speak.
8. For each proposal there may be a discussion prior to voting.
9. Voting follows Robert's Rules of Order.
10. GESAC may choose to fully, partially, or conditionally fund proposals, and may veto line items of a budget.
 - b. If GESAC conditionally funds a proposal, they may award additional funding to cover the costs of those conditions.
11. GESAC may not allocate funds that, in their judgment, could result in a violation of College regulations.
12. If the proposal is accepted, the GESAC Chair/Co-Chairs will email an acceptance letter to the application author(s). The acceptance letter will include any budget modifications.
13. A Rejection letter will be sent to applicants whose proposals are denied, including a detailed explanation of the denial. Rejection letters must include a record of the vote and the timeline for appeals.

14. The GESAC meeting in which applications are reviewed and decided on will be a closed meeting.

XI. Appeals Process

1. Applicants, who have been rejected for any reason, have 14 days to contact the GESAC Chair/Co-Chairs for a meeting to argue their case.
2. If the GESAC Chair/Co-Chairs discover new information about the application or that an application was rejected in error, the Chair/Co-Chairs may call an emergency meeting of GESAC for a revote.
3. If there are no remaining funds available after the all applications have been reviewed, authors may not appeal their denied application.

XII. Reimbursement Procedures

1. If possible, all expenses should be made using a Goucher College Credit Card to facilitate the reimbursement process. Contact the GESAC Chair/Co-Chairs and/or the faculty advisor for your student group in order to coordinate the use of an approved College Credit Card.
2. Expenses not made on a Goucher College credit card will be processed using the College's Payment Requisition form. Original receipts must be provided when requesting reimbursement for expenses.
3. All checks are sent through the Controller's Office, by mail or by in-person pickup.
4. All check requests must be made 7 business days in advance.
5. Expenses must align with the expenses itemized in an application's budget.
6. If an approved item comes under budget and another goes over budget, then the remaining funds may be shifted to cover the shortfall.

XIII. Procedures for Misuse of Funds

1. If GESAC suspects misuse of Green Funds, the Chair/Co-Chairs may request audit.
2. The Chair/Co-Chairs of GESAC may suspend disbursements from an application under investigation.
3. Penalties for misuse of funds may include warning, loss of current funding, and/or loss of future funding.
 - a. Any suspected criminal use of funds will be reported to all relevant authorities.
4. Authors are held responsible for removing unfinished projects.