

Lehigh Sustainable Initiative Grant Charter and Bylaws

PURPOSE OF THE GRANT

The Lehigh Sustainable Initiative Grant enables Lehigh students, faculty and staff to pilot innovative and scalable ideas to create a greener, more sustainable campus. Grants of up to \$2,000 may be awarded to projects that:

- Advance sustainability on the Lehigh campus
- Foster collaboration among Lehigh students and faculty/staff
- Show potential for long term benefits to the campus and surrounding community

The overarching goal of the Sustainable Initiative Grant is to advance sustainability on the Lehigh campus through collaborative learning projects led by students, faculty, and staff.

ARTICLE 1. SUSTAINABLE INITIATIVE GRANT WORKING GROUP

Section 1.1—Powers and Voting

The Sustainable Initiative Grant working group reviews and approves sustainability projects for funding. Only grant requests approved by the Sustainable Initiative Grant working group will be funded. A simple majority of the working group's full membership is required to approve a grant award and any other official decisions, except as provided for elsewhere in these by-laws. Approved projects will go to the Sustainability Officer, who will arrange for funding of each project.

Section 1.2—Duties of the Sustainable Initiative Grant Working Group

Working Group members will:

- Establish and articulate criteria for allocating grant awards
- Review project applications and approve award of grants
- Provide resources and advice for students pursuing sustainability-related projects
- Provide guidelines to obtain regular progress updates and final reports for all grants awarded
- Prepare documentation and Website information about the Sustainable Initiative Grant
- Evaluate the Sustainable Initiative Grant process and workflow, making changes as necessary
- Update LEAG on its activities.

Section 1.3—Member Number and Representation

The Sustainable Initiative Grant Working Group will consist of a combination of faculty, staff, and/or students. Working group members may be volunteers or recruited, but responsibility for securing members is a shared responsibility of LEAG, the Sustainability Officer, and Sustainable Initiative Grant working group members. The makeup of the Working Group is determined by the Sustainability Officer in consulting with LEAG.

Section 1.4—Convener

The Working Group will have a Group Convener selected by a majority vote of the Working Group. The Convener will preside at all meetings of the Sustainable Initiative Grant Working Group, acting as a facilitator and scheduling meetings.

Section 1.5—Terms of Office

Members of the Sustainable Initiative Grant Working Group will be appointed for one year or two years, depending on availability. Terms will be managed for staggered membership, ensuring a mix of experienced and inexperienced group members. All Working Group member terms, as well as the terms of the Convener, will begin on September 1 and end on August 31 of the following year. The Sustainable Initiative Grant Working Group will elect the Convener in their first meeting of each term.

Section 1.6—Member Qualifications

All student members of the Sustainable Initiative Grant Working Group must be registered full time Lehigh students in good standing during their term of office. They may be graduate students or undergraduates. Staff and Faculty members of the Sustainable Initiative Grant Working Group will typically be employees of Lehigh University, retirees of Lehigh, LVAIC, and/or LEAG members. Others (e.g., community members, alumni, etc.) may become Working Group members with approval of LEAG (majority vote).

Section 1.7—Member Replacement

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

Section 1.8—Conflict of Interest

The Sustainable Initiative Grant Working Group will conduct itself in such a way as to prevent conflicts of interest. All potential conflicts of interest discovered will be made public. To this end, each Working Group member must disclose to the Working Group all campus groups and organizations of which he or she is a member. Where appropriate, the Working Group member will recuse themselves from voting on grant allocations for projects proposed by such groups. For such votes, the “full Working Group membership” as defined for voting majority purposes will be decreased to account for the Working Group member’s recusal.

ARTICLE 2—OVERSIGHT BY LSC, SUSTAINABLE INITIATIVE GRANT COMMITTEE AND THE OFFICE OF SUSTAINABILITY

Section 2.1—Oversight by the Lehigh Environmental Advisory Group (LEAG)

LEAG will oversee the activities of the Sustainable Initiative Grant Working Group and advise the Group on significant decisions concerning the management and operation of the Sustainable Initiative Grant. LEAG will ensure that the Sustainable Initiative Grant Working Group follows university policy and procedure.

Section 2.2—Oversight of the Office of Sustainability

Sustainable Initiative Grant grant awards approved by the Sustainable Initiative Grant Working Group will be shared with the Office of Sustainability. The Office of Sustainability will fund applications approved by the Sustainable Initiative Grant Working Group and will report the amount spent back to the Green Fund Working Group each semester.

Section 2.3—Oversight Sustainable Initiative Grant

Sustainable Initiative Grant committee members will maintain all records and documents associated with the Working

Group.

ARTICLE 3—ALLOCATION OF FUNDS AND PROJECT SELECTION

Section 3.1—Allocation of Grant Awards by the Sustainable Initiative Grant Working Group

As noted in Section 1.1, the Sustainable Initiative Grant Working Group will determine grant awards for submitted projects by a simple majority vote of the full Working Group membership. The Working Group may elect to award only a portion of a grant proposal.

Section 3.2—General Requirements for Funded Projects

Project proposals may be submitted by Lehigh students, staff and faculty. Individuals and organizations outside of Lehigh may not submit proposals. Following is a list of all broadly-defined requirements that must be followed for a project to receive funding. A matrix will guide the Sustainable Initiative Grant committee's allocation of funds.

The submitted proposals must meet all the following criteria:

- 1. Advance sustainability in operation of the Lehigh campuses*
 - a. Projects can directly address sustainability on Lehigh's campuses or in the capacity that off-campus or community activities influence on-campus sustainability. This includes a broad range of considerations, including but not limited to energy efficiency, water efficiency, waste reduction, transportation management, green procurement, green buildings, and education.
 - b. The Sustainable Initiative Grant is not meant to be a continuous or sole source of funding. Projects previously funded by Sustainable Initiative Grant will not receive additional funds.
- 2. Have a clearly-defined, measurable outcome within the proposed time frame*
 - a. All projects will have a mechanism for evaluation and follow-up after funding has been disbursed. Projects should include a report and presentation made to LEAG after successful or unsuccessful implementation.
- 3. Incorporate publicity, education and outreach*
 - a. The project should include some component that raises greater awareness of sustainability issues on Lehigh's campuses. This might include an outreach component, an article in a Lehigh publication, or the fact that the project is conducted in public view.
- 4. Contain a component of direct student and faculty/staf collaboration*
 - a. Such projects include, but are not limited to internships, initiatives with students in oversight bodies, student research, and projects proposed by students.
- 5. Demonstrate innovation and creativity in approaching sustainability issues.*
- 6. Show potential to continue beyond the duration of the project.*

Section 3.3—Project Selection Timeline and Procedures

The Sustainable Initiative Grant Working Group will meet to review proposals on a rolling basis. The internal procedures and practices can be modified by a majority vote of the Working Group.

- Submission deadline is the first of every month. Projects submitted to sigrant@lehigh.edu will be distributed to all members for review.
- The Working Group will meet mid-month to review the applications. Members who cannot attend may submit comments and vote. The Convener will contact stakeholders and/or faculty mentors as appropriate.

- The Working Group Convener will share funding decisions with the Office of Sustainability.
- Applicants will be contacted within ten days of the Working Group meeting. They will receive feedback, requests for modifications, and a determination of accepted/denied/deferred for modification.

ARTICLE 4—OTHER RULES GOVERNING GREENFUND FUNDS

- Any funds not allocated in a given year will remain in the Sustainable Initiative Grant account for future use.
- Sustainable Initiative Grant funds are not to be used or reallocated for purposes other than those described in this document.
- Sustainable Initiative Grant will continue to operate as long as sufficient money remains in the Sustainable Initiative Grant account.
- Sustainable Initiative Grant funds may not be used for any purpose that violates Lehigh policies and procedures.
- Sustainable Initiative Grant funds may not be used for PI personal compensation or salary.
- All intellectual property generated through the use of Sustainable Initiative Grant funds will become the property of Lehigh University.
 - All materials and equipment purchased with Sustainable Initiative Grant funds will become the property of Lehigh University and must be provided to the University upon completion of the grant and/or project. Materials and equipment will be stored by Office of Sustainability on behalf of the Sustainable Initiative Grant.

ARTICLE 5—ACCOUNTABILITY, RECORDS AND REPORTS

Section 5.1—Accountability of Sustainable Initiative Grant to the Student Body

Administration of the Sustainable Initiative Grant will be available to the student body and therefore the Sustainable Initiative Grant will:

- Make all of its records available upon request.
- Prepare an annual report of its activities and disseminate it to the Office of Sustainability and LEAG.

Section 5.2—Accountability of Projects

All projects funded by the Sustainable Initiative Grant will submit a report to the Working Group at the conclusion of the project, as well as an annual report 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. Only those expenditures eligible under these by-laws and the specific terms of the grant award will be paid by the Sustainable Initiative Grant.

Section 5.3—Presentations to the Sustainability Working Group

All projects funded by the Sustainable Initiative Grant are to provide a short presentation to LEAG at the conclusion of the project. This may include a PowerPoint presentation or a verbal presentation by the assigned project manager or selected project member.

Section 5.4—Coordination between GF Working Group, Office of Sustainability, and Student Project Members

The Sustainable Initiative Grant Working Group will be the primary contact and liaison with all grantees. The Working Group will be responsible for keeping open communication with project group members, provide any guidance, forward updates to the Sustainability Officer, and overall the liaison between student project members, Sustainable Initiative Grant Working Group LEAG, and the Office of Sustainability.

Section 5.5—Records and Reports

Sustainable Initiative Grant records will be kept on file with the Office of Sustainability or its successors as determined by Lehigh University.

Sustainable Initiative Grant must keep on record:

- Minutes of all meetings of the Sustainable Initiative Grant Working Group indicating the time and place of meetings, the names of those present and the proceedings thereof.
- Record of projects selected each year and the funds allocated to each.
- Reports made back to the Sustainable Initiative Grant on completed projects and all annual reports received from projects with ongoing grants

ARTICLE 6—FUNDING PROCEDURES

Guidelines for the Student Grant Sustainable Initiative Grant of Sustainable Grant Proposals

The Office of Sustainability has established the following guidelines for funding:

- 1) A budget is required with the application for funding. The budget should be as detailed as possible.
- 2) The Office of Sustainability will advise on procedures for funding. All funds must be routed and approved through the Office of Sustainability.

ARTICLE 7—AMENDMENT OF BYLAWS

A two-thirds vote by the voting members of the existing Sustainable Initiative Grant Working Group may amend, create, or repeal portions of this charter pertaining to internal operations of the group. Changes to this document that affect funding, membership, goals, or other significant aspects of the Fund will be shared with the Office of Sustainability and LEAG.