

**THE**  
**CONSTITUTION**  
**OF THE**  
**UNIVERSITY OF KENTUCKY**  
**STUDENT SUSTAINABILITY COUNCIL**

## **PREAMBLE**

The Student Sustainability Council was formed to supervise the distribution of the Environmental Stewardship Fee (hereafter “ESF”) in order to responsibly advance the theory, practice and reality of Sustainability at the University of Kentucky. The Council has established and enforces this constitution in order to maintain transparency and accountability with regard to the distribution of the ESF.

## **ARTICLE I: NAME**

Student Sustainability Council (hereafter “SSC”).

## **ARTICLE II: MISSION STATEMENT**

The mission of the SSC is to oversee the ESF to promote a culture of sustainability at the University of Kentucky by (1) equipping students as educators, professionals and future leaders in the field of sustainability; (2) creating bonds between university departments, student groups and outside organizations; and (3) recognizing sustainability as a merger of environmental stewardship, economic equity, and social inclusion in a way that will have both immediate and long-term benefits.

## **ARTICLE III: MEMBERSHIP**

Any University of Kentucky student, graduate, or undergraduate, who is in good standing with the University of Kentucky and willing to devote time and energy to advance sustainability initiatives at the University of Kentucky, can be a member of the SSC. Membership will be restricted to students, with the exception of a single faculty/staff advisor who will function in an adjunct advisory role to the Council. Each member is expected to serve as a voting body and has the opportunity to run for elected Director positions or be appointed as a Chair.

## **ARTICLE IV: COUNCIL STRUCTURE**

### **SECTION A: COMPOSITION**

The SSC shall consist of no fewer than eleven and no more than twenty-nine members. The Council shall be composed of representatives from campus groups and At-Large members. The number of At-Large members on the council shall not be less than half the number of member organizations on the council and shall not exceed one and half times the number of member organizations. The number of a quorum of the SSC is hereafter defined as more than half of the Council’s current sitting membership.

### **SECTION B: APPOINTMENT OF COUNCIL MEMBERS FROM CAMPUS GROUPS**

The Council will extend invitations for one (1) seat to representatives from Campus Groups. This list is not exhaustive and shall be reviewed on an annual basis to expunge or invite relevant campus groups.

1. Greenthumb Student Environmental Group
2. Wildcat Wheels Bicycle Library
3. Student Government Association
4. President's Sustainability Advisory Committee
5. Political Ecology Working Group
6. Horticulture Club
7. Engineers Without Borders-UKY
8. WRFL
9. Social Enterprise Scholars
10. Lexington Environmental Youth Outreach (LEYO)
11. SSTOP Hunger
12. Society of Women Engineers
13. Mountain Cats

Addition to the SSC can occur in one of two ways:

1. **Invitation:** a current member of the SSC invites an organization for a probationary year.
  - a. A current member of the SSC may propose to invite a campus organization to the Council to serve the following year.
  - b. The proposed organization will be required to fill out an SSC "Group Information" form and send it to the Director of Development one week before the SSC meets for group selection.
  - c. The completed "Group Information" forms will be made available to the Council seventy-two hours in advance of the group selection meeting.
  - d. A two thirds majority of quorum will determine acceptance of new groups to the Council. Upon selection, invitations will be sent to the leadership of each accepted group. Invited groups will have two weeks to respond with an acceptance. A representative who meets the membership requirements established by Article III of this constitution will need to be finalized by the last SSC meeting of the academic year.
  - e. Failure to accept the invitation during the two-week window, and/or place a representative by the end of the academic year will result in forfeiture of the seat.
2. **Petition:** a campus group may petition to have a seat on the Council. Petitioning will be performed by filling out the "Group Information" form and a cover letter, adhering to the same timeline and requirements stipulated for invited groups. The forms will be reviewed at the last SSC meeting of the academic year. At which time, accepted groups will be granted a probationary status for the next Council year.

If probationary group representatives successfully uphold the attendance policy during the probationary period (one year), the group will achieve permanent membership status.

Expulsion from the Council will occur:

1. If a group, during its probationary year, fails to uphold the attendance policy of the SSC.
2. If a permanent group's member fails to uphold the SSC's attendance policy for two consecutive years.
3. If a permanent group's seat is left unfilled for two semesters.
4. If a permanent group loses its good standing with the university, or fails to register as an official University of Kentucky Student Organization

Expulsion may only occur if the Director of Operations contacts the group leadership to address group attendance policy and the group continues to fail to remedy breaches in the attendance policy.

Expulsion because of failure to adhere to attendance policy is a breach of constitutional responsibility and requires no vote. Clarification of this process can be found in Article IV, Section G, and Article V, Section A.

### **SECTION C: APPOINTMENT OF AT-LARGE COUNCIL MEMBERS**

The selection process for At-Large seats shall begin after the appointment of members from Campus Groups is complete. At-large members may reapply to continue their service to the Council into the next term. Open At-Large seats will be filled in accordance with the process outlined below:

1. Information regarding the application for At-Large seats will be posted on the Student Sustainability website for a minimum of two weeks prior to the application deadline.
2. Applicants for the At-Large seats will send a resume and cover letter along with a completed application to the Director of Operations by the deadline determined by the sitting Council.
3. The application form may be altered by the Council at any time by a simple majority of a quorum.
4. The following is a suggested timeline for the Council during the At-Large application process. This timeline may be adjusted by any Council to meet their immediate needs:
  - a. Determination of the number of At-Large seats available (Second Friday of February)
  - b. Distribution of application information (Third Friday of February)
  - c. Due date of all application materials (Second Friday of March)
  - d. Council selects At-Large members (Third Friday of March)
  - e. New member notification (Within 48 hours of selection)
  - f. New member confirmation (Within one week of notification)

The sitting Council will select new At-Large members by using a ranking system with four different categories—their commitment to sustainability, potential insight/contribution to the Council, and academic and experiential qualifications, whereby the sitting Council members rank applicants from one to five. Applicants must score an average of 3 or higher to be considered for membership. Of those with qualifying scores, the highest average ranked applicants will be selected for the incoming Council, filling the number of seats determined by Article IV, Section A. Selection of At-Large Council members must be by the second Friday of April finalized by the end of the Spring term.

### **SECTION D: APPOINTMENT OF EXECUTIVE STRUCTURE**

1. The director positions will be chosen each Spring, following a nomination period during which self-nominations are accepted.
2. Nominations will be sent to the faculty/staff advisor and they will contact the nominee to confirm that they accept. At which point the advisor will ask the nominee that they prepare a short statement of acceptance. The nomination letters and acceptance statements will be made available for everyone to review prior to the selection process.
3. When the nomination period closes, a ballot will be prepared and voting will take place at a scheduled meeting. The Council will vote upon one position at a time.
4. An individual can be nominated/self-nominate for more than one position, however they can only fill one position. In the event that a single individual receives the most votes for two director positions, that person will be contacted by the SSC faculty/staff advisor and will choose the position they wish to fill. The position that they do not select will be filled by the individual with the second highest vote count for that position.
5. The Director of Outreach may nominate up to 4 council members to the Outreach Chair positions, as defined in Article IV Section E, before the second meeting of the Fall semester, including the annual retreat, with the exception

of the Green Talks chair, which must be appointed before the end of the Spring Semester to allow for WRFL training. If there are no volunteers for any one of the chair positions, or the Director chooses not to accept anyone, they will assume the responsibilities of the position themselves. Any chair so nominated must be approved by majority of the SSC Directors.

6. Election for all Director positions will occur at the last meeting of the semester. Nominations will be open for one week, beginning two weeks before the final meeting and ending exactly one week before the final meeting of the academic year.

## **SECTION E: DIRECTOR RESPONSIBILITIES**

In order to ensure the transparency and smooth operation of the Council, permanent director positions will be created and filled via election on an annual basis. The responsibilities of each of these positions is described in detail below. By accepting a nomination for a Director position, each candidate affirms that they have read, and agreed to fulfill, these constitutionally defined responsibilities. All Directors are expected to attend a meeting the week in advance of any SSC general meeting to review proposals with the SSC advisor. The times for these meetings will be set at the first general meeting of each semester and the attendance policy is identical to that outlined for general meetings in Article V, Section A.

### **SUBSECTION I: DIRECTOR OF OPERATIONS**

The Director of Operations is responsible for keeping the Council organized and functioning efficiently. Their responsibilities are defined as follows:

1. Coordinating Council retreats with the SSC faculty/staff advisor each semester.
2. Setting amenable times and locations for both Council and director meetings.
3. Drafting Council meeting agenda seventy-two hours before the meeting, which includes compiling proposal material and making this available to every member via Google Drive.
4. Notifying proposers of the meeting times, presentation time allotment and location.
5. Leading general Council and director meetings in an organized and efficient manner. This means establishing Robert's rules of order and adhering to time allotments.
6. Any disciplinary action involving a Council member. This includes tracking excused absences and informing Council members of attendance or rule violations.
7. Ensuring other directors are fulfilling their responsibilities to the Council as they are established in this section and the Article IV Section G with penalties defined therein.
8. Leading elections and disseminating appropriate application materials according to the timeline laid out in the constitution.
9. The Director of Operations is responsible for breaking a tie vote or delegating it to the other 3 Directors, as defined by Article V: Section B of this document.
10. Creating a standing committee of at least 2 other members to serve as a selective body for proposals that require it. These members must not be applicants for the opportunity in question and must have no personal stake in the outcome. In the event that one of these conditions is met, the Director of Operations will appoint a temporary member to fill their seat on the committee. If the Director of Operations meets one of these conditions, the Director of Transparency and Accountability will chair the selection committee.
11. Working with the SSC advisor to ensure fair election of At-Large members by facilitating voting.

## **SUBSECTION II: DIRECTOR OF TRANSPARENCY AND ACCOUNTABILITY**

The Director of Transparency and Accountability (T&A) is responsible for ensuring the Council maintains accurate and clear public records. This includes the following responsibilities:

1. Recording meeting minutes that contain the following information:
  - a. Date
  - b. Location
  - c. Original agenda
  - d. Attendance--indicating late arrivals and early departures, as well as noting whether it was excused or unexcused
  - e. Timestamps
  - f. Motions made--noting who made it and who seconded it
  - g. Extensions
  - h. Key discussion points
  - i. Voting tally--including who voted no and why, as well as who abstained and why
  - j. Adjournment
2. Relaying attendance information to the Director of Operations.
3. Contacting proposers through the webform within twenty-four hours of the vote, informing them of whether their proposal was accepted, any amendments or stipulations that arose, and, if rejected, the reasons behind doing so.
4. Disseminating meeting minutes after proposers have been contacted.
5. Updating the financial sheet and providing the financial update to the Council in the absence of the SSC faculty/staff advisor.
6. Leading SSC Meetings in the absence of the Director of Operations

## **SUBSECTION III: DIRECTOR OF DEVELOPMENT**

The Director of Development is generally responsible for both internal and external development of the Council. Internally being defined as shaping new Council policy and externally as assisting with the composition of proposals, at the request of the original author, and communicating the Council's suggestions to them. Specifically, their responsibilities may be defined as follows, in no particular order.

1. Organizing and leading a development committee on an as needed basis.
2. Working with proposers to prepare their proposals for review by the Council. This includes relaying any concerns of the directors or SSC faculty/staff advisor and offering feedback before submission, at their request.
3. Completing an annual review of the SSC constitution to proofread and ensure that Council policy is clear and without contradiction.
4. Presenting any constitutional amendments drafted by the development committee to the Council for a vote.
5. Serving as an authority on any issues of constitutionality that may arise during meetings or Council functions.
6. Adding newly received proposals, and their budgets, to the financial spreadsheet after approval by the Directors and SSC faculty/staff advisor.
7. Monitoring the liaison process and following up with funded proposals via the webform. The liaison process includes 1) a Post-Initial Approval survey, 2) a Pre-Completion Follow-up survey if the project is longer than two months, and 3) a Post-Project Outcome survey.
8. Maintaining the webform.

## **SUBSECTION IV: DIRECTOR OF OUTREACH**

The Director of Outreach is responsible for promoting the SSC and encouraging individuals to apply for funding. Their responsibilities are defined as follows:

1. Nominate (subject to Director approval) and oversee the Outreach Chairs, including:
  - a. WRFL Green Talks Chair to conduct a once-weekly, thirty-minute segment of Green Talks.
  - b. Social Media Chair to update social media at least once per week.
  - c. Promotional Material Chair, to design new promotional materials.
  - d. Tabling Chair to coordinate at least seven tabling events per semester and maintain contact with project liaisons as a means of scouting potential tabling events.
2. Advertise opportunities and programs including the creation of new promotional materials.
3. Organize and lead at least one Outreach Committee meeting monthly.
4. Ensure the supply and the updating of information contained in promotional materials.
5. Send regular website updates to SSC Faculty/Staff Advisor.
6. Add SSC meeting minutes to campus calendar through UKNow
7. Seek out potential SSC campus and community collaborative partners which may include:
  - a. Promoting community and campus events
  - b. Tabling at community and campus events

## **SECTION F: COMMITTEES**

The Director of Outreach is expected to maintain a standing committee to assist in their Director duties. The Director of Development shall form temporary committees in order to complete tasks as needed. The Director of Operations will head a standing selection committee to make decisions on any proposals that require an additional selection process, i.e. SSC scholarships or interns. Participation on all committees is voluntary and subject to approval by the Directors. Temporary committees shall be formed for other tasks as needed, by a simple majority of a quorum.

## **SECTION G: REMOVAL AND REPLACEMENT OF A COUNCIL MEMBER**

The responsibilities of a Council member extend beyond merely attending meetings and voting on proposals. In order to hold Council members accountable for their responsibilities, both in and out of general meetings, the following rationales will be considered a failure of a Council member in their duties and the associated procedure may then be followed for dismissal.

### **1. General Meeting Attendance and Academic Standing**

As defined in Article V Section A of this document, all Council members are allowed one unexcused and two excused absences per semester. Excused absences will only count if the Council member notifies the Director of Operations 24 hours prior to the general meeting in question. While the attendance is taken at each meeting by the Director of Transparency and Accountability, the monitoring for any violation of this policy is the sole responsibility of the Director of Operations. If the Director of Operations finds any member to be in violation of these policies, the following actions must be taken.

- a. The Director of Operations must contact the Council member in question to notify them of their violation of the attendance policy. If their explanation for absence is unsatisfactory the Director of Operations may call for a vote of dismissal before the entire Council.
- b. A vote of dismissal will be decided by a simple majority of a quorum of the Council at the next general meeting. The Council member in question has the opportunity to provide a paragraph of written explanation for the absence in their defense. This paragraph will be included with the meeting agenda and proposals three days before the Council meeting.

c. Once a Council member has been so dismissed they are not eligible for reapplication to the Council at any time in the future.

## 2. Failure to Meet Council Responsibilities

In addition to general meeting attendance a Council member has numerous other responsibilities. These responsibilities, and their method of verification, are shown below.

- a. **Committee Meeting Attendance as Needed** - All chairs selected for the Outreach committee are required to attend meetings as stipulated by the Director of Outreach. The Selection Committee and Development Committee are voluntary and only meet on an as needed basis. As such, if a member is unable to regularly attend meetings they may notify the Director and leave the committee, so long as the absence is excusable by university policy.
- b. **Tabling and Outreach Events** - All members of the SSC, excluding Directors and Chairs, are required to table at least once during the semester. The Chair of Tabling is responsible for ensuring everyone tables and reporting any infractions to the Director of Outreach/Operations.
- c. **Meeting Deadlines** – Potential members of committees may be given additional assignments by their Director or committee. Repeated failure to meet these deadlines can serve as grounds for dismissal if and only if the task is recorded in the committee or general meeting minutes.
- d. **Code of Conduct** -- if there is a breach in the Code of Conduct, the 4 Directors (or 3 Directors, if the member in question is a Director themselves), may call for a meeting between the member in question with the Staff Advisor and Director of Operations (or with the Staff Advisor alone, if the Director of Operations is the member in question). If the Council member commits another breach of conduct, they may be subject to the removal process.

If a member fails to meet any of the above obligations, their Director may initiate the following process for removal.

- a. The Director in charge of the committee must provide some sort of written notification of their failure to meet their responsibility. This may take the form of an email or a verbal notification recorded in the meeting minutes of a meeting the member attends.
- b. If the member continues to fail to meet deadlines after this notification the situation will be handed off to the Director of Operations. The Director responsible for the committee must provide Operations proof, as described above, of the member's failure to meet their responsibilities.
- c. The Director of Operations will then exchange emails or have a verbal discussion with the member, after which they may choose to call for a vote for dismissal.
- d. A vote of dismissal will be decided by a simple majority of a quorum of the Council at the next general meeting. The Council member in question has the opportunity to provide a paragraph of written explanation for the violation in their defense. This paragraph will be included with the meeting agenda and proposals three days before the Council meeting.
- e. Once a Council member has been so dismissed they are not eligible for reapplication to the Council at any time in the future.
- f. If the member in question is a Director then the decision goes directly to the Director of Operations. While any member may voice their concern over a Director's performance, dismissing a Director is the sole responsibility of the Director of Operations and as such they are responsible for keeping up with the activities and performance of their fellow Directors. A vote for dismissal of a Director may only be called by the Director of Operations after they have consulted with the SSC advisor.
- g. If the member in question is the Director of Operations, then a vote for dismissal may be called by a unanimous vote of the other three Directors after they have consulted with the SSC advisor.

## 3. Replacement

- a. **Organization Representative** - In the case that a dismissed member represents a student organization, that organization will be notified and is responsible for replacing the member within two meetings of the notification.
- b. **At-Large** - In the event an At-Large member is dismissed, their seat will be filled in the next regular election or midterm election. However, if their dismissal drops the Council below the minimum of eleven members, an emergency election must be held for their replacement.
- c. **Director** - If the dismissed member is a Director an emergency election will be held directly after their dismissal vote to appoint a replacement.
- d. **Chair** - In the event a Chair is dismissed or leaves the council, a replacement will be appointed by the Director of Outreach, or the Director will personally fulfill their duties until the end of the current council.

## **SECTION H: TERMS OF OFFICE**

Terms of office shall all be one year in duration. There shall be no term limits for service on the SSC or for previously defined Director/Chair positions.

### **Subsection I: Proxy Process**

In the event a Council member has already been accepted, but unable to serve in the Fall semester, they may appoint a proxy Council member to fill their position. This proxy process will be operated in accordance with the set of policies below:

1. The proxy will be nominated by the absentee Council member being replaced for the Fall term.
2. The selection of this proxy is the sole responsibility of the Council member being replaced; no other Council member may submit on their behalf.
3. Nominations must be submitted by the first meeting of the Fall semester.
4. If no proxy is nominated, the absentee Council member's Spring term is forfeit.
5. If the absent Council member is unable to attend the first meeting, they must submit their proxy nomination, with a brief description of their proxy, to the Director of Operations beforehand.
6. The proxy will be contacted by the Director of Operations prior to the vote to confirm they will be accepting the nomination.
7. The full Council must vote to accept the proxy by a standard majority vote, to occur as the first order of business at the first meeting of the Fall semester. If the vote passes, the proxy may then vote on other proposals at the meeting as a normal member of the Council.
8. The proxy may only serve one semester as a proxy member. To continue to serve in the Spring semester, they must apply as an At-Large member in midterm elections, assuming there are available seats.
9. The proxy may not serve as a Director or Chair on the SSC. If a Council member serving as a Director nominates a proxy, their Director position is forfeit and a new election for that position will be held at the first meeting.
10. The only case in which a proxy may be used during the Spring semester is if the Council member learns of their absence after the midterm elections. Otherwise, their seat is forfeit and a suitable replacement will be found during the midterm elections.
11. Only At-Large members may nominate a proxy. If an organization representative is unable to fulfill their duties as a member of the Council, it is the sole responsibility of that organization to find a suitable replacement.
12. The member appointing the proxy will be subject to any disciplinary action incurred by the proxy during their time on the Council, in example, attendance policy.

## **ARTICLE V: MEETINGS**

The SSC will meet at least monthly at a consistent time that accommodates the greatest number of members. Meetings of the full membership of the SSC will be open to any interested parties and shall be held at the discretion of the SSC, given that the meeting is announced to all general members at least one week in advance of the planned meeting. Meetings will be posted on the campus calendar by the Director of Outreach.

### **SECTION A: ATTENDANCE POLICY**

1. A regularly scheduled meeting time must be approved prior to the start of or at the first meeting of a new semester. This regularly scheduled meeting time shall be made publicly available and will be in effect for the remainder of the semester. A simple majority of quorum can alter the regularly scheduled meeting time to take effect at least two meetings in advance.
2. Council members who are unable to attend the regularly scheduled meeting time due to class or other semester-long previous commitments are excused, but must still abide by the other requirements of active participation. Any sub-committees with a member unable to attend general Council meetings due to the above reasons should strive to include that member in sub-committee activities.
3. Absences and tardiness are cumulative throughout each semester.
4. Each member is allowed 1 unexcused absence and 2 excused absences per semester. An absence shall be deemed excused if it is excused by university policy or at the discretion of the Director of Operations.
5. The Director of Transparency & Accountability will maintain attendance records and will follow up in writing with each Council member each time an absence is recorded. After the member's third excused or second unexcused absence of that semester, SSC directors will notify that member in writing of their potential expulsion for the remainder of the school year due to attendance infractions.
6. Attendance for each meeting will be taken at the beginning and end of the meeting and counted as half attendance at each point.
7. Summer attendance is non-compulsory.

### **SECTION B: ESTABLISHING RULES OF ORDER**

1. Meeting format will follow a similar structure to that facilitated by Robert's Rules of Order.
2. The meeting will be called to order by the Director of Operations.
  - a. In his/her absence, the Director of Transparency and Accountability will take charge.
  - b. Whoever calls the meeting to order facilitates discussion throughout the meeting by keeping time and enforcing rules of order.
3. The agenda is to be made known immediately after the meeting is called to order.
  - a. A draft agenda must be established and sent electronically to all Council members at least twenty-four hours prior to the meeting.
  - b. Any member of the Council may add an item to the agenda by communicating with the Director of Operations prior to the start of the meeting.
4. Any member of the Council may make a motion to call the Council to action. If seconded, the floor is open to discussion of the action-item.
  - a. Any member of the Council may second a motion.
  - b. If the action seconded is to vote on an item, there is no further discussion.
5. Time constraints for the discussion of an item should be defined by the Director of Operations. If more time is necessary for discussion, any member of the Council may motion for extra time.
6. If a motion to amend a previous action is voted and passed, the action is amended and discussion of the newly defined action-item may continue.

7. If these Established Rules are suspended by the Council at a meeting, they will be automatically reinstated for the next meeting.

8. In the event of a tie, the Director of Operations may cast one additional vote to break it, as described in Article VII, Section B. This vote is not required to be identical to their original vote.

## **ARTICLE VI: SSC ADVISOR**

The SSC Faculty/Staff Advisor (hereafter “Advisor”) will work in close contact with the Executive Structure on all matters directly regarding the management of the SSC and ESF. The Advisor will assist in program development, acquisition of resources for the organization, mediation of disputes, fiscal operations, and provide guidance on personal matters that affects the efficacy of the SSC. The Advisor is responsible for examining and reporting the academic standing of Council members to SSC Directors at the end of each semester.

The university-wide sustainability coordinator, housed in the Office of Facilities Management, is required to be given preference in serving as said Advisor. The advisor shall attend at least two SSC meetings per semester. If the Advisor fails to adhere to this policy, the Director of Operations will notify the SSC and the Council will discuss the matter.

## **ARTICLE VII: FUNDING PROTOCOLS**

Funds for the SSC will be provided through the administration of the ESF, as approved by the University Board of Trustees in April 2009.

### **SECTION A: TRANSPARENCY AND INTEGRITY OF THE STUDENT SUSTAINABILITY FEE**

The business activities of SSC shall be conducted in accordance with the SSC Statement of Principles and shall comply with all appropriate financial policies and procedures of the University of Kentucky and the Commonwealth of Kentucky. Financial records of the Council must be made available to the public expeditiously upon request.

### **SECTION B: ALLOCATING FUNDS**

Any funding allocations must be approved by a simple majority of a quorum of the SSC. Funding proposals must be made available to the entire Council at least seventy-two hours before the next meeting. In the event of a tie, the Director of Operations may cast an additional vote to break the tie or table the proposal until the next meeting, at their discretion. The Director of Operations may opt instead to allow the other 3 Directors to cast additional votes if they feel that 1) a tiebreaker vote should be cast that meeting and 2) that, due to potential conflicts of interest, they are not a suitable choice to be the tiebreaker.

### **SECTION C: REQUIREMENTS OF FUNDING REQUESTS**

Proposals must be submitted to SSC Directors at least one week prior to the next meeting. Proposals must be submitted in accordance with the application process established by the Council. Upon request, the applicant may be asked to provide additional information and/or make a presentation to Council. The SSC will only accept

funding requests for events occurring after the next scheduled meeting of the Council. Any request for funds for an event that has previously occurred or will occur between the time of proposal submission and the next SSC meeting will not be considered.

#### **SECTION D: EXPLANATION OF VOTING**

All Council members must provide a written explanation for voting against a proposal. The Director of Transparency and Accountability will use these explanations to write a letter to all applicants whose proposals are rejected, explaining the Council's reasoning. This letter should be sent within three days of the decision.

#### **SECTION E: ABSTENTION**

Abstention from voting is only allowed if there is a direct relationship between the Council member and the proposal in question. Abstention is required if the Council member is listed on the proposal, will directly benefit from awarded funds, or is an officer/employee of the organization or office receiving funds. Additionally abstention is encouraged if a Council member has close ties to someone (a significant other, close friend, relative, etc.) who is listed on the proposal, will directly benefit from awarded funds, or is an officer/employee of the organization or office receiving funds.

#### **SECTION F: PROPOSAL PRESENTATIONS**

Discussion of proposals will include an open discussion with the presenter(s) if applicable, closed discussion without the presenter(s), and a vote without the presenter(s).

#### **SECTION G: AVAILABILITY OF FUNDS**

Once a proposal has been funded by the Council the funds will become encumbered and will remain so for one year. If the author of the proposal fails to use all of their allocated funds and does not request an extension or reallocation from the Council these funds will then be unencumbered automatically by the SSC faculty/staff advisor. It is the responsibility of the project liaison to alert any projects with remaining funds a month before the deadline.

### **ARTICLE VIII: AMENDMENTS AND BY-LAWS**

#### **SECTION A: AMENDMENTS TO THE CONSTITUTION**

Any measures that change the language of this constitution are deemed Constitutional Amendments. All Amendments must be approved by a three-fourths vote of a quorum of the Council. Amendments take effect immediately. Amendments may not conflict with the Council's Mission Statement nor any regulations that pertain to University of Kentucky students and student organizations. Any language found to be in violation by a majority of the Council must be immediately struck from the constitution. Approved amendments must be registered within the Constitution and posted publicly on the SSC website within two business days of approval.

#### **SECTION B: BY-LAWS**

Any measure that affects the activities of the SSC but does not change the language of the constitution will be considered a By-Law. The By-Laws of the SSC will be approved by a simple majority of a quorum, will be effective immediately and will be listed on this Document.

## **SUBSECTION II: PROJECT REVISION**

1. The SSC will only review 5 proposals, at most, per meeting, unless the meeting is the last one of the year, in which case all proposals must be reviewed. If more than 5 proposals are submitted in a given meeting cycle, proposals will be prioritized by:

- a. Time restraints: if a project's funding must be secured and used before the following meeting, it will be given priority and reviewed first. In the case that more than 5 proposals fall under this category, they must all be reviewed.
- b. Time of submission: after projects have been prioritized by time restraints, they will be reviewed in order of submission date and time.

2. Projects must be presented to the Council for review. If a special case arises where a presenter absolutely cannot make it to the meeting time, they may instead present to the Directors, and a Director can present to the Council in their place.

## **SUBSECTION III: CODE OF CONDUCT**

1. Council members will raise their hands and wait for the Director of Operations to call on them to talk. Council members will present their opinions respectfully, both with regard to fellow Council members and project leaders, encouraging others to present their views as well.

2. Discussions should not escalate beyond proposals--commentary should never be used to insult or belittle another Council member. That being said, dissention is an important part of the Council's functioning, so disagreement is encouraged. Formal disagreement should never be taken as a personal attack.

3. Listen while others are talking, do not interrupt or talk over other Council members. Likewise, do not get distracted by other tasks. Keep phones and computers away, except for the express purpose of looking at meeting information.

4. It is the responsibility of the Director of Operations to guide discussion, including:

- a. Calling on people to speak in the order their hands were raised. Keeping track of who wishes to speak next, and signaling to people that they have been seen, so they can put their hand down.
- b. If conversations are stagnating, asking if anyone has points that have not been said. If no one has any new ideas, calling for a vote.
- c. Guiding the conversation to keep it focused.

5. If a Council members agrees with something another Council member is saying, they are encouraged to signal by raising two fingers in agreement. This prevents multiple people repeating the same thing to reach a Council consensus. That being said, silence will typically also be taken as agreement, and likely a vote will be called soon after a moment without comments.

6. It is an expectation that Council members will have thoroughly read through the meeting materials and are prepared before meetings.