Vanderbilt Green Fund Charter
Adopted on March 25th, 2016

**Article I. Mission:**
The Vanderbilt Green Fund (VGF) will systematically reduce the greenhouse gas emissions and improve the sustainability of Vanderbilt University by funding projects with both environmental and economic benefits, and by enabling students, faculty, and administration to engage in the process of transitioning to a clean and sustainable energy future. Any student, faculty, or group associated with Vanderbilt University can propose a project for consideration.

**Article II. Types of Proposals:**
The Fund provides up-front capital to projects of three primary focuses:

- **Innovation Proposals:** these focus on on-campus projects that increase utility efficiency and promote sustainability efforts in an attempt to reduce utility consumption on campus. Examples include reducing greenhouse gas emissions, reducing energy use, installing clean sources of energy, reducing water use, reducing sewage or pollutants, and spurring behavioral change to reduce energy or material consumption through education.

- **Classroom Proposals:** these focus on sustainability enrichment and experiential education. Examples include guest speakers, field trips, seminar series, conference attendance, student-run mini-conferences, and film screenings.

- **Laboratory Proposals:** these focus on improving the sustainability of laboratory operations. Examples include offsetting the increased purchase price of energy/water efficient equipment, e.g. ultra-low freezers, green labware and chemicals, and behavioral change such as the Shut the Sash awareness program or the Green Lab certification and recognition program.

**Article III. Funding:**
The Office of Housing and Residential Education and Plant Operations will make a combined annual input of $150,000. Any utility savings that result from VGF projects will be used by Plant Operations to offset their annual input.

The VGF is open to any additional donations from administrative reallocations or increases, student fees, university departments, grants, alumni, and the University endowment.

**Article IV. Working Group Structure:**
The Vanderbilt Green Fund Working Group shall be comprised of six administrators, six students, and one faculty member:

- Administrative representation shall include:
  - a representative from the Sustainability Office,
  - a representative from Plant Operations,
  - the Campus Energy Manager or other applicable Plant Ops staff,
  - the Director of Housing Operations, and
  - an advisor of Vanderbilt Student Government (VSG)
• an advisor of Students Promoting Environmental Awareness and Responsibility (SPEAR)

• Student representation shall include:
  o the President of VSG or their designee
  o the President of SPEAR or their designee
  o the SPEAR Green Fund Coordinator
  o the Chair of the current VSG Committee responsible for the VGF
  o two students appointed jointly by SPEAR and VSG through a student body-wide application process. VSG shall be responsible for distributing this application.

• Faculty representation shall be the presiding Chair of the VU Environmental Advisory Committee.

The Director of the Sustainability and Environmental Management Office shall act as the VGF Chair and convene meetings and organize the activities of the Working Group.

The six student representatives in the Working Group shall be referred to as the Vanderbilt Green Fund Student Committee when they are operating outside of the full Working Group.

**Article V. Decision-making Process:**
The VGF Student Committee shall begin soliciting Innovation proposals each Fall Semester. They then shall select no more than ten proposals to advance to the VGF Chair before Spring Break of the same academic year.

The VGF Working Group shall consider proposal brought by the VGF Chair while taking logistical and economic concerns into account for each project. The Working Group shall implement projects that gain consensus when funds are available and shall meet once in the Spring Semester of every academic year, regardless of current progress on projects, in order to allocate fund for the upcoming fiscal year. Additional meetings may be called as needed by the VGF Chair.

The Classroom Proposals Process will be decided at the next VGF Working Group meeting.

The Laboratory Proposals Process will be decided at the next VGF Working Group meeting.

**Article VI. Innovation Proposals will be reviewed based on:**
1. **The Project Description:** A basic description of the project that identifies preliminary material, location and informational requirements.
2. **The Project Goal:** A statement of which principle of eligibility the project falls under and a description of how this project will meet that goal.
3. **The Environmental Impact:** The projected impact the project will have on the university’s energy consumption, carbon footprint, and general sustainability.
4. **The Resource and Cost Savings:** The projected annual resource, and therefore projected monetary savings of the project.

5. **The Cost:** An anticipated budget of: construction costs, design costs, construction management costs (if applicable), demolition costs (if applicable), inspection fees and other extraneous costs.

6. **The Payback Period:** The projected payback time based on the calculated savings.

7. **The Schedule:** The projected schedule and timeline for design and implementation of project.