

Appendix B:
Sample Bylaws: Student Sustainability Committee (SSC)
University of Illinois Urbana-Champaign

Campus Green Fund Implementation Guide

Association for the Advancement of Sustainability in Higher Education (AASHE)
In Partnership with: the Campus Green Fund Collaborative

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Article I – Committee Structure

These bylaws pertain to the Student Sustainability Committee (henceforth “SSC”) at the University of Illinois at Urbana – Champaign (henceforth “Illinois”).

1.1 SSC is a funding board comprised of ten voting student members, five ex officio non-voting staff members, and six appointed non-voting faculty members.

1.2 SSC is responsible for allocating funds generated by two student fees (as described in Section 2.1). SSC proposes funding recommendations to the Director of Center for a Sustainable Environment (henceforth “CSE”) for final approval.

1.3 Students are appointed by the Illinois Student Senate and serve a one-year term.

1.4 Faculty and staff ex officio members are appointed by the Director of CSE and serve a one-year term.

1.5 Administrative support including the Program Advisor, accounting, and marketing is provided by Student Programs and Activities Office in the Illini Union.

1.6 SSC is a duly established campus committee..

Article II - Charge

SSC is formed for the following purposes:

2.1 To explore the options for the use of the two student fees established in Spring 2003 and 2007 to improve sustainability in accordance with their specified mandates: a.

Clean Energy Technologies fee – “To purchase cleaner energy technologies for campus including solar, wind, hydrogen, and geothermal projects, energy efficiency purchases, and the purchase of renewable energy from non-University producers.”

b. Sustainable Campus Environment fee – “ To help establish a sustainable campus environment by financing initiatives such as green buildings, engagement of the university community, recycling, energy efficiency, and environmentally responsible purchasing.”

2.2 To review and recommend projects to be funded by the student fees. These projects can be:

a. Identified through the application process (as described in Section 8.1)

b. Suggested by committee members, students, faculty, staff, or colleagues

c. Requested by campus leadership

d. Drawn from the Climate Action Plan (iCAP)

2.3 To discuss, when appropriate, the feasibility of proposed projects with the Division of Facilities and Services (F&S), Illinois faculty, and other available resources. Prior to final recommendation on projects, campus units that submit proposals or initiatives should be referred to F&S, CSE, and/or other appropriate units relevant to:

a. Review of impact on campus sustainability goals

b. Relationship of project to ongoing or planned campus infrastructure projects

c. Impact of the project on campus goals in addition to its impact on sustainability

d. Input from appropriate stakeholders

e. Design considerations

2.4 Prior to SSC final recommendations on projects, campus units that submit proposals or initiatives should be referred to Facilities and Services or other appropriate units relevant to:

- a. Planning costs
- b. Design costs
- c. Construction costs
- d. Additional maintenance, administrative, or oversight costs

2.5 To work with the Program Advisor to monitor and publicize the progress of projects granted monies by SSC.

Article III - Membership

3.1 SSC will be composed of the following:

- a. Ten student members
- b. Six faculty members
- c. Five ex officio members
 - 1. One representative from the Division of Facilities and Services (F&S) – Environmental Compliance
 - 2. The F&S Deferred Maintenance Coordinator
 - 3. The F&S Sustainability Coordinator
 - 4. The Director of CSE
 - 5. One representative from the Illini Union

3.2 Appointment Process. Student committee members are appointed through an application process managed by the Illinois Student Senate in consultation with SSC and overseen by the Office of the Vice Chancellor for Student Affairs.

a. Student committee members are selected by the Illinois Student Senate Committee on Appointments, in consultation with SSC and vetted by both the Office of the Vice-Chancellor for Student Affairs and CSE.

i. A minimum of three of these members must be graduate or professional students.

ii. The Illinois Student Senate will be asked to select members such that graduation dates are staggered, so as to preserve SSC's institutional memory.

iii. The Office of the Vice Chancellor for Student Affairs and CSE shall not designate any proxies for the vetting process without notifying SSC. Furthermore, because the Illini Union employs the SSC Program Advisor, no representatives from the Illini Union shall not be involved at any stage in this process.

b. Appointments will be assigned at the end of the spring term and prior to the start of a new academic year.

3.3 If a student committee member is unable to complete their one-year appointment, they may be replaced by an alternate, from a list previously provided by the Illinois Student Senate.

3.4 Faculty members are selected by SSC in consultation with the Director of CSE.

Faculty members are expected to provide expertise in one of the following six areas:

- a. Green and Energy-Efficient Buildings
- b. Sustainable Planning / Sustainable Design
- c. Local Foods and Sustainable Agriculture
- d. Natural Ecosystems
- e. Sustainable Engineering / Renewable Energy
- f. Other Dimensions of Sustainability (especially Social Sustainability)

3.5 Ex officio staff members are selected by SSC. These members are expected to provide expertise for their role in the University:

- a. The F&S Environmental Compliance Representative: This member shall provide expertise related to university and state environmental regulations, policies, and procedures.
- b. The F&S Deferred Maintenance Coordinator: This member shall provide information regarding the deferred maintenance needs on campus such as improved electrical service, ventilation, building envelopes, etc. This member shall also keep the committee up to date on planned or ongoing deferred maintenance projects.
- c. The F&S Sustainability Coordinator: This member shall provide insight to the processes and procedures required for project passage through F&S. This member shall also provide updates on ongoing sustainability projects on campus.
- d. The Director of CSE: This member shall provide expertise regarding sustainability.
- e. The Representative from the Illini Union: This member shall provide expertise on university policies and procedures regarding campus committees.

3.6 Committee Membership Terms. The term of office shall:

- a. Begin the day after the conclusion of the summer term
- b. End at the conclusion of the summer term the following year
- c. Students members must follow the process as outlined in Section 3.2 in order to be reassigned.
- d. Faculty and staff members must be reviewed and renewed annually. The voting members retain the right to change the faculty/staff structure with a vote.

Article IV – Committee Officers

4.1 The members of SSC shall, at the beginning of each academic year, elect from their voting membership a chair, treasurer, and secretary.

4.2 Duties of the officers:

- a. The Chair of SSC conducts all meetings, sets the agenda, manages committee correspondence, works with campus administrators as needed, approves and signs funding allocations, acts as the face and voice of SSC and carries out other duties necessary to fulfill the function of SSC. The chair is a non-voting member, unless a vote is tied in which case, s/he will cast the deciding vote.
- b. The Treasurer serves as the Finance Sub-Committee Chair, reviews monthly account updates, works with the Program Advisor to monitor Environment and Technology Fee income and project expenditures and loan repayments, and approves and signs funding allocations.
- c. The Secretary takes attendance at the beginning of each meeting and records and distributes the minutes of each meeting at least 48 hours before the next meeting to allow voting members adequate time to review before voting to approve. The Secretary works with the Program Advisor to ensure maintenance of a contact list of all members of SSC, website updates, and that adequate project documentation is maintained.

4.3 In the event that a position is not filled, its responsibilities will fall to the Chair, or to a person appointed by the Chair.

4.4 SSC may, at any time, reassign officer responsibilities by a simple majority vote, to take best advantage of the skills and interests of its members.

Article V - Operational Procedures of SSC

5.1 Meetings. Meetings are initiated by the Chair of SSC. In the absence of the Chair, the Vice-Chair may call the meetings. Any member of SSC may request that the Chair call a special meeting. A quorum is necessary to call a meeting if the chair refuses to call a meeting for some reason.

a. Meetings shall be held on weekdays, during the Fall and Spring semesters, when classes are in session.

b. Special meetings can be called on days when classes are in session with a notice of at least 48 hours.

c. Every effort shall be made to schedule meetings of SSC at the convenience of all the members.

5.2 SSC may conduct business at a meeting when a quorum and two (2) faculty/staff members are present. Quorum is a simple majority of SSC's current voting membership, except as provided for elsewhere in these bylaws. "Present" includes both physically present at the meeting site, or participation through telephonic or video conferencing technology; it does not include email or other non-personal technology.

5.2.1 If a quorum is not present, SSC may have a working session but may not adopt positions or other motions. All motions must be made by a voting member and seconded by another voting member.

5.3 The Secretary is required to take attendance at all meetings.

5.4 SSC must approve the minutes of the previous session before moving to any other business.

5.5 Voting. Voting procedures will consist of the following standing rules:

a. Any voting member may move to make a motion or make modifications of a motion

b. The Chair will announce the motion and ask if anyone would like further discussion

c. The Chair will then ask for committee members to vote

d. The motion and total number of yeas, nays, and abstentions shall be recorded by the Secretary or the Chair if the Secretary is not present

e. A voting threshold for passing any motion requires a simple majority vote of quorum.

f. Only student members may vote.

g. Committee members not able to attend a meeting are allowed to appoint a proxy to comment and vote in their place. The proxy must be identified at least 48 hours prior to the meeting via written or electronic notice to the Chair.

5.6 All members are required to reveal any possible conflicts of interest when considering a proposal, e.g., past or current membership in the group submitting the proposal, financial or other benefit resulting from award or denial of the

proposal, etc.. In the event of a conflict of interest, a member may participate in deliberations but may not vote.

Article VI – Voting Committee Membership Responsibilities and Duties

6.1 Attendance. All members of SSC are expected to attend all full committee meetings

a. A member may miss no more than three (3) meetings during the appointment year.

b. If a member is unable to attend a meeting, he/she is expected to notify the Chair at least forty-eight (48) hours in advance.

c. A member who is unable to attend a meeting is still expected to perform all work required of him/her for that meeting.

d. If a member should be absent for two (2) meetings, the chair shall notify the member of his/her absences.

6.2 Duties. The duties of the voting members are to:

a. Attend all full committee meetings

b. Select which projects receive funding during application review

c. Vote on issues which require committee approval

d. Provide feedback to and help support all grantees

6.3 Subcommittees/Working Groups. All members of SSC are expected to engage in at least one Subcommittee and one Working Group in support of SSC's activities and campus sustainability.

6.4 Removal. SSC may, by a majority vote, remove a Committee member who demonstrates an inability to perform the duties of membership.

a. Any student member who is no longer registered at the University of Illinois forfeits his/her membership on SSC.

b. A non-student member no longer employed by the University of Illinois forfeits his/her membership on SSC.

c. After three absences, SSC may remove a member by a majority vote.

Article VII – Non-Voting Membership Responsibilities and Duties

7.1 Attendance. All members of SSC are expected to attend all full committee meetings

a. A member may miss no more than three (3) meetings during the appointment year.

b. If a member is unable to attend a meeting, he/she is expected to notify the Chair at least forty-eight (48) hours in advance.

c. A member who is unable to attend a meeting is still expected to perform all work required of him/her for that meeting.

d. If a member should be absent for two (2) meetings, the chair shall notify the member of his/her absences.

e. A member may designate a proxy to attend in his/her absence for any and all meetings.

7.2 Duties. The duties of the non-voting members are to:

- a. Attend full committee meetings
- b. Provide advice and background information to the committee during the grant review
- c. Provide feedback to the committee on issues which require committee approval
- d. Provide feedback to and help support all grantees

7.3 Subcommittees/Working Groups. Faculty and ex officio staff members are encouraged to join at least one subcommittee or working group, however, they are limited to two subcommittees, working groups, or a combination of both.

7.4 Removal. SSC may, by a majority vote, remove a non-voting committee member who demonstrates an inability to perform the duties of membership.

Article VIII – Committee Project Funding and Tracking

8.1 Funding cycles. SSC shall publish one open application each semester.

a. The application shall be updated at the beginning of each term in accordance with the Sustainable Campus Environment fee and the Cleaner Energy Technologies fee mandates, and to incorporate new requirements recommended by the previous committee.

b. SSC may directly invite projects of interest, or establish additional restricted application programs on specific topics of interest to SSC. Such projects may be evaluated on a rolling basis. These programs may not represent more than three-quarters of the total annual funds expended by SSC, and must be in accordance with the requirements of the Sustainable Campus Environment fee and the Cleaner Energy Technologies fee.

c. The application process is to be carried out in two stages, where initial letters of inquiry are to be solicited and evaluated, from which certain full proposals are invited. SSC reserves the right to directly invite a full proposal of interest from a Unit.

d. SSC must inform all unsuccessful applicants of the reason their request was rejected.

e. SSC may not allocate more than one – half of total annual revenue to support a single project.

8.2 Project Funding. Each committee member and faculty mentor shall review each proposal received.

a. A majority vote will decide applicability.

b. A majority vote is required to approve funding levels.

c. All projects must be carried out on the Urbana-Champaign campus of the University of Illinois

d. Any grant or loan recommended by SSC requires the approval of the Director of CSE.

e. SSC may not allocate more than one-half of total annual revenue to support a single project.

f. SSC may choose to assist with project implementation but has no obligation to do so. All implementation steps, including following all relevant campus procedures are the obligation of the awardee.

8.3 Project Tracking. SSC is responsible for tracking all funded projects, and for ensuring that funds are spent appropriately.

a. All funded projects must provide semesterly progress reports and end of project reports. These reports must contain an accounting of funds spent on the project.

b. Problems with projects will be reported to SSC as a whole and reviewed by CSE. Continued problems with any project will be grounds for funding rescission.

c. CSE will arbitrate any contentious projects.

d. The Program Advisor will gather all documentation for project tracking purposes.

8.4 Annual Reviews: SSC must prepare and publish an annual review of all programmatic initiatives and funding.

8.5 Funding Rescission. Funding may be rescinded at any time by a majority vote of SSC after:

a. At least 3 attempts to contact the project leader and reconcile project differences

b. Project leaders have the right to address the committee prior to a rescission vote.

8.6 Funding Types. SSC can offer two types of funding in the form of interest-free loans and grants. The SSC Loan Program has been approved by the Office of the Chancellor. As a result of the recommendation of the University Office of Legal Counsel, loans agreements are made between the requesting unit and CSE.

a. The requirements and specifics of each will be determined before the application is released.

b. Both funding types will be open to students, faculty, staff, university departments and registered student organizations (RSOs). Community members and businesses may partner with University entities, but may not be leads on an application. However, committee funds may not be released to any non-University entity. Due to financial logistical requirements, student- and RSO-applicants must collaborate with a campus staff member or university department. No SSC funds shall be directly transferred to students or RSOs.

c. SSC will determine at the breakdown of funds between loans and grants each year, depending on demand for each funding mechanism and any other factor considered relevant by SSC.

d. In general, projects that generate revenue sufficient to repay a loan within 10 years will be considered for loans in preference to grants. Such projects are primarily expected to be, but are not limited to energy conservation. Projects that do not generate revenue (such as sustainable landscaping, education, etc) will be primarily considered from grants. All decisions on this will be made on a case-by-case basis, considering the ability and willingness of a unit to invest its own funds, availability of funds from external entities, and more. The SSC works with

units to formulate a mutually acceptable funding package that may comprise loans, grants or a mixture of both, if SSC chooses a project to support.

e. Loans to units must be signed off on by a supervising campus administrator at the level of Dean or higher. If a unit fails to repay a loan, all units that report to the administrator that had signed off on the loan become ineligible for any future SSC funds.

Article IX - Staffing

9.1 SSC may employ a full-time program coordinator, or other staff, No more than 5% of annual Committee funds may be spent on administrative overhead, including employment of a program coordinator.

9.2 SSC will employ a program coordinator in cooperation with the Illini Union, which will conduct the hiring process (this includes setting the criteria for employment, marketing the position and providing the necessary support for the hiring process). SSC will designate an individual to serve on the candidate search committee. The Illini Union retains the ultimate hiring and supervising authority.

9.3 SSC will transfer funds to the Illini Union annually in support of the position. Committee support of this position will be evaluated annually, with an option to extend funding for additional fiscal year cycles.

9.4 The primary responsibilities of the program advisor will be:

- a. To maintain all records of SSC's activities, communications, and funded programs.
- b. To ensure SSC funds are spent appropriately by awardees and that loan funds are returned as scheduled.
- c. To generate award documents for all committee-funded grants and loans.
- d. To administer and market the RFP process
- e. To collect progress reports and final reports from all on-going committee funded projects
- f. To market and raise awareness of SSC's activities and funded programs and projects
- g. To work with committee members to solicit and support the development of new projects of interest to SSC
- h. To support the activities of other student groups engaged in sustainability activities, as well as campus-wide sustainability programming
- i. To support sustainability efforts at the University of Illinois at Urbana-Champaign
- j. Fulfill other duties as outlined in the SSC-Illini Union Memorandum of Understanding and the Illini Union job description

Article X - Bylaws

10.1 SSC shall have the power to alter, amend, or appeal the Bylaws or adopt new Bylaws by a majority vote of SSC, provided that the Bylaws shall at no time

incorporate any provision inconsistent with the rules and regulations of UIUC or any applicable governmental law.

a. All revisions to the Bylaws shall be monitored and tracked for future Committees to review.

b. All revisions to the Bylaws will require the approval of the Director of the Of CSE, who may seek the opinion of his/her parent unit administrator.

c. Bylaws should be re-approved on an annual basis.