

BYLAWS OF THE CAMPUS SUSTAINABILITY FUND (CSF)

Vision: *A united front of leaders across disciplines and generations to secure a just and sustainable future — rooted in collective action, climate resilience, and radical change.*

Mission: *The Campus Sustainability Fund at UW Seattle believes campus is a living lab. We offer experiences to equip students with skills as connectors across silos, project leaders of climate solutions, narrative-changers that champion “justice-centered sustainability,” and decision-makers to lead the youth sustainability movement vital for our collective future.*

ARTICLE 1 – THE CAMPUS SUSTAINABILITY FUND COMMITTEE

Section 1.1 – Powers and Voting

The CSF Committee (hereafter, “the Committee”) has authority over the Campus Sustainability Fund (CSF). A simple majority of the Committee’s full membership (defined as 5-3) is required to allocate funds and make any other official decisions, except as provided for elsewhere in these bylaws.

Section 1.2 – Member Number & Representation

The Committee shall consist of eight student voting members, one non-voting member, and ex-officio, non-voting members, as follows:

Voting Members

- 2 students to be appointed by the ASUW Board of Directors;
- 2 students to be appointed by the Graduate and Professional Student Senate (GPSS);
- 1 student to be appointed by the Environmental Stewardship Committee (ESC);
- 1 student to be appointed by the Intellectual House; and
- 1 student to be appointed by the Office of Minority Affairs and Diversity’s (OMA&D) or Ethnic Cultural Center.
- 1 student to be appointed by the UW Sustainability (UWS) Department

Non-voting, Student Member

- Director of Community Partnerships to be appointed by the Associated Students of the University of Washington (ASUW) Senate.

Non-voting, Ex-Officio Members

- Ex-officio members will serve as subject matter experts invited to consult and support specific projects related to their expertise, helping guide the Committee by providing insight and answering questions. These non-voting members may include environmental justice experts, professors, clinical faculty, community representatives from local EJ organizations, or students from academic departments and campus units partnering with CSF.
- With Committee approval, students, faculty, or staff may be appointed as Non-Voting Ex-Officio Members to contribute their knowledge and perspectives.
- Additionally, the Committee can invite experts or guests as needed to ensure informed decision-making by deferring to those with relevant expertise.

Section 1.3 – Duties of the Campus Sustainability Fund Committee

It shall be the duty of the Committee members and officers to:

- Build the culture of the committee to foster dynamic engagement and cross-cultural conversations that advance intersectional learning and respect for diversity;
- Serving as an advisory role to the CSF and other sustainability initiatives on campus;

- Help to update and set strategic plan for the upcoming year to achieve organizational goal benchmarks;
- Assist in developing strategic visioning of the CSF (multi-year outlook);
- Lead/contribute to conversations to further knowledge in various areas of sustainability;
- Attend weekly Committee meetings;
- Attend quarterly Committee retreats/social events;
- Review/Vote on Letters of Intent and Full Proposals from Prospective Projects;
- Assist in CSF annual budget creation;
- Assist with outreach operations & event planning to improve campus environmental and social sustainability, while engaging the student body;
- Assist in representing the CSF at events across campus (e.g., panels, speaker series, partnership events) and help elevate status in campus initiatives;
- Gauge student desires related to sustainability and raise to the committee/CSF staff;
- Come into the space with respect and excitement to co-create change on campus;
- Evaluate CSF operations & processes biennially;
- Offer key insight and serve on sub-committees as organized; and
- Members should report back to their appointing bodies, as requested, regarding the actions of the CSF.

Each member is expected to work 20-25 hours of professional service per quarter outside of conference and retreat times to promote the CSF's goals, mission, and its projects to the campus community. Each member will each receive a quarterly stipend of \$490 per quarter for a gross total of \$1470 per year (3 quarters with possibility to extend in summer for the Summer interim committee).

Apart from their normal function as a part of the Committee, a member or officer has no individual authority.

Section 1.4 – Officers

The Committee shall have two Co-Chairs:

- The Co-Chairs will share responsibilities, assisting each other with their duties. In the absence of one Co-Chair, the other shall assume all responsibilities as needed.
- Both Co-Chairs must be student members of the Committee. They are expected to work 50+ hours per quarter and will receive a quarterly stipend of \$1,200 each for a gross total of \$4,800 over the course of the academic year (4 quarters).
- The Co-Chairs' responsibilities are outlined below and will be divided between them at their discretion:
 - To preside at all meetings of the Committee, acting as facilitator and holding meetings to the agenda in a timely fashion.
 - Write and send meeting agendas to all Committee members at least 72 hours prior to each meeting.
 - Lead the planning (e.g., programming, event space, date) of the CSF Committee annual retreat with the support of the CSF Program Director.
 - Conduct informal quarterly check-ins with members and serve as the conduit between the Committee and the CSF staff.
 - Co-facilitate the participatory budgeting process with the CSF Associate Program Director in preparation for the CSF's annual request to the Services & Activities Fee (SAF) fund. This process sets the Committee's programmatic goals for the upcoming year and centers how the CSF chooses to allocate its funding + direct its activities.
 - Accompany the CSF Program Director and CSF Associate Program Director to the annual SAF orientation meeting.
 - Lead the grant review process with the CSF Grant and Project Coordinator, walking the Committee through the rubric, highlighting primary discussion points, and facilitating the Committee towards a vote.

- Join the CSF Associate Program Director and Program Director (as desired) to on-campus events that request CSF attendance.
- Convening with the CSF Grant and Project Coordinator prior to Committee meetings to prepare for application review and voting.
- Serve as Committee Clerk. These responsibilities include: taking detailed meeting minutes, promptly uploading meeting minutes online after each meeting concludes, and maintaining the Committee Documents folder in the CSF Google Drive. In the event of their absence, the Co-Chair will preemptively appoint another Committee member or staff to take and upload Clerk duties as appropriate.
- Lead the creation of sub-committees to support CSF work (outreach, education events, project support, zine, research, etc.) and ensure a clear timeline and accountability measures for completion of goals.
- Supervise the active subcommittees and give updates to the CSF staff.
- Assist in the planning (e.g., programming, event space, date) of the CSF Committee annual retreat with the support of the CSF Program Director.
- Assist with reports to the SAF Committee, as needed. Conduct subcommittee reports and impacts.
- Assist with communicating outtakes to the CSF staff from quarterly Committee member check-ins.
- Assist with agenda creation as needed.
- Coordinate with the CSF Outreach and Connections Coordinator to communicate CSF events to Committee members.

At the end of Spring Quarter the Committee will accept committee Co-Chair nominations for the following year. All members who will be returning the next year are eligible to run. If no returning members wish to run for Co-Chair, the election of Co-Chairs will be postponed until the fall. The Co-Chairs will be selected by majority vote of the current committee. The candidates are eligible to vote.

Section 1.5 – Terms of Office

General Committee members are appointed in Spring Quarter for a one-year term beginning in Fall Quarter. If an appointment cannot be finalized in Spring—particularly for seats that do not roll over—it must be completed by Fall Quarter. Co-Chairs are elected and appointed in Spring and begin their term at the end of the quarter, assisting the CSF staff over the summer. If Co-Chairs cannot be elected in Spring, elections may be postponed until Fall. .

- *Student terms* will begin starting in autumn quarter and continue through the academic year. Terms are up to two years, dependent on their eligibility and interest to continue. The choice is up to the student—if the appointing body does not want them to complete the two-year term they are appointed for, it must be initiated during the jointly-led annual performance review (in Spring Term) and the CSF staff + appointing body will undergo a process for remediation or potential removal.
- *Student Officers* (Co-Chairs) will serve a one-year term. Students may hold a Co-Chair position for up to two academic years during their time at UW (undergraduate or graduate).

Student Committee members may serve no more than two consecutive years, but the total number of terms they may serve is not limited. Students may serve a third consecutive year on the Committee if the third year is in a Co-Chair role.

Section 1.5.1 – Summer Interim Committee

In Spring of the academic year, the CSF Committee will self-nominate and appoint Committee members to constitute an interim advisory committee to serve during the summer months between academic years and until the complete establishment of the subsequent year's CSF Committee. The interim advisory committee will convene and be available by email or phone as needed to review current project and fund activities and advise CSF staff on pressing matters. The committee must have a minimum of four members.

It is required that interim advisory committee members have either served on the CSF committee the previous academic year or been appointed to serve on the committee for the subsequent academic year. In the event that there are not a minimum of 4 Committee Members available to serve in the interim capacity, the Committee Co-Chairs will appoint up to 3 Members from the CSF staff to serve in the Summer interim Committee role. Any votes made by the interim advisory committee must adhere to the rules of quorum set by the full committee.

Section 1.6 – Member Qualifications

All student members of the Committee must be registered (full- or part-time) students at the UW Seattle campus during their term of office and remain enrolled through Spring Quarter. Ex-Officio staff and faculty members of the Committee must be currently employed by the UW Seattle campus.

Section 1.7 – Member Replacement

A Committee member (including officer positions) may be removed by unanimous vote of the other Committee members for unjustifiable absence from three or more Committee meetings or two or more Committee retreats/events, conflict of interest, or other appropriate reasons. To begin this process a Committee member should contact CSF staff. The procedure for voting to remove a member from the Committee will take place during a regularly scheduled Committee meeting, with a formal motion, discussion, and a vote of the voting members; the member being considered for removal will not participate in the vote but may be given an opportunity to speak prior to the vote. In the event that a Committee member is removed or resigns, the original appointing body will select a replacement. The new Committee member will serve the remainder of the original member's term.

Section 1.8 – Conflict of Interest

The Committee shall conduct itself in such a way that conflicts of interest are minimized and all potential conflicts of interest are made public. Each Committee member must declare current and past connection(s) to group(s) if said group(s) is/are applying to any CSF grant. Where appropriate, Committee members are required to recuse themselves from voting on grant allocations for projects proposed by groups with which they are affiliated. For such votes, the "full Committee membership" as defined for voting majority purposes shall be decreased to account for the Committee member's recusal.

ARTICLE 2 – CSF STAFF

Section 2.1 – Duties of the Core CSF Staff: Program Director, Associate Program Director, Outreach and Connections Coordinator, and Grant and Project Coordinator

One FTE Professional Staff CSF Program Director & 0.5 FTE Graduate Staff Assistant (GSA) CSF Associate Program Director will manage the operations of the CSF. Note: the GSA student is eligible to work at a quantity exceeding 0.5FTE if they prompt the request, it is deemed necessary for program operations, and is in accordance with the UAW4121 contract & bylaws. The CSF Program Director exists to ensure the prudent management of the monies allocated to the CSF. The CSF Associate Program Director exists to meet the needs of the CSF and Committee. The CSF Program Director reports to the UW Sustainability, but will also take substantial direction from the Committee. The CSF Associate Program Director reports to the CSF Program Director.

The general function of the CSF Program Director is to co-lead the strategic direction, operations, and financial oversight of a student-funded grantmaking organization dedicated to sustainability and equity at UW. This role manages program operations, personnel, and budgeting, while fostering long-term partnerships across campus. The Program Director ensures the success of CSF's grant portfolio, oversees governance and committee engagement, and supports student-led sustainability initiatives through mentorship, outreach, and advocacy. They maintain financial transparency, develop fiscal strategies, and navigate university policies to uphold CSF's mission. Additionally, the position involves

research, education, and continuous learning to integrate global best practices in sustainability and equity. With a strong emphasis on inclusive leadership, the Program Director cultivates an empowering and accountable work environment, advancing student-driven sustainability efforts within UW and beyond.

The general function of the CSF Associate Program Director is to co-lead the Campus Sustainability Fund alongside the Program Director and undergraduate staff, serving as a key connector between CSF and the UW Seattle student population. This role involves strategic planning, relationship-building, and program management to advance justice-centered sustainability initiatives. The APD fosters partnerships across campus, ensures meaningful engagement with underrepresented groups, and supports the CSF Committee in governance, funding allocations, and participatory budgeting. They oversee project management, mentor student staff, and develop educational programming to expand CSF's impact. Additionally, the APD strengthens CSF's presence within UW leadership, funding bodies, and regional sustainability networks, while also co-managing financial oversight and long-term planning. This dynamic position balances administrative responsibilities with advocacy, professional development, and coalition-building to empower students as changemakers in environmental justice.

There will be one 0.5 FTE undergraduate Outreach and Connections Coordinator. The Outreach and Connections Coordinator exists to engage students in CSF, and to build the capacity of the student body to take part in CSF projects. This position reports to the CSF Associate Program Director.

The general function of the Outreach and Connections Coordinator is to redefine sustainability at UW by centering justice, community collaboration, and accessibility. This role works closely with the Associate Program Director to democratize knowledge, shift narratives, and foster student engagement. Through creative storytelling, digital media, and relationship-building, the coordinator amplifies student voices, strengthens networks, and co-leads efforts to make sustainability more inclusive and action-oriented. Key responsibilities include leading mixed media projects, organizing community events, managing digital communications, and supporting student-led sustainability initiatives. This position offers mentorship, leadership development, and creative autonomy, allowing the coordinator to shape CSF's storytelling, outreach, and engagement strategies.

There will be one 0.5 FTE undergraduate Grant and Project Coordinator. The Grant and Project Coordinator exists to engage students in the CSF, and to build the capacity of the student body to take part in CSF projects. This position reports to the CSF Associate Program Director.

The general function of the Grant and Project Coordinator is to play a key role in managing and supporting CSF-funded projects from inception to completion, serving as the primary point of contact for grant applicants and active project teams. This position provides mentorship, guidance, and administrative oversight to ensure the successful implementation of sustainability initiatives while fostering strong relationships across campus. Responsibilities include tracking project progress, troubleshooting challenges, facilitating stakeholder engagement, and maintaining accurate records for reporting and outreach. The role also supports the CSF Committee by providing project insights, refining grant processes, and assisting with strategic initiatives. Additionally, the Coordinator contributes to CSF's broader mission by advancing equity-centered sustainability, engaging in professional development, and helping expand CSF's impact through outreach and program growth.

Section 2.2 – Hiring the CSF Program Director, Associate Program Director, Grant and Project Coordinator, Outreach and Connections Coordinator

The CSF positions (staff and students) will be hired via open recruitment by the CSF in collaboration with the UW Sustainability Office and the CSF Committee. Candidates must understand and agree to comply with all of the CSF bylaws and supporting documents. The Committee will appoint at least one of its members to the hiring team of each position. The hiring process will utilize the latest version of the UWS equitable hiring toolkit.

Section 2.3 - CSF Intern Hiring and Management

The CSF Program Director and Associate Program Director are able to appoint interns to specific projects as needed. Interns are primarily volunteer positions, though paid positions may be created using CSF reserve funds. Interns can be appointed through an open hire and interview process, or through informal discussions between CSF staff and a party interested in a specific project or position. Committee members cannot take paid or unpaid intern positions.

ARTICLE 3 – BUDGETS

Section 3.1 – Participatory Budgeting

The Program Director and Associate Program Director shall draft the CSF Operational Budget through a participatory budgeting process with the CSF Committee. This process ensures intentional decision-making about how funds are invested, acknowledges the power money holds, and generates a budget that upholds CSF's values. It also provides a dedicated space to reflect on the past year's work and collectively determine what to invest in, identify group priorities, and assess areas for potential de-emphasis.

Section 3.2 – Operational Budget

Spending within the CSF budget allocation must be approved by the CSF Program Director (after the Committee has approved the budget); spending above that limit must be approved by the Committee. All spending must be done in accordance with all Finance & Facilities, University of Washington, and Washington State protocols and regulations. The CSF Program Director and Associate Program Director have discretion over CSF reserve funds for the following categories: personnel additions, creating and earmarking funds for request for proposals (RFPs), temporary operational changes, and internal funding for continuing projects. However, allocations to programs/operations over \$5,000 should be reviewed by the CSF Committee and UWS Director.

Section 3.3 – Staff Compensation

Funds for the total compensation of the CSF Associate Program Director, Outreach and Connections Coordinator, and Grant and Project Coordinator (plus other core personnel added) are allocated preliminarily as part of the annual SAF reallocation process, and adjusted once SAF allocates a final amount annually. The amount of the CSF Associate Program Director compensation will be in line with union (UAW4121) and University of Washington requirements, including appropriate tuition waiver. The Program Director Salary will be determined by UW HR guidelines for the position classification and negotiated with the UWS Director.

Section 3.4 – Large Grants Budget

The CSF will maintain a Large Grants Budget, separate from the Mini Grants Budget, to support any project requests over \$5,000.

Section 3.5 – Mini Grants Budget

The CSF will maintain a Mini Grants Budget, separate from the Large Grants Projects Budget, to support any project requests amounting up to \$5,000. The Mini Grants Budget will be restricted to a \$5,000 allocation at the beginning of each year, but additional funding can be allocated throughout the year as needed with committee approval. A cap will be established in the summer quarter, prior to the upcoming academic year to limit the Mini Grants awarded throughout the academic year (to ensure administrative capacity of the CSF staff). Mini Grant applications will be accepted each year from the start of the fall academic quarter until May 1 of that year. Awards will be distributed across the academic quarters and will not be issued on a first-come first-serve basis—allowance of awards per academic quarter will follow projections and historical trends.

Section 3.6 – CSF Reserves

The CSF may maintain funds committed to the CSF in prior years as reserves to supplement any part of the organizational operations. The CSF Program Director and Associate Program Director will have discretion over the use of CSF reserves to advance the organization's programming, operational capacity, and strategic mission. Expenditures over \$5,000 should be discussed with the CSF Committee and UWS Director.

ARTICLE 4 – PROJECT SELECTION AND ALLOCATION OF FUNDS

Section 4.1 – Allocation of Funds by the Committee

As noted in Article I Section I, all allocation of funds to submitted projects must be decided by a simple majority vote of the voting Committee membership. The Committee may elect to fund only a portion of a proposal. During the project approval process, the CSF Committee reserves the right to request the revision, addition, or removal of items in the project budget and/or to approve only a portion of the project scope.

Section 4.2 – Applicant Eligibility

Applicants must meet one of the following criteria:

- UW Seattle registered student with a fiscal administrator.
- UW Seattle Registered Student Organization (student groups of five or more may [register as an RSO](#)) with a fiscal administrator.
- UW Seattle faculty or staff working with students and with fiscal administrative support. Please note that faculty and staff cannot serve as their own fiscal administrators.

Section 4.3 – Project Criteria & Evaluation

All projects will be evaluated by the CSF Committee based on how well they address the following*:

1. **Sustainable Impact:** Projects must improve the overall sustainability of UW's campus. While some projects may focus more on contributing to the physical environment and others on cultural ideology that foster sustainability on the UW Seattle Campus, all projects must center equity and expected impacts (i.e., burdens and benefits) on the UW community.
 - Physical environment (think things that make up our campus) includes changes to campus infrastructure, biodiversity, food systems, energy usage, carbon emissions, waste management, living systems, and technological advancements for sustainability.
 - Cultural ideology (philosophy and people who make up our campus) includes alternate/non-western approaches to sustainability, education, celebration of alternate ways of knowing, cultivating resilience, cultural preservation, pushing the boundaries of "sustainability", challenging traditional narratives and status quo solutions, and promoting access for historically underrepresented groups.
 - Please note these categories may (and hopefully will) overlap.
2. **Leadership & Student Involvement:** Project member roles must be clearly outlined and reflected in the proposal and project budget, demonstrating a substantial degree of student leadership or student involvement throughout the application and implementation process. Projects submitted by faculty and staff are accepted, however, projects initiated and led by students will be prioritized. If submitted by a non-student please consider the following to increase the strength of application:
 - Ratio of funded student positions to non-student positions;
 - Involvement of targeted student groups and organizations; and
 - Involvement of the broader student body throughout the project's lifecycle (e.g., volunteer opportunities, capstone projects, studio classes, educational opportunities,

etc.)

3. **Education, Outreach, & Behavior Change:** Project must include educational and outreach components that help cultivate an aware and engaged campus community. Projects should strive for substantial impacts on the UW Seattle campus, and consider efforts that extend impact to broader communities (i.e., the University District, Seattle, the Pacific Northwest, and beyond).
4. **Feasibility & Accountability:** Applicants must demonstrate they hold or can attain the technical knowledge, necessary approvals, and project management skills to complete projects successfully.
 - CSF encourages compensating labor for:
 - Project management to ensure dedicated personnel and capacity for successful project implementation. This includes funding student time, faculty time (beyond expected work responsibilities), and honorariums for advisorship or consultation.
 - Community contributions and collaborations that enrich project feasibility and reach.
 - Projects requiring ongoing maintenance or staffing must either include these expenses in the budget or demonstrate other funds with an articulated plan to meet the project's long-term maintenance and staffing needs.
 - For large-scale projects with vast stakeholders please indicate any contributing funds from other sources.
 - In considering projects undertaken by campus departments (whether in close partnership with students or led primarily by staff), CSF prefers to award funds strategically, investing in one-time transformational interventions in a campus operation, rather than funding routine operations or planned near-term innovations. Preference will be given to projects that demonstrate they are not likely to be undertaken in the near future without the catalyst of CSF funding, and offer long-term plans to ensure financial and operational sustainability.
5. **Budget:**
 - The project must present a well-researched and feasible budget that effectively accomplishes tasks and compensates team members appropriately.
 - Additionally, it should include a timeline for implementing the budget.

**Please note certain special grants may have additional or slightly different criteria, which are detailed in their respective sections on our website.*

Section 4.4 – Funding Restrictions

The CSF will not approve or allocate funds for the following items:

- Time and labor expended by UW faculty working unless it is outside the scope of regular faculty duties.
- Purchase of gift cards or other forms of compensation to research subjects. While we encourage compensating research subjects for their time, this must come from another funding source.
- Food, drinks, or salable merchandise.
- Research projects unless such projects include an actionable component.
- Project expenses that solely benefit an individual and not the community, group, or project.
- Retroactive funding (i.e., project completion is expected to precede grant award date)
- Items that would be otherwise funded by the University or another funding source.
- Materials with limited use and high environmental burden (e.g., t-shirts, decorations, tote bags, excessive paper advertising materials, etc.). The CSF is open to fund sustainable production and

procurement of items that already exist in the consumption cycle (e.g., compostable serviceware, thrifted t-shirts and screen printing, rentable project items, etc.)

- Stipends or salary for work done towards achieving academic credit. This includes work required for graduation requirements (e.g., honors thesis, master's thesis or PhD dissertation).
- Unnecessary travel or gas usage.

Section 4.5 – Large Grants

- Large grants are for projects over \$5,000 that typically require a longer implementation timeline, significant stakeholder engagement, collaboration across units, or aim to have an extended impact on the UW campus.
- These grants are available during two funding cycles each year: one that opens in the fall and another in the winter.
- Large Grants apply through the CSF application portal and will be evaluated based on the CSF project criteria.
- Large grants must submit a Letter of Intent (LOI) which includes a brief explanation of how it meets the CSF project criteria and steps for increased project feasibility by Full Proposal stage, contact info on the core project team, basic estimated budget to explain requested amount, completion of the Acceptance of Administrative Responsibility (AAR) form, and basic timeline for project milestones and completions.
- The Committee will review all LOIs and make a funding decision within three weeks (barring school holidays or breaks).
- If a project is invited to submit a full proposal, the team will need to update their application with additional details, including: an executive summary, information on key stakeholders, implementation plan and impact, detailed timeline and budget, approval from fiscal admin on in-depth budget, description of project longevity, and exploration of sustainability and community impact.
- After submitting their application, project teams will be invited to present to the CSF Committee. Following the presentations, the Committee will deliberate and make final funding decisions.

Section 4.6 – Mini Grants

- Mini Grants are for projects up to \$5,000, designed for ideas with a narrow scope that can be achieved on a shorter timeline.
- These grants are open on a rolling basis throughout the school year. Mini Grants apply through the CSF application portal and will be evaluated based on the CSF project criteria.
- Mini Grant applications must contain a project description, information on team members and key stakeholders, description of project longevity, implementation plan, impact, and project timeline, budget details and exploration of sustainability and community impact.
- During the academic term, the committee will respond with a decision at their earliest convenience. If your project has an urgent timeline and would need the funding before a certain date, please contact us.. *If you are submitting a mini-grant at the end of one quarter or the beginning of the next, there may be a delay in reviewing your application. It's a good practice to submit your application several weeks in advance of when you'll need funding.*

Section 4.7 – Continuation of Successful Projects

The CSF Program Director & Associate Director retain the ability to allocate reserve funding to existing, successful projects at their discretion based on alignment with CSF values and yearly strategic priorities set by the CSF staff. Up to \$15,000 / per year / per project may be awarded for up to 3 years, with a maximum total allocation of \$50,000 per year (including prior year allocations). Reserves must be available and designated to cover any and all costs. Deficit spending will not be employed here (or in any of CSF operations).

Section 4.8 – Funded Projects Terms & Conditions

- All project teams must receive support and/or necessary permissions from relevant UW stakeholders prior to starting a project. CSF funding support alone does not constitute necessary approval by relevant UW stakeholders for your project operations.
- Funding will be provided for items listed in the approved project budget only. Prior approval must be obtained for changes to the budget or additions of new lines items via the Budget Amendment Process.
- The CSF reserves the right to discontinue funding for any valid reason at its discretion.
- Should a team or its members behave inappropriately or violate any University code of conduct, funding may be discontinued and/or the team may be ineligible to apply for future funding from the CSF.
- At the end of a project teams are required to engage and complete the project closeout process.
- In the event a project is in jeopardy, the project team should communicate with the CSF to determine a course of action. In the case of cancellation, a team must still conduct necessary steps for project completion (listed below)
- A project team must be transparent with the CSF of any potential or actual risk to the environment and/or to the physical/mental health and safety of its direct and indirect stakeholders that may arise during project implementation.
- CSF project members and materials are not insured outside the bounds of the UW campuses and owned properties.
- All CSF-funded intellectual and physical materials are co-owned with the UW, with the University keeping the rights as per the [UW Policy on Intellectual Property](#).
- The CSF is not focused on supporting commercialization or for-profit businesses. Usually, it also cannot fund projects where Intellectual Property and/or incorporation is involved or is planned to be at a later date, particularly where funding from a third party outside the University is involved. In such cases, the Terms & Conditions of the third party must align with those of the CSF and the [UW Policy on Intellectual Property](#), and be clearly detailed in the application supporting documents.
- CSF monies must be used in a socially responsible manner.
- Project leads will have access to grant funds for up to one year following their graduation date. Any intentional deception regarding class status/years remaining at UW will result in termination of funds. CSF funds are intended to benefit current students.
- Feasibility studies (i.e., Phase I or Pilot) must include rough plans for Phase II in the application, understanding there may be modifications following study results. In the event the feasibility study reveals Phase II is not achievable or the current leadership is not interested in moving the project forward, project leads are required to consult CSF staff and submit relevant close-out materials. If Phase II is not pursued, the CSF gains the rights to use information present in the feasibility findings report (and other close-out materials) to inform future projects that may help accomplish intended aims.
- Any non-compliance with the above terms and conditions will result in suspension of funding.

ARTICLE 5 – ACCOUNTABILITY, RECORDS, AND REPORTS

Section 5.1 – Accountability to the Student Body

The CSF shall be accountable to the student body to the greatest extent possible, and therefore shall:

- Make its records available to the public, including project funding decisions;
- Utilize creative mechanisms to engage the larger student body in setting funding priorities; and
- Publicly post a report in various possible creative formats (e.g., zine) to give updates on the accomplishments of the CSF's outreach and grantmaking missions at the frequency of one to two years.

Section 5.2 – Accountability of Projects

The CSF staff will keep the Committee updated on the status of the Fund's active projects. If a project is deemed by the Committee to not be making satisfactory progress based on the project timeline, the Committee can determine a course of action on a case by case basis. Project close-out reporting must include details on spending of all funds and the level and ways students were engaged and involved in project implementation. Upon review of the report, the CSF Program Director shall judge whether the funds were spent within the scope of the project. If the CSF Program Director feels the funds were spent outside of the project scope, the CSF Program Director may recommend that the Committee require return of the funds.

The CSF Program Director/Committee reserve the right to re-evaluate projects and retract funding if satisfactory progress is not made based on the project timeline, or if projects undergo significant changes in scope. Funding may be retracted upon deliberation and voted on by the Committee or at the discretion of the CSF Program Director.

Section 5.3 – Records and Reports

The CSF must keep:

- Minutes of all Committee meetings indicating their time and place, the names of those present, and the proceedings thereof;
- Adequate and correct books and records of CSF financial accounts;
- Record of projects selected each year and the funds allocated to each;
- Reports made back to the CSF on project updates, completed projects and all annual reports received from projects with ongoing benefits; and
- Copies of all yearly or biennial reports issued by the CSF.

ARTICLE 6 – ANNUAL CSF FUNDING

Section 6.1 – SAF Reapplication

The CSF Program Director, Associate Program Director, and Committee Co-Chairs will determine a budget request and budget questionnaire for the SAF Committee that is in line with CSF's mission and requirements (*Reference Section 4.2*). The CSF Program Director will be primarily responsible for the financial reporting aspects of the document. The Committee must approve the proposed budget and questionnaire language before their submission to the SAF Committee. The CSF Associate Program Director and Committee representatives will be responsible for attending the SAF orientation and budget hearings. They will be jointly responsible for advocating for the CSF budget and mission statement.

Section 6.2 – Funding from other Campus Entities

To the extent possible, the CSF will work to develop strategic partnerships with other groups on campus for funding and in-kind support. A Memorandum of Understanding between the CSF and the relevant campus entity providing additional funding (e.g., STF) will be developed to outline the nature of this relationship and any stipulations. The outside funding and MOU must be approved by the Committee.

Section 6.3 – Donations & Grants Received

Donations & grants received by the CSF will be allocated at the Committee's discretion unless otherwise requested by the donor.

ARTICLE 7 – AMENDMENT OF BYLAWS

Bylaws will be reviewed by the committee and CSF staff each year to maintain continued relevance. A two-thirds (2/3) majority vote by the voting members of the existing Committee may amend, create, or

repeal portions of these bylaws, unless doing so would materially and adversely affect the mission of the CSF.