

**University of Illinois at Urbana-Champaign
Student Sustainability Committee (SSC) 2023-
2024 Bylaws**

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 no fewer than ten but no greater than eighteen voting student members, five ex officio non-voting staff members, and at least 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 the Institute for Sustainability, Energy, and Environment (henceforth “iSEE”) for initial approval. The Director of iSEE will forward a recommended list of projects and rationale for projects not approved to the Vice Chancellor for Student Affairs (VCSA) for final approval.
- 1.3 Student members are appointed to serve a one-year term. Appointment decisions are made by SSC members each Spring semester.
- 1.4 Faculty and ex-official staff members provide expertise for their role in the University.
- 1.5 Administrative support, including the Assistant Director and business support person is provided by the VCSA Office, per the terms and conditions established in the Memorandum of Understanding between the VCSA and SSC.
- 1.6 Additional oversight, marketing support, and sustainability expertise will be provided by iSEE, per the terms and conditions established in the Memorandum of Understanding between iSEE and SSC.
- 1.7 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 the 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 and student leaders.
- 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 the final recommendation on projects, campus units that submit proposals or initiatives should be referred to F&S, iSEE, 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 Before 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 Assistant Director to monitor and publicize the progress of projects allocated funds by the SSC.

Article III - Membership

3.1 SSC will be composed of the following:

- a. No fewer than ten and no more than eighteen student members (only currently enrolled students may be members).
- b. At least six faculty members.
- c. Five ex officio members.

1. One engineer from the Division of Facilities and Services (F&S).
2. The F&S sustainability contact.
3. The Director of iSEE, or designee.
4. The Associate Vice Chancellor for Student Success & Engagement, or designee.
5. The Chair of the Illinois Student Council Committee on Environmental Sustainability.
6. Others as needed.

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

- a. Student committee members are selected by the SSC and vetted by both the Office of the Vice-Chancellor for Student Affairs and iSEE.
 - i. Graduate and professional students can comprise no greater than 1/3rd of the voting committee members.
- 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.

3.4 Faculty members are selected by SSC in consultation with the Director of iSEE and the VCSA. Faculty members are expected to provide support and/or interest in one of the following areas:

- a. Environmental and Sustainable Justice.
- b. Sustainability Education.
- c. Student Engagement and Development.
- d. Green and Energy-Efficient Buildings.
- e. Sustainable Planning / Sustainable Design.
- f. Local Foods and Sustainable Agriculture.
- g. Natural Ecosystems.
- h. Sustainable Engineering / Renewable Energy.
- i. Other Dimensions of Student Sustainability (especially Social Sustainability).

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

- a. A Representative from F&S for Engineering: This member shall provide information on the engineering needs of the campus, such as improved electrical

service, ventilation, building envelopes, etc. This member shall also keep the committee up to date on planned or ongoing projects.

- b. A Representative from F&S for Sustainability: This member shall provide insight into the processes and procedures required for project passage through F&S. This member shall also provide updates on ongoing sustainability projects on campus.
- c. The Director of iSEE or designee: This member shall provide expertise regarding sustainability.
- d. The Associate Vice Chancellor for Student Success and Engagement or designee: This member shall provide expertise on university policies and procedures regarding campus committees.
- e. Chair of the Illinois Student Government Committee on Environmental Sustainability or designee: This member shall provide support in engaging with other student leadership and sustainability groups on campus.
- f. Others as needed.

3.6 Committee Membership Terms. The term of office shall:

- a. Begin the day after the conclusion of the spring term.
- b. End at the conclusion of the spring term the following year.
- c. Student members must follow the process as outlined in Section 3.2 in order to be reassigned to serve another term.
- 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 end of each academic year, elect from their voting membership a chair and three vice chairs: an internal vice chair, an external vice chair, and a communications vice chair. Officers are obligated to serve on SSC as a board member for at least one term before their officer position.

4.2 Duties of the officers:

- a. Chair of SSC
 - 1. 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.

2. The chair is a non-voting member unless a vote is tied in which case, they will cast the deciding vote. The committee will appoint three Vice Chairs. The vice chairs will work jointly to ensure the completion of the following duties, after the first meeting of the executive committee. Each will have its respective duties and the two chair positions will be regarded as being equal in status.

b. Vice Chair – Internal

1. Working Group Relations – Communicate with the working group chairs every month to discuss the progress of the working groups and answer any questions they may have. They will work with the chair to make sure the working group meetings take place on a regular basis and tasks are finished in a timely manner.
2. Bylaws – Ensures bylaws are updated and upheld with integrity at meetings.
3. Funding Guidelines – Work with the business support person to monitor fee income and project expenditures. Provide regular updates to the voting committee on current finances.
4. Other duties as determined by the chair.

c. Vice Chair — External

1. Working Group Relations – Communicates with Student Outreach Lead, Community Outreach Lead, and Professional Development Lead to ensure the needs of each group are being met.
2. Programming – In heavy coordination with Student Outreach Lead, Community Outreach Lead, and Professional Development Lead, plans all programming including, but not limited to, Quad Day, info sessions, collaborations with other campus entities, and Earth Week. (Promotion of these events is reserved for the Vice Chair-Communications.)
3. Representation – Serves as the SSC's representative on the various campus committees e.g. the Faculty Senate, Housing Sustainability Council, etc. Also handles interactions and presentations with Student Fee Advisory Committee and Campus Student Election Committee.
4. Approves and sign funding agreements.
5. Other duties as determined by the chair.

d. Vice Chair – Communications

1. Organizes regular meetings of the communications team. Determines necessary social media and publicity requirements and delegates tasks to communications project leads accordingly.

2. Promote dissemination of information to the student body through various means, collaborating with the Student Sustainability Intern, Student Affairs representatives, and the Outreach Chairs, as needed.
3. Other duties as determined by the chair.

4.3 In the event that an officer position is not filled, its responsibilities will fall to the Chair or a board member 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. The chair may have a vote on this decision.

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 any reason.

- a. Special meetings can be called on weekdays and weekends when classes are in session with a notice of at least 48 hours.
- b. 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. Designated proxies shall count toward members present for the purposes of quorum.

- a. If a quorum is not present, SSC may have a working session but may not adopt positions or other motions.

5.3 All motions must be made by a voting member and seconded by another voting member.

5.4 Attendance will be taken at all meetings either by the sustainability student intern or a designated board member.

5.5 SSC must approve the minutes of the previous session before moving to any further business. The minutes will be approved by the internal intern, or, if they are not present, by the Chair.

5.6 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 Student Sustainability Intern or designee as appointed by the Chair.
- 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 another SSC board member as a proxy to comment and vote in their place. The proxy must be identified prior to the meeting via written or electronic notice to the Chair. The absent committee member shall designate whether their proxy is a general proxy or a limited proxy.
 - i. A general proxy is given full power to vote during the meeting as the proxy sees fit during the meeting. Though their votes may be informed by prior conversation with the member they are representing, the proxy's vote is ultimately decided solely by the proxy.
 - ii. A limited proxy is given power only to vote on agenda items per the advance direction of the member they are representing. They may not deviate from the advance directions they have received and must abstain on any other votes.
 - iii. A committee member may designate a combination of limited proxy authority for certain agenda items and general proxy authority for any other agenda items that may arise.

5.7 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 the awarding or denial of the proposal, etc. In the event of a conflict of interest, a member may participate in the discussion but must abstain from deliberation and voting.

- a. A "conflict of interest" is defined as when a faculty, staff, or student member:
 - i. Is an applicant or financial contact listed on the funding request being considered. In this instance, the member must remove themselves from the SSC meeting location during deliberation and voting.
 - ii. Has a vested interest in the project being considered, even if not listed as a member of the project team.
 - iii. Is being considered for the specific leadership position within the Student Sustainability Committee being discussed.

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 two (2) meetings during an appointed semester. The internal intern is responsible for tracking attendance.
 - b. If a member is aware they are unable to attend a meeting, they are expected to notify the Chair and Assistant Director at least twenty-four (24) hours in advance, with the exception of extenuating circumstances.
 - c. A member may appoint a proxy for general meetings if they desire. For voting meetings, appointing a proxy is strongly encouraged for voting members who are unable to attend. To appoint a proxy, the member must notify the person they wish to be their proxy, as well as the Chair and Vice Chair Internal, twenty-four (24) hours in advance. A member may have no more than one proxy per meeting.
 - d. A member who is unable to attend a meeting is still expected to perform all the work required of them for that meeting.
- 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 that require committee approval.
 - d. Provide feedback to and help support all grantees.
- 6.3 Removal. SSC may, by a majority vote, remove a committee member who demonstrates an inability to perform the duties of membership. The Chair may have a vote in this decision.
- a. Any student member who is no longer registered at the University of Illinois forfeits their membership on SSC.
 - b. A non-student member no longer employed by the University of Illinois forfeits their membership on SSC.
 - c. After two unexcused 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. If a member is unable to attend a meeting, they are expected to notify the Chair at least twenty-four (24) hours in advance.
 - b. A member who is unable to attend a meeting is still expected to perform all work required of them for that meeting.
 - c. If a member should be absent for two (2) meetings, the Chair shall notify the member of their absences.
 - d. A member may designate a proxy to attend in their absence for any and all meetings per Section (5.6-g) of these Bylaws.
- 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 that require committee approval.
 - d. Provide feedback to and help support all grantees.
- 7.3 Subcommittees/Working Groups. Faculty and ex-official staff members are required to attend at least one working group meeting.
- 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 for projects requesting funds in excess of \$10,000 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. Applications must be submitted by the deadline approved by the Student Sustainability Committee. The full committee retains the ability to consider applications submitted after the deadline at their sole discretion.
- d. SSC must inform all unsuccessful applicants of the reason their request was rejected.
- e. Student-led projects requesting funds less than \$10,000 may be received and evaluated on a rolling basis.

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 or have a direct connection to campus affiliates.
- d. SSC may not allocate more than one-third of total annual student sustainability fees to support a single project.
- e. 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.
- f. After the SSC votes to approve a project, funding approvals will be processed by the signing authorities in a timely manner. SSC will transmit an agreement for each project via Adobe Sign for the Director of iSEE, VCSA, SSC Chair, project-led, financial-led, and, if applicable, the project advisor to sign. SSC expects this process to take no longer than 10 business days. Once all parties sign, the document will be published to all parties, and SSC will begin the funding process with the Student Organization Finance Center and the University Accounting and Financial Reporting Departments. Each project's financial contract is required to create a self-supporting CFOP for their individual project in a timely manner. Failure to do so may lead to loss of funding.

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. SSC retains full authority to rescind funds based on continued problems regarding violations of funding agreements or SSC Bylaws.
- c. The Assistant Director and business support person 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. The Chair and Program Coordinator will be jointly responsible for preparing this review.

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 may address the committee prior to a rescission vote.

8.6 Funding Types. SSC can offer funding in the form of grants.

- a. The requirements and specifics of a grant will be determined before the application is released.
- b. Grant funding 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 led on an application or direct recipients of committee funds.
- c. 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.
- d. The primary beneficiary of the funds must be a university entity.

Article IX - Staffing

9.1 SSC may employ a full-time assistant director, part-time business support person, or other staff. No more than 15% of annual committee funds may be spent on administrative overhead, including the employment of a program coordinator.

9.2 SSC will employ an assistant director in cooperation with the VCSA office. Student Engagement will oversee the hiring process for the position, but the SSC will be primarily responsible for setting the job description/criteria, salary range, and title in compliance with University policies. The SSC will also assist with marketing the position and have a driving role in the search and hiring process. The SSC will have representation on any search committees and have an opportunity to interview and provide

feedback on candidates. Student Engagement will be the hiring authority, though no final employment offer will be made without the approval of SSC.

9.3 SSC will transfer funds to the VCSA annually in support of the positions. Committee support of this position will be evaluated in concert with the terms of the Memorandum of Understanding between SSC, iSEE, and the VCSA.

9.4 The primary responsibilities of the Assistant Director for the SSC 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 Request for Proposal (RFP) process
- e. To collect progress reports and final reports from all ongoing committee-funded projects
- f. To market and raise awareness of SSC's activities and previously funded programs and projects
- g. To work with committee members to solicit and support the development of new projects of interest to SS
- 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. Provide oversight, guidance and onboarding to SSC Pro-Staff, SSC interns, Coordinator, etc.

9.5 The primary responsibilities of the Interns will be:

External Intern

- a. Scheduling social gatherings
- b. Facilitating interviews for prospective volunteers and interns
- c. Promote tabling events during the academic year
- d. Evaluating candidates for the SSC Board
- e. Provide comprehensive support to the outreach office in all of their endeavors to ensure the success of their outreach programs.
- f. Assist with operations with the Vice Chair External and Vice Chair Communications

Internal Intern

- a. Bookkeeping for funded projects.
- b. Tracking projects along their journey to project completion.
- c. Taking minutes and notes during official board and working group meetings.
- d. Working group Scheduling.
- e. Taking Committee attendance.
- f. Assist with operations with the Chair and Vice Chair Internal.

Article X - Bylaws

10.1 SSC shall have sole authority to alter, amend, or appeal the bylaws. New bylaws may be adopted by a majority vote of the SSC. All changes to 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 review of the Director of iSEE, who may seek the opinion of their parent unit administrator.
- c. iSEE will be provided with the draft bylaws for review, and any comments received within five business days will be addressed. After five business days, the bylaws will be forwarded to the VCSA for approval.
- d. Bylaws should be re-approved on an annual basis. All revisions to the bylaws will require the approval of the Vice Chancellor for Student Affairs.