The Constitution

of the

University of Kentucky

Student Transportation Fee Council
Table of Contents

PREAMBLE: ........................................................................................................................................ iii

ARTICLE I: NAME ................................................................................................................................. iii

ARTICLE II: MISSION STATEMENT ....................................................................................................... iii

ARTICLE III: MEMBERSHIP .................................................................................................................. iii

ARTICLE IV: COUNCIL STRUCTURE ..................................................................................................... iii
  Section A: Composition ........................................................................................................................ iii
  Section B: Appointment and Expulsion of Council Members from Campus Groups ....................... iii
  Section C: Appointment of At-Large Council Members ...................................................................... v
  Section D: Executive Responsibilities ................................................................................................. v
  Section E: Appointment of Executive Structure ................................................................................ vi
  Section F: Council Member Responsibilities & Recourse ................................................................. vii
  Section G: Terms ................................................................................................................................. viii

ARTICLE V: MEETINGS ....................................................................................................................... viii
  Section A: Meeting Times .................................................................................................................. ix
  Section B: Rules of Order ................................................................................................................... ix
  Section C: Code of Conduct ............................................................................................................... ix

ARTICLE VI: STFC STAFF ADVISOR(S) ............................................................................................ x

ARTICLE VII: FUNDING PROTOCOLS ............................................................................................... x
  Section A: Transparency and Integrity of the Student Transportation Fee ........................................ x
  Section B: Allocating Funds .............................................................................................................. x
  Section C: Requirements of Funding Proposals ................................................................................ x
  Section D: Explanation of Voting ....................................................................................................... xi
  Section E: Abstention ........................................................................................................................ xi
  Section F: Proposal Presentations ..................................................................................................... xi
  Section G: Availability of Funds ......................................................................................................... xi

ARTICLE VII: AMENDMENTS AND BY-LAWS ................................................................................ xi
  Section A: Amendments to the Constitution ....................................................................................... xi
  Section B: By-Laws ............................................................................................................................ xi
PREAMBLE:
The Student Transportation Fee Council was formed to oversee the distribution of the student transportation fee in order to responsibly allocate these resources for the highest use of student transportation needs. The Council has established and enforces this constitution in order to maintain transparency and accountability with regard to the distribution of student transportation fee funds.

ARTICLE I: NAME
Student Transportation Fee Council (hereafter “STFC” or “Council”).

ARTICLE II: MISSION STATEMENT
The STFC oversees the prioritization of student transportation fees toward programs, partnerships, and initiatives that enhance automobile-free access to, from, and around campus, promotes safe transportation alternatives, and fosters sustainable mobility solutions focused on the unique needs of students.

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 transportation initiatives at the University of Kentucky, can be a member of the STFC. Membership will be restricted to students, with the exception of Transportation Services staff advisors who will function in a non-voting advisory role to the Council. Each member is expected to serve as a voting body and has the opportunity to run for elected Director of Operations and Director of Transparency roles.

ARTICLE IV: COUNCIL STRUCTURE
Section A: Composition
The STFC shall be composed of no fewer than nine and no greater than 15 members. The Council shall be composed of representatives from campus groups and At-Large members as specified in Article IV Sections B and C. The number of a quorum of the STFC is hereafter defined as more than half of the Council’s current sitting membership.

Section B: Appointment and Expulsion of Council Members from Campus Groups
Subsection 1: 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.

- Student Government Association
- Graduate Student Congress
- SafeCats (ROTC)
- Greek Life
- International Student Leadership Team
- Off-Campus Student Association
- Residence Hall Association

Additionally, one student representative will be selected from each of the various student employee groups employed by Transportation Services.
Subsection II: New Campus Group Representatives

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

1. **Invitation**: A current member of the STFC invites an organization for a probationary year, during which they will have voting power at STFC meetings.
   a. A current member of the STFC 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 STFC “Group Information” form (available by reaching out to the staff advisor) and send it to the Director of Operations one week before the STFC 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.
   e. 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 STFC meeting of the academic year.
   f. Failure to accept the invitation during the two-week window, and 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 STFC meeting of the academic year. At which time, accepted groups will be granted a probationary status for the next Council year. Groups on probationary status will have voting power at STFC meetings.

Subsection III: Probation and Expulsion of Campus Groups

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 if:

1. A group, during its probationary year, fails to uphold the attendance policy of the STFC (Article IV, Section F, Subsection I).
2. A permanent group’s member fails to uphold the STFC’s attendance policy for two consecutive years.
3. A permanent group’s seat is left unfilled for two semesters.
4. 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 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 STFC 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.

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 one to five, with five being the highest score. In order to serve as an At-Large member of the STFC, an applicant must score a higher average than 3. 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.

The criteria used for ranking members will be based upon the applicant’s involvement in organizations or activities on or off campus, their GPA, and whether or not they bring a unique perspective to the council. At-large members cannot be student employees of UK Transportation Services.

Section D: Executive Responsibilities

In order to ensure the transparency and smooth operation of the Council, permanent 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 position, each candidate affirms that they have read, and agreed to fulfill, these constitutionally defined responsibilities. All positions are expected to attend a meeting the week in advance of any STFC general meeting to review proposals with the STFC advisor. The times for these meetings will be set at the same meeting in which the Directors are elected, and at the first general meeting of Spring semester. The attendance policy for executive meetings is identical to that outlined for general meetings in Article V, Section A.

Subsection I: Director of Operations

The responsibilities of the Director of Operations are defined as follows:
1. Coordinating Council retreats with the staff advisor each semester.
2. Setting amenable times and locations for both Council and Executive meetings.
3. Drafting Council meeting agenda, which includes compiling proposal material, and making it available to every council member no later than 24 hours prior to the meeting.
4. Notifying proposers of the meeting times, presentation time allotment and location.
5. Leading general Council and Executive meetings in an organized and efficient manner. This means establishing Robert’s rules of order and adhering to time allotments.
6. Any disciplinary action against a Council member. This includes tracking excused absences and informing Council members of attendance or rule violations.
7. Ensuring other executive positions are fulfilling their responsibilities to the Council as they are established in this section and the Article IV Section F with penalties defined therein.
8. Leading elections and disseminating appropriate application materials according to the timeline laid out in the constitution.
9. Planning at least three outreach/tabling events per year, in coordination with the staff advisor.
10. Working with the STFC advisor to ensure fair election of At-Large members by facilitating voting.

Subsection II: Director Transparency

The Director of Transparency 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 and the staff advisor.
3. Contacting proposers 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. Ensuring meeting minutes are added to the website within one week of the meeting.
5. Ensuring that all aspects of the STFC webpage remain up to date.
6. Serving as an authority on any issues of constitutionality that may arise during meetings or Council function.
7. Adding newly applied proposals, and their budgets, to the financial spreadsheet after approval by the STFC and staff advisor.
8. Ensuring proper staffing at outreach and tabling events and ensuring every council member tables at least once per academic year, and reporting any infractions to the Director of Operations and staff advisor.
9. Send out meeting reminders to all council members and staff advisors one week prior to the next meeting.
10. Leading STFC Meetings in the absence of the Director of Operations.

Section E: Appointment of Executive Structure

1. The director positions will be chosen each Fall, following a nomination period during which self-nominations are accepted.
2. Nominations will be sent to the 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 STFC staff 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.
6. Election for all positions will occur at the second meeting of the fall semester. Nominations will be open for two weeks, ending exactly one week before the second meeting of the fall semester.
7. Transportation Services student staff members on the Council (Wildcat Wheels, Kentucky Wildcab, and Transportation Ambassadors) are not eligible to hold officer positions.
8. Should no members be nominated for officer positions, appointments will take effect, requiring the representative from the Student Government Association and the Off Campus Student Association to choose between the Director positions.

Section F: Council Member Responsibilities & Recourse

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.

Subsection I: Responsibilities

A. Attendance at Council Meetings
   I. Each member is allowed two excused absences per academic year. An absence shall be deemed excused if it is excused by university policy or at the discretion of the Director of Operations. Excused absences will only count if the Council member notifies the Director of Operations 24 hours prior to the general meeting in question. In the event of an emergency, if timely notification is not possible, absences will be excused at the discretion of the Director of Operations.
   II. 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.
   III. Absences and tardiness are cumulative throughout each academic year.
   IV. Each member is allowed two excused absences per year. An absence shall be deemed excused if it is excused by university policy or at the discretion of the Director of Operations.
   V. The Director of Transparency will maintain attendance records, and the Director of Operations 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, the Director of Operations will notify that member in writing of their potential expulsion for the remainder of the school year due to attendance infractions.
   VI. Attendance for each meeting will be taken at the beginning and end of the meeting and counted as half attendance at each point.
   VII. Council members who are organizational representatives may nominate a proxy from the same organization to serve at meetings in which they have excused absences, as long as the Director of Operations is notified 24 hours in advance.

B. Tabling and Outreach Events - All members of the STFC, excluding Directors, are required to table at least once during the academic year. Other outreach activities, such as presenting to a registered student organization, or putting up flyers and pamphlets across campus, will also count toward a member’s “tabling” responsibilities. The purpose of these events is to raise awareness of the council, and to engage students in the proposal process.

C. Other Responsibilities as assigned - Council members may be given additional assignments by the Director of Operations or staff advisor. Repeated failure to meet these responsibilities or deadlines can serve as grounds for dismissal if and only if the task is recorded in the council meeting minutes.
D. **Code of Conduct** – If there is a breach in the Code of Conduct, one of the Directors may call for a meeting between the member in question with the Staff Advisor. If the Council member commits another breach of conduct, they may be subject to the removal process. The Code of Conduct is clarified in Article V, Section C.

**Subsection II: Removal**

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

a. The Director of Operations 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 council responsibilities after this notification, the Director of Operations is responsible for providing 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 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 staff advisor. While any member may voice their concern over a Director’s performance, dismissing a Director is the sole responsibility of the staff advisor. A vote for dismissal of a Director may only be called by the staff advisor.

**Subsection III: 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 a reasonable time frame.

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 nine 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 G: Terms**

Terms of office and membership shall all be one academic year in duration. There shall be no term limits for service on the STFC or for previously defined Director positions.

**ARTICLE V: MEETINGS**

The STFC will meet monthly during the academic year at a consistent time that accommodates the greatest number of members. Meetings reminders will be sent out one week prior by the Director of Transparency.
Section A: Meeting Times
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. Meetings will only take place during the academic year.

Section B: 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 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 by the Director of Operations.
   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 shall cast one additional vote to break the tie or table the proposal until the next meeting, at their discretion. This vote is not required to be identical to their original vote. The Director of Operations may also may also opt instead to allow the Director of Transparency to cast a tiebreaker vote if they feel that they are not a suitable choice to be the tiebreaker due to potential conflicts of interest.

Section C: 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. Council members will listen while others are talking, not interrupt or talk over other Council members. Likewise, council members do not get distracted by other tasks. Phones and computers should be kept 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. It is an expectation that council members will have thoroughly read through the meeting materials and are prepared before meetings.

ARTICLE VI: STFC STAFF ADVISOR(S)

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

The Alternative Transportation Manager, housed in Transportation Services, will serve as said Advisor. In their absence the Transportation Manager will fill in. The Director of Transportation Services may also attend meetings provide a larger university context to proposals. One or all of these advisors will be present at every STFC meeting. If the Advisor(s) fails to adhere to this policy, the Director of Operations will notify the STFC and the Council will discuss the matter.

The Advisor will provide financial updates and progress reports on previously funded STFC projects, as applicable.

ARTICLE VII: FUNDING PROTOCOLS

Funds for the STFC will be provided through the administration of the student transportation fee, as approved by the University Board of Trustees in June 2017. (Reference for meeting minutes: https://www.uky.edu/Trustees/minutes/2017/june/minutes_june6.pdf)

Section A: Transparency and Integrity of the Student Transportation Fee

The business activities of STFC shall be conducted in accordance with the STFC 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 STFC. Funding proposals must be made available to the entire Council at least seventy-two hours before the next meeting.

Section C: Requirements of Funding Proposals

Proposals must be submitted to STFC 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 STFC 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 STFC meeting will not be considered. Funding proposals may be submitted by any university student or employee, as long as the proposal meets the requirements of the STFC mission statement.

Section D: Explanation of Voting
All Council members who voting against a proposal must provide an explanation. The Director of Transparency 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 24 hours of the decision.

Section E: Abstention
Abstention is required if the Council member will directly financially benefit from awarded 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. Otherwise, council member must vote on all proposals.

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 STFC staff advisor. It is the responsibility of the Directors to alert any projects with remaining funds a month before the deadline. Any funds that are not allocated during the current academic year will roll over to the upcoming academic year STFC allocation process. All proposals considered may only use funds available for the current academic year, and may not encumber funds from student transportation fees of future academic years.

ARTICLE VII: 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 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 posted publicly on the STFC website within two business days of approval.

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