

# Community Action Fund for Equity and Sustainability

## Committee Bylaws

Updated Nov 4th, 2023

### 1. THE COMMUNITY ACTION FUND FOR EQUITY AND SUSTAINABILITY (CAFES)

#### 1a. Definition

In April 2014, the undergraduate student body voted to approve a “Green” fee of \$25 per student per semester. With the exception of students in the American Studies Program, the fee has since been charged to all College of Arts & Sciences students with the option of opting out each semester. With the 2019-20 academic year, Atkinson Graduate School of Management and College of Law students were incorporated into the fee-paying body, also provided with an opt-out option each semester.

The purpose of the fund is to provide students, faculty, and staff of Willamette University with an opportunity to make environmentally, culturally, and socially sustainable changes to the campus community. While the fund was initially created to respond to the Four Es of the Strategic Plan (education, environment, equity, and economics), in 2018, the committee formally decided to extend the mission of the Green Fund to more visibly include social justice projects. The 2018-19 committee felt that a rebranding was needed to reflect this growth and the name of the fund changed from the Green Fund to the Community Action Fund for Equity and Sustainability (CAFES). The fund will advance the state of sustainability, equity, and social justice within the Willamette University community. More information on the goals of the fund can be found in the Constitution.

#### 1b. Mandatory Allocations

During its tenure the CAFES Committee shall determine any mandatory allocations for committee operations, grants, and other expenses, and include them in amended bylaws approved before the end of the current academic year.

### 2. DUTIES OF THE COMMUNITY ACTION FUND FOR EQUITY AND SUSTAINABILITY COMMITTEE

#### 2a. Serve as the deliberating body on the use of the “CAFES Fee.” This includes the following:

- Promote and communicate about the fee-based fund across the three Salem campus schools of Willamette University.
- Solicit and review project applications.
- Allocate funding.
- Consider the alteration or termination of a program currently funded.
- Secure leadership for its efficient governance into the future.
- Secure membership for its continuance.
- Review all progress and accounting reports.
- Consider guidance provided by relevant university leadership that may be useful for making decisions on the allocation of funds and the sustainability of the program.

2b. Monitor the current usage of the fund. Require regular progress reports from the recipients and share them with Willamette community members upon request.

### 3. COMMITTEE MEMBER NUMBER & REPRESENTATION

The CAFES Committee shall consist of the following members:

- Minimum of 5 undergraduate students, in the roles of Chair, Student Outreach Coordinator, Proposal Consultant, Project Advisor, and Secretary, selected from an at-large application process managed by the outgoing committee.
- One School of Law student representative appointed or approved by the SBA President.
- One Atkinson Graduate School of Management student representative appointed or approved by the ASA President.
- One Student Financial Officer
- At Least One Faculty Advisor (if one can be provided)\*
- At Least One Staff Advisor\*

The CAFES Committee shall consist of the following committee resource members:

- Assistant Director of Facilities Management, or designee\*
- Other Ex-Officio non-voting committee members as determined by the committee\*

\* Non-voting member of the committee.

All student members of the committee must be registered (full or part-time) undergraduate or graduate school students at Willamette University during their term of office. Students selected to serve on the committee must meet academic and conduct standards set by the university for student leadership positions. Staff and Faculty Ex-Officio members of the committee must be employed by Willamette University. A staff member who is also enrolled as a full or part-time undergraduate or graduate student may not serve as a voting student member and simultaneously as an ex-officio non-voting member.

#### 3a. Roles and Responsibilities of Committee Members

The committee will act as the deliberating body on the use of the "CAFES Fee." As such, the committee will make decisions on how to allocate the fee based on the requests that come before it. All committee members, including ex-officio members, will be responsible for the following:

- Representing all members of the extended campus community of Willamette University.
- Maintaining an unbiased approach to all deliberations and decisions.
- Conducting themselves in such a way that conflicts of interest are minimized and all potential conflicts of interest are disclosed to voting members of the committee. Conflicts typically arise when a committee member has contributed to the development of a proposal, has a relationship with a person named on a proposal that may affect their decision making, and/or would materially benefit from the project if funded. A committee member who discloses a conflict of interest shall be excused while the remainder of the committee votes to decide if the conflict of interest requires (1) the committee member's absence during committee discussion of the project, (2) their absence from any vote to fund the proposal, and (3) if conflicts are sufficient for the committee to not accept the proposal for consideration. For such votes, the quorum, as defined for voting majority purposes, shall be decreased to account for the committee member's recusal. In the event that a committee member fails to recuse themselves due to a conflict of interest, they may be removed from the committee (via process described in Section 8).
- Familiarity with university wide budgets and organizational structures (faculty and administrative roles, resources, typical operations, etc.).
- Maintaining the values held in the Constitution.
- Monitoring the current spending of the "CAFES Fee" to ensure that money is being allocated faithfully to accomplish the goals set forth in the applications from the previous year.

The Voting Members will be directly responsible for the following:

- Reading, understanding, and deliberating on all of the applications submitted in light of the amount of money available yearly as well as any outstanding financial commitments made by the committee in the past.
- Reading, understanding, and deliberating on requests to alter funded projects.
- Communicating with applicants and the general campus community the date, time, location, and agenda for open meetings.
- Communicating to applicants the status of applications.
- Making decisions on the use of the fee, alterations to funded programs, terminations of funded programs, members of the incoming committee, election of its leadership, and all other foreseen or unforeseen situations that may arise.

The undergraduate and graduate student members of the committee will fill the following roles:

One Chair or two Co-Chairs.

The Chair is tasked with the organization and maintenance of the committee. The Chair organizes and facilitates meetings and committee conversations about grant proposals and keeps the conversation consistent and focused on upholding the values and expectations of the fund. Maintenance of the committee includes, but is not limited to, ensuring the proposal deadlines are established, beginning the hiring process for the next year's committee, ensuring compliance with the committee's constitution and bylaws, ensuring compliance with university policy, and regular communication with the committee advisors. The Chair should have adequate communication skills, as they will be responsible for reaching out to the committee, the grant applicants, the Committee Advisors, and other non-voting members of the committee as the need arises.

One Student Outreach Coordinator.

The primary role of the Student Outreach Coordinator is to promote and increase awareness of the fund and its functions to members of the Willamette Community. This position allows for creativity and initiative in designing marketing strategies, while also maintaining established techniques and approaches as they see fit. The role of the Student Outreach Coordinator is to advertise for proposals as well as overall promotion of the fund and its functions. They also serve as a link to the Willamette community and must maintain the image of the fund and committee.

One Secretary.

The role of the Secretary is crucial to the committee's success in organization of committee files, documents, and project proposals. The Secretary's role is to document committee activity and maintain these records in an organized fashion to be accessible to all current and future committees.

At Least One Project Advisor.

The Project Advisor(s) monitors the progress of all projects after funding has been allocated and projects are underway. The Project Advisor(s) periodically communicates with project leaders on behalf of the committee to ensure that approved projects are completed successfully. They are also responsible for alerting the committee when a project's Letter of Agreement has been violated, and informing the committee of any updates they have received on project progress, issues, setbacks, and any other information relevant to the committee.

One Proposal Consultant.

The Proposal Consultant is responsible for discussing project proposal ideas with potential project leaders during the planning and writing stages of the proposal process. This role helps increase the accessibility of the committee for those interested in submitting a project proposal.

One School of Law student representative.

One School of Law student is appointed or approved by the Student Bar Association (SBA) President to

represent School of Law students on the committee. This student serves as a voting member of the committee. The student in this role is responsible for communicating back to the SBA, providing insight into the benefits of proposals to their respective school, and being a resource for the committee and fund as needed.

#### One Atkinson Graduate School of Management student representative.

One Atkinson Graduate School of Management student is appointed or approved by the Atkinson Student Association (ASA) President to represent AGSM students on the committee. This student serves as a voting member of the committee. The student in this role is responsible for communicating back to the ASA, providing insight into the benefits of proposals to their respective school, and being a resource for the committee and fund as needed.

#### One Financial Officer

The financial officer monitors the funds available for grants and develops and facilitates the process of allowing grant recipients to access the required funds, consistent with policies and practices set by Willamette University's Accounting Office. With the Accounting Office, they will manage reimbursements, maintain the financial account, and ensure that the committee is able to roll money over each year. They will also be an informant for the committee on the financial status of CAFES.

### 3b. Roles and Responsibilities of committee resource members

Committee Advisors. The advisors should recognize the directions in which the fund and the committee are growing with each new academic year and committee. The committee advisors should recognize the evolving definition of sustainability and the fundamental inclusion of social justice within its definition. "Just sustainability" is defined as: "The need to ensure a better quality of life for all, now and into the future, in a just and equitable manner, whilst living within the limits of supporting ecosystems" (Agyeman, et al., 2003, 5). They will provide voting committee members with advice and information to effectively evaluate proposals, recommend appropriate processes to evaluate proposals, avoid micromanaging, ensure that the committee is capable of navigating Willamette University systems, and do what they can to support the committee's work. Furthermore, they shall collaborate with the Financial Officer and non-voting members to ensure that proper steps are taken in fee allocation, that funds are returned when necessary, and that institutional memory is maintained regarding usage of the fee when the committee is unable to do so effectively. They shall prepare transition notes for new committee advisors and participate in transition meetings as needed, some of which may occur over the summer.

Associate Director of Facilities Management (or designee). The Associate Director of Facilities Management or their designee will provide voting committee members with advice and information to effectively evaluate proposals that include campus infrastructure and other facilities related matters. They may also provide guidance on language used in "future call for proposals" that helps orient the campus community to projects that are more appropriate with existing facilities and plans.

If the committee deems it necessary, it may define and identify additional ex-officio committee members and request their participation in meetings. The committee may also form a non-voting technical advisory board that will advise the committee and offer objective knowledge as needed.

## 4. VOTING MEMBERS

Students interested in serving as members of the committee will submit applications in response to a call for applications from the committee. The current committee will make the final placement decisions for the at-large seats on the committee.

## 5. VOTING PRIVILEGES

Each student committee member will have one vote. If a tie occurs due to even numbers, the Chair will abstain from voting. If a member is unable to attend a meeting, they can vote electronically or remotely

before the vote commences or during.

## 6. TERMS OF OFFICE

Voting members will hold terms as approved by the committee, and are expected to hold at least one full term. The term will begin on the first day of the fall semester and end the last day of the following spring semester. Current committee members may request to be appointed to the next term's committee. Leadership roles will begin upon the beginning of their term and terminate at the end of the term.

## 7. COMMITTEE MEMBER COMPENSATION

Voting members will receive a leadership award for each semester they serve on the committee. The leadership awards must follow university guidelines and any changes in amounts must be approved by committee members and be thoroughly discussed with the Willamette University Administration. Leadership awards will be paid in two lump-sums; half at the beginning of the semester and half after the completion of the semester. Positions are categorized into three levels and paid accordingly.

### Level 1 (typically one hour of work per week)

- Law representative
- AGSM representative

### Level 2 (typically 2-3 hours of work per week)

- Student outreach coordinator
- Proposal consultant
- Project advisor
- Secretary

### Level 3 (typically 3-5 hours of work per week)

- Financial officer
- Chair

Current leadership award amounts:

Level 1 - \$500 per semester

Level 2 - \$750 per semester

Level 3 - \$1000 per semester

## 8. VACANCIES, EXPULSIONS, AND IMPEACHMENT

Vacancies will be replaced in the same manner as provided for new appointments. In the case that an individual is unable to serve the duration of their term, a replacement may be appointed by remaining committee members to serve out the duration of the vacated term. Committee members are expected to complete their assigned responsibilities/tasks in a timely fashion. In the event that the committee determines that a committee member has failed to adequately complete their duties, they may be subject to a vote for removal from the committee in consultation with the ex-officio advisors. In consultation with the ex-officio advisors, a committee member may be removed by a 'yes' vote of 75% committee members for unjustifiable absences, conflicts of interest, or other reasons deemed appropriate by the committee. The member being dismissed from the committee may speak at the meeting when a vote takes place

## 9. COMMITTEE MEETINGS

The committee will maintain and publish a regular schedule of meetings during the fall and spring semesters, at their earliest convenience and sufficient to conduct the business of the fund program during the academic year. Quorum is met when no more than two voting committee members are unable to vote in person or electronically. The committee will continue to perform its duties regardless of whether representatives are appointed to the committee and whether those representatives attend meetings. Individual regular meetings may include both closed and public portions, but must be advertised as such in order to occur. The secretary will ensure notes are taken at all official meetings and are shared with other committee members. Meeting

notes will be made available upon request to any Willamette community member. All voting committee members will be required to attend all scheduled meetings. Excused absences must be communicated to the Chair and approved in advance, or in extenuating circumstances can be communicated afterwards. Examples of excused absences include, but are not limited to, sports, educational commitments, sickness, emergencies, etc. In the event of three unexcused absences, the chair will meet with the student to address the issue, and the continuation of absences may be grounds for removal from the committee by vote.

## **10. AMENDMENT OF BYLAWS**

The voting committee members may amend, create, or repeal portions of these Bylaws, unless doing so would materially and adversely affect the goals of the Fund as outlined in the constitution. All amendments to these governing documents will be made according to Robert's Rules of Order. The changes will be approved when all voting members vote and there is no more than one opposing vote.