

# **BYLAWS OF THE WELLNESS FUND ADVISORY COMMITTEE**

## **MISSION STATEMENT**

UC Berkeley will prioritize an equitable culture of wellness in which every body feels supported and services provided are inclusive and accessible.

## **TABLE OF CONTENTS**

### **Article 1 – Membership**

- 1.1 Powers and Voting
- 1.2 Duties of the Committee
- 1.3 Member Number and Representation
- 1.4 Terms of Office
- 1.5 Member Qualifications
- 1.6 Member Replacement
- 1.7 Conflict of Interest

### **Article 2 – Operating Procedures & Meetings**

- 2.1 Officers
- 2.2 Quorum
- 2.3 Proxies
- 2.4 Ties

### **Article 3 – Allocations of Funds & Project Selections**

- 3.1 Funding Priorities
- 3.2 Definition of Project
- 3.3 General Requirements for Proposed Projects
- 3.4 Timeline For Proposal Process
- 3.5 Project Proposals That Must Be Requested As Loans
- 3.6 Additional Project Criteria at Discretion of Committee
- 3.7 Other Rules Governing Wellness Funds
- 3.8 Restricted Uses of Funding

### **Article 4 – Changes in the Wellness Fund Amount**

- 4.1 Increases due to Inflation
- 4.2 Decreases in Fee
- 4.3 Maintenance of Fee

### **Article 5 – Accountability, Records & Reports**

- 5.1 Wellness Fund Advisory Committee's Accountability To The Student Body
- 5.2 Reporting Lines
- 5.3 Accountability of Projects
- 5.4 Records and Reports

### **Article 6– Adoptions & Amendments**

## **ARTICLE 1 – MEMBERSHIP**

## **SECTION 1.1 – POWERS AND VOTING**

The Wellness Fund Advisory Committee has authority over the Wellness Fund. A simple majority of the Committee's voting membership is required to make funding and any other official decisions, except as provided for elsewhere in these bylaws. Apart from their normal function as a part of this committee, a member has no individual authority to act on behalf of the Committee unless otherwise indicated elsewhere in these bylaws.

## **SECTION 1.2 – DUTIES OF COMMITTEE**

The Wellness Fund Advisory Committee is the decision-making body for the Wellness Fund. The Committee's primary responsibility is to carry out the will of the students as articulated through the Wellness Initiative Fee Referendum 2015. The Committee will solicit student opinion and feedback and reevaluate budget priorities accordingly.

In addition to carrying out the specific projects outlined in the Referendum, the Committee will open appropriate portions of the fee to a grant process. The Committee makes recommendations as to which projects receive funding with the grant funds, approve changes to grant awards, and guide the general direction of Wellness Fund. The Wellness Fund Advisory Committee also employs, discharges, supervises, and prescribes the duties of all staff and interns of the Wellness Initiative Fee.

It shall be the duty of the voting Committee members to:

- I. Deliver on all promises made in the 2015 Wellness Initiative Fee Referendum by the end of the Fee's lifetime (Spring 2045)
- II. Attend all committee meetings
- III. Set strategic priorities on an annual basis with a mid-year check-in
- IV. Review grant applications and recommend a responsible allocation of funds.
- V. Recommend annually whether the Wellness Fund will increase an additional 3% or decrease as in accordance with Article 4.
- VI. Vote on issues that require committee approval including but not limited to: project adjustments, accountability measures, and hiring processes.
- VII. Provide feedback to and help support all Wellness Fund partners and grantees

It shall be the duty of the non-voting Committee members to:

- I. Attend committee meetings
- II. Provide advice and background information to the committee during general committee meetings, the grant review process, and any other important decision-making junctures
- III. Provide feedback to the committee on issues that require committee approval including but not limited to: project adjustments, accountability measures, and hiring processes

- IV. Provide advice when determining annual potential inflation increases as in accordance with Article 4
- V. Provide feedback to and help support all Wellness Initiative Fee partners and grantees

### **SECTION 1.3 – MEMBER NUMBER & REPRESENTATION**

The Wellness Fund Advisory Committee shall consist of nine students and up to nine non-students, as follows:

#### **Voting Members**

- I. Four Associated Students of the University of California (ASUC) representatives appointed by the Academic Affairs Vice President (AAVP) including:
  - A. The ASUC AAVP or their designee
  - B. At least one ASUC Senator
- II. Four Graduate Assembly (GA) representatives appointed by the Campus Affairs Vice President (CAVP)
- III. One Committee on Student Fees (CSF) Representative

#### **Non-Voting Members**

- I. One University Health Services (UHS) Administrative Representative
- II. One Rec Sports Administrative Representative;
- III. One Disabled Students Program (DSP) Administrative Representative;
- IV. One Center for Educational Equity and Excellence (CE3) Administrative Representative
- V. One Representative from the Campus Budget Office
- VI. One designee appointed by the Chancellor's designee

Additionally the Committee shall invite experts/guests to provide information and expertise as needed. Representatives to the Committee shall be selected by the enumerated organizations and campus units in accordance with their own bylaws, policies, and procedures and accepted without discrimination on the basis of gender identity, race, ethnicity, national origin, culture, sexual preference, class, disability, age or lifestyle.

### **SECTION 1.4 – TERMS OF OFFICE**

The Wellness Fund Advisory Committee must convene to set Strategic Priorities before RFPs are sent out. Voting Committee members may serve no more than two years as voting members but the total number of terms they may serve in non-voting capacities is not limited. The Wellness Coordinator will contact the appointing representative bodies for Committee member nominations. The appointing bodies will determine their own process of appointment including the definition of a term.

### **SECTION 1.5 – MEMBER QUALIFICATIONS**

All Student members of the Wellness Fund Advisory Committee must be registered (full or part-time) UC Berkeley students or on filing fee status during their term of office. Students graduating at the end of the spring semester or a subsequent summer session are still eligible for committee membership, even though their student status may

technically expire before the end of summer. Staff members of the Wellness Fund Advisory Committee must be currently employed by UC Berkeley; faculty may be currently employed or emeritus.

#### **SECTION 1.6 – MEMBER REPLACEMENT**

A Committee member may be removed by unanimous vote of the other Committee members for unjustifiable absences, conflict of interest, or other appropriate reasons. 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.

Unjustifiable absences will be defined as missing greater than 30% of the total committee meetings each semester, or as determined by a majority of the Committee.

#### **SECTION 1.7 – CONFLICT OF INTEREST**

The Wellness Fund Advisory 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 make public all campus groups and organizations of which they are a member and the Committee will determine if a conflict of interest exists. The Committee members should recuse themselves from voting on grant allocations for projects for which they are a primary sponsor or author. 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 – OPERATING PROCEDURES AND MEETINGS**

#### **SECTION 2.1 – OFFICERS**

The Wellness Fund Advisory Committee shall have two officers, a Chair and a Vice Chair. The Chair shall preside at all meetings of the Wellness Fund Advisory Committee, acting as facilitator and holding meetings to the agenda in a timely fashion. The Chair shall also coordinate and approve meeting agendas in collaboration with the Wellness Coordinator. The Chair must be a Student member of the Wellness Fund Advisory Committee.

The Vice Chair will assist the Chair with their duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair may be any member of the Wellness Fund Advisory Committee.

At the beginning of each term of office, the Wellness Fund Advisory Committee will take nominations and volunteers for Chair and Vice Chair. Candidates for Chair will be selected first, by majority vote of the Committee. After the Chair has been selected, the Committee shall select the Vice Chair by majority vote. Defeated candidates for Chair are eligible to run for Vice Chair, and candidates for both positions are eligible to vote in these elections.

The Chair and Vice Chair shall hold office for one term which is equivalent to one full calendar year; though with committee approval a Chair or Vice Chair can serve another term.

A Chair or Vice Chair may be removed by a  $\frac{2}{3}$  vote of the Committee.

#### **SECTION 2.2 – QUORUM**

Quorum shall be defined as more than 50% of all voting members, so 5 or more voting members. All voting procedures shall operate normally if quorum is reached. If quorum is not reached, the meeting shall adjourn until enough voting members are present.

Greater than 50% of voting members must be in favor to pass resolutions on financial matters, regardless of quorum. A person may be considered present if they are an active participant of the conversation (i.e. telephone or skype acceptable).

Proxies of voting members shall be considered valid voting members.

#### **SECTION 2.3 – PROXIES**

Voting and non-voting members may designate proxies in their place if they are unable to attend the meeting. Proxies will serve as a representation of the original member. Proxies of voting members may vote at the discretion of their original Committee member.

#### **SECTION 2.4 – TIES**

Any ties in voting shall be resolved through a process at the discretion of the Chair (see Section 2.1).

### **ARTICLE 3 – ALLOCATIONS OF FUNDS & PROJECT SELECTIONS**

#### **SECTION 3.1 – FUNDING PRIORITIES**

As stated in Section 1.2, The Committee's primary responsibility is to carry out the will of the students as articulated through the Wellness Initiative Fee Referendum 2015. As such the following measures must be prioritized in funding recommendations made by the committee:

- I. Ensuring the mandatory return of one-third ( $\frac{1}{3}$ ) of fee revenue to financial aid in accordance with campus policy to help offset the cost of this fee for the neediest students who are eligible for campus-based financial aid;
- II. Extending UHS hours of operation for select departments during impactful times for students;
- III. Instituting behavioral care model at UHS involving the integrations of mental health counselors into primary care clinics;
- IV. Enacting new wellness services that deliver, at a minimum;
  - A. Cardio, Strength Training, & Multi-Purpose Spaces,
  - B. Relaxation, Yoga & Meditation spaces,
  - C. Health Classes on topics including nutrition, stress management, and well being;

- V. Enable diversity student wellness programs for underserved student populations including, but not limited to;
  - A. Students of color,
  - B. Veterans,
  - C. International students,
  - D. LGBTQIA communities, and
  - E. Students with disabilities;
- VI. Employ a Confidential Care Advocate on an ongoing basis; or otherwise support advocacy staff and services to work with survivors and spearhead educational initiatives with guidance from student survivors and any office centered on gendered violence, prevention, education, and survivor services;
- VII. Engage in fundraising efforts and implement strategies to offset student costs for new services and coordinate such efforts with other campus stakeholders;
- VIII. Maintain high quality and inclusive RecSports facilities and programs accessible for all students.

Additionally, the Wellness Fund Advisory Committee will always put student funding needs at the forefront of any funding activities as the Fee is collected as student fees.

### **SECTION 3.2 – DEFINITION OF PROJECT**

A “Project” is defined as an effort that is selected and funded by the Wellness Fund Advisory Committee after participating in an application process. “Projects” do not include funding for UHS hours of operation, the UHS integrated care model, continued RSF services as laid out in the 2015 Referendum, the waiving of the \$10 RSF membership fee, and the Sexual Violence Survivor Advocate.

### **SECTION 3.3 – GENERAL REQUIREMENTS FOR PROPOSED PROJECTS**

All projects to be considered for Wellness Funding must meet the following criteria:

- I. Projects must directly address improving a culture of wellness for the students at UC Berkeley. All proposed projects must have a clearly defined, measurable outcome.
- II. Project proposals may be submitted by UC Berkeley students, staff, and faculty. Individuals and organizations outside of UC Berkeley may not submit proposals. All Projects must have at least one UC Berkeley student co-sign their proposal.
- III. Projects shall have received all necessary written approval by appropriate campus officials prior to consideration.
- IV. Wellness Funding will not support projects already mandated by law or UC Berkeley policy directive (e.g., standards for new building construction), since UC Berkeley is already obliged to allocate funds for such projects. The Wellness Fund will fund projects which go above and beyond minimum requirements and that are unable to gain funding from other sources.
- V. All projects must have two designated points of contact to the Committee reachable by email throughout Fall, Spring, and Summer semesters.
- VI. All projects are expected to submit a mid-year progress report and end-of-year final report. These reports shall include questions regarding spending-to-date, if the project is on schedule, as well as any changes in

the process and their justifications. Projects are expected to maintain all financial records and receipts as the Committee holds the right to audit any project.

- VII. Projects must attribute credit to the Wellness Fund as a funding source and all marketing materials must include the approved Committee marketing logos.
- VIII. Funded projects must make an effort to choose sustainable and environmentally friendly options.

#### **SECTION 3.4 – TIMELINE FOR PROPOSAL PROCESS**

The annual proposal process will take place after the Annual Strategic Planning Retreat within the Fall semester. Proposals will be vetted and awards given in such a fashion that funding is available to projects during the Spring semester.

#### **SECTION 3.5 – PROJECT PROPOSALS THAT MUST BE REQUESTED AS LOANS**

Many projects may result in cost savings or revenues to the person or group submitting the project proposal to the Wellness Fund Advisory Committee. Where reasonable and at its discretion, the Committee may require that all or part of the project funding be dispersed as a loan (instead of a grant) to be repaid to the Wellness Fund over a reasonable time period. This time period will be negotiated by the Wellness Fund Advisory Committee and the person or group proposing the project, before funds are awarded. In exceptional cases, the Committee also has the authority to negotiate that a portion of all subsequent revenues (after the loan has been repaid) shall go into the Wellness Fund.

#### **SECTION 3.6 – ADDITIONAL PROJECT CRITERIA AT DISCRETION OF COMMITTEE**

The Wellness Fund Advisory Committee may determine additional requirements or preferences for each year's funding cycle, provided that these additional criteria are:

- I. Consistent with the overall mission of the Wellness Fund.
- II. Consistent with the requirements and preferences outlined in these Bylaws.

For voting requirements on funding matters see Section 2.2

#### **SECTION 3.7 – OTHER RULES GOVERNING WELLNESS FUNDS**

- I. Any funds not allocated in a given year shall remain in the Wellness Fund account for future use.
- II. Funds allocated to a project that are not spent within the project timeframe shall be returned to the Wellness Fund Advisory Committee for reallocation, unless the project has submitted and received Committee approval for a timeline adjustment.
- III. If funds are invested it must be done so in a socially responsible manner.
- IV. Funds may be given to projects on a one-time or recurring basis at the discretion of the Committee and the Chancellor's delegate.
- V. Wellness Funds are not to be used or reallocated for purposes other than those described in this document unless pre-approved by the Committee.
- VI. The Wellness Fund Advisory Committee shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in the Wellness Fund account.
- VII. Committee holds the right to withhold funding as well as pursue other relevant sanctions if any funds are mismanaged with respect to the rules outlined in this document or at the discretion of the Committee.

- VIII. The Wellness Coordinator and Committee Chair should be made aware of any changes made to the original project proposal or changes to the funding allocation. Changes beyond 30% or \$5,000 would be reported to the Committee and require an approval from the Wellness Fund Advisory Committee.

### **SECTION 3.8 – RESTRICTED USES OF FUNDING**

Wellness Funding shall not be given under any circumstances to supply:

- I. Alcoholic beverages or any illegal substances.
- II. Marketing materials that do not contain approved Wellness Fund logos

## **ARTICLE 4 – CHANGES IN WELLNESS INITIATIVE FEE AMOUNT**

### **SECTION 4.1 – INCREASES DUE TO INFLATION**

The portion of the fee dedicated to health care related services will be increased annually according to the Price Waterhouse Healthcare rate of inflation. The remaining portion of the fee, including the \$92 to support existing RSF programs and services, will be increased annually to adjust for inflation according to the applicable Consumer Price Index.

In addition, either portion of the fee may be increased up to an additional 3% per year based on the recommendation of the Wellness Fund Advisory Committee, subject to review by the Chancellor's Advisory Committee on Student Services and Fees and the Chancellor's approval, in order to sustain the same level of services.

### **SECTION 4.2 – DECREASES OF THE FEE**

The Wellness Fund Advisory Committee can also recommend a decrease in the fee -- subject to review by the Chancellor's Advisory Committee on Student Services and Fees and the Chancellor's approval -- if the same level of services costs less than the adjusted inflation.

Additionally, if other sources of funding are acquired that maintain services promised by the Wellness Initiative Referendum 2015, the Wellness Fund Advisory Committee may propose a decrease in the Fee.

## **ARTICLE 5 – ACCOUNTABILITY, RECORDS AND REPORTS**

### **SECTION 5.1 – WELLNESS FUND ADVISORY COMMITTEE'S ACCOUNTABILITY TO THE STUDENT BODY**

The Wellness Fund Advisory Committee shall be accountable to the student body and therefore shall

- I. Make all its records available to the public via the Wellness Fund Advisory Committee website and annual report to the Student Fee Referendum Committee.
- II. Issue a Wellness Fund Advisory Committee Bi-Annual Report of its activities to the ASUC Senate, the Graduate Assembly, Committee on Student Fees, Chancellor's Advisory Committee on Student Services and Fees and the public.

## **SECTION 5.2 – REPORTING LINES**

The Wellness Fund Advisory Committee is housed under the Associated Students of the University of California and Graduate Assembly. The Committee serves as an advisory body to the Chancellor and/or the Chancellor's designee.

## **SECTION 5.3 – ACCOUNTABILITY OF PROJECTS**

As stated in Section 3.2, all projects receiving funding from the Wellness Fund must:

- I. Assign two points of contact to the Committee who are available by email throughout Fall, Spring, and Summer semesters
- II. Submit a Mid-Year Progress Report detailing funding spent to-date along with the general progress of the project and justifications for any deviations from its original proposal (see Mid-Year Report Guidelines document). Portions of this Progress Report will be made into a comprehensive and publicly released report by the Committee
- III. Submit an End-of-Year Report (see End-of-Year Report Guidelines document). Portions of which will be made into a comprehensive and publicly released report by the Committee. Upon review of the Final Report, the Wellness Fund Advisory Committee shall judge whether the funds were spent within the scope of the project. If the Committee feels the funds were spent outside of the project scope, the Committee may recommend that projects return some or the entire grant funds to Wellness Fund.
- IV. Communicate to the Wellness Coordinator and Committee Chair any changes made to the original project proposal or changes to the funding allocation that are beyond 30% of the allocated funding or \$5000.
- V. Maintain all financial records and receipts as the Committee holds the right to audit a project at any given time.
- VI. Utilize approved Wellness Fund branding logos on all advertisement materials (e.g. flyers, brochures)
- VII. Projects that fail to submit the required documentation by the set deadlines may not be eligible to apply for and receive future funds from Wellness Fund. The Wellness Fund Advisory Committee also may require such projects to complete additional reporting processes.

## **SECTION 5.4 – RECORDS AND REPORTS**

The Wellness Fund Advisory Committee must keep on record:

- I. Minutes of all meetings of the Wellness Fund Advisory Committee indicating the time and place of holding such meetings, the names of those present, and the proceedings thereof.
- II. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
- III. All abstract submissions and grant applications received each year.
- IV. Records of projects selected each year and the funds allocated to each.
- V. Updates, posters, and reports submitted by Wellness Fund funded projects and all mid-year and end-of-year reports received from projects with ongoing benefits.
- VI. Copies of all annual reports which the Wellness Fund Advisory Committee has issued to the ASUC Senate, the Graduate Assembly, the Committee member appointing bodies, and the Student Fee Referendum Committee.

## **ARTICLE 6 – AMENDMENT OF BYLAWS**

A two-thirds (2/3) vote of all voting members of the existing Wellness Fund Advisory Committee may amend, create, or repeal portions of these Bylaws, unless doing so would materially and adversely affect the mission of Wellness Initiative Fee.

*Wellness Fund Advisory Committee Bylaws Version 2*

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