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 an elected director or as a member of a support committee.

Updated 11/17/2016
ARTICLE IV: COUNCIL STRUCTURE

SECTION A: COMPOSITION
The SSC shall consist of no fewer than 11 and no more than 23 members. The council shall be composed of representatives from campus groups and at-large members.

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. Energy Club
3. Wildcat Wheels Bicycle Library
4. Student Government Association
5. President’s Sustainability Advisory Committee
6. Political Ecology Working Group
7. International Student Council
8. Graduate Student Congress
9. Interfraternity Council
10. Panhellenic Council
11. Engineers Without Borders-UKY
12. WRFL

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 72 hours in advance of the group selection meeting.
   d. A 2/3 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 (1 year), the group will achieve permanent membership status.

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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, including failure to register with the Office of Student Involvement.

Expulsion may only occur if the Director of Operations contacts the group president to address group attendance policy and the group fails 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 AT-LARGE COUNCIL MEMBERS

The selection process for at-large seats shall begin after the appointment of members from Campus Groups is complete. The University of Kentucky SSC will have at least four at-large seats during any given academic year. The number of at-large seats available for the coming year will be determined by a simple majority of a quorum after the number of council seats filled by representatives from Campus Groups is determined. 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 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 time line 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 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 predefined criteria whereby the sitting Council members rank applicants from 1-5. The highest average ranked applicants will be selected for incoming council. Selection of at-large council members must by the second Friday of April finalized by the end of the Spring Semester.

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 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 position, that person will be contacted by the advisor and will chose 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.

The nomination and selection process will occur before the end of September.

Section E: Executive Structure Duties

1. Director of Operations
   Responsible for:
   • Scheduling council meetings
   • Setting and distributing agenda for meetings
   • Adherence to constitution
   • Working directly with staff advisor

2. Director of Outreach
   Responsible for:
   • Advertising programs and opportunities
   • Council relations with media and other groups
   • Identifying potential partners
   • Sending regular website updates to staff advisor

3. Director of Transparency and Accountability
   Responsible for:
   • Covering the responsibilities of Operation if that person is absent
   • Recording and distributing meeting minutes.
   • Documenting votes and other official business of the council
   • Working with staff advisor to maintain a public archive of council records

4. Director of Development
   Responsible for:
   • Developing project solicitations
   • Responding to project proposals
   • Working with group/individual making the proposal to guide them through the process
   • Following up with projects after funding is granted and collecting project reports
Section F: Subcommittees

Sub-committees shall be formed 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 5 Section A of this document, all council members are allowed 1 unexcused and two excused absences per semester. 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 - All council members are required to serve on a committee and attendance of meetings for these committees follows the same attendance policy as the general meetings. This will be verified by attendance taken at each meeting.
   B. Liaison Process - If a member assigned a liaison process fails to meet the deadlines required for the project by at least two weeks. These can be found in the liaison spreadsheet. This can be verified by the email communication conducted for the liaison process.
   C. Tabling and Outreach Events - All members of the outreach committee must serve no fewer than one tabling events per semester. Attendance to these events will be recorded by the Director of Outreach. A Council member may also be eligible for dismissal if they sign up to and fail to attend a tabling event.
   D. Meeting Deadlines - Members of committees will often 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.

   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.

Updated 11/17/2016
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 some sort of 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 absence 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.
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.

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.
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 11 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.

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.

Section I: Proxy Process
In the event a council member has already been accepted, but unable to serve in the fall term, 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.
   a. The selection of this proxy is the sole responsibility of the council member being replaced; no other council member may submit on their behalf.
   b. Nominations must be submitted by the first meeting of the fall semester.
   c. If no proxy is nominated, the absentee council member’s spring term is forfeit.
   d. 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.
   e. The proxy will be contacted by the Director of Operations prior to the vote to confirm they will be accepting the nomination.
2. 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.

Updated 11/17/2016
3. 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.

4. The proxy may not serve as a director 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.

5. 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.

6. 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.

7. 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 a 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 make 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 based on criteria established by the SSC in its by-laws.

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.

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attendance at each point.

7. Summer attendance is non-compulsory.

8. Adherence to the attendance policy is necessary to retain order and consistency. To do so, the council reserves the right to automatically remove a member who is no longer in good standing. The council directors will be responsible for discussing and overseeing expulsion after proper member notification.

9. If a council member is expelled from the council due to attendance, they have the opportunity to appeal to the general council to maintain their seat. An appeal requires a short letter furnishing an explanation (according to University attendance policies). It should also provide an explanation as to why said member should remain on the council. This appeal will be distributed to the full SSC, and a two-thirds vote of the SSC is required for the appeal to be accepted and the member to remain in good standing.

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 24 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 a motion doing so at the beginning of discussion. 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.

ARTICLE VI: SSC ADVISOR

The SSC 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 affect the efficacy of the SSC. The Advisor is responsible for examining and reporting the academic standing of council members to SSC officers at the end of each

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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 Operation 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 three days before the next meeting.

**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. This may be as simple as a reference to a section of the rubric. A member of the development committee 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 3 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.

**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).

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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 Statement of Principles nor any regulations that appertain 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 submitted to the Office of Student Involvement within two business days of the 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.

I. Project Liaison/Follow-up Process

Director of Transparency and Accountabilitie’s Responsibilities
- Maintain records of project’s progress, timelines, and liaison activity.
- Briefly announce/report current projects’ progress such as reaching important milestones in their timeline, event dates, or project completion.

Liaison Responsibilities
- Each project liaison is responsible for regularly overseeing and communicating with the project leader and reporting the project’s progress. Their responsibilities and documentation primarily occur at 3 stages, maintained in the Liaison Report: 1) Post-Initial Approval, 2) Pre-Completion Follow-up, and 3) Post-Project Outcomes.
- Communicate event dates (if applicable), promotional materials, and images/updates to the Director of Outreach. Not responsible for posting events to social media, email, etc. themselves.
- For some projects, the liaison may be responsible for organizing a committee in order to process applications such as AASHE, summer research, etc.
- **If there are specific event dates, the liaison is expected to attend at least one event in order to verify turn-out, verify the SSC is an acknowledged sponsor, and potentially take pictures. In case of scheduling conflicts, the liaison may arrange (and is responsible) for another SSC member to attend instead.

Assignment of Project Liaisons
- As part of their SSC duties, all non-director councilmembers must serve as a liaison on a rotating basis. Volunteering for a project is permissible, but in order to equitably distribute responsibility, all councilmembers must be a liaison prior to a councilmember serving as liaison on another project.

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Transferring Projects

- At the first general meeting of each semester, or as soon as the position is filled, the Director of T&A must assess which previous projects remain open. If an open project’s liaison did not return, T&A must reassign the project, with all such reassignment completed by the second general meeting.

Timeline

1. Post-Initial Approval (Development): Upon a proposal’s approval, the Director of Development must notify the awarded recipient and their assigned project liaison of project requirements such as regular communication with liaison, the follow-up survey, etc.

2. Post-Initial Approval (Liaison): Within 1 week of SSC approval the liaison must contact the project’s leaders to ascertain event dates, committee formation (if applicable), or any available promotional material. Complete and upload Post-Initial Approval of Liaison Report.

3. Pre-Completion Follow-up: Only required if the project’s duration is at least 2 months long. Complete and upload the Pre-Completion Follow-up of Liaison Report approximately halfway through the project’s duration.

Post Project: The liaison must e-mail the project leader within 2 weeks of the project’s closing date, include the follow-up survey, and instruct its return within 1 week. If no response after 1 week, second email attempt.