Student Sustainability Council
Meeting Minutes
September 7th, 2017

Members Present:

Name	P/A	Name	P/A	Name	P/A
Zoe Gabrielson	P	Rachel Cook	P	William Varney	P
Nachie Braga	P	Sophie Beavin	P	Max Smith	P
Cassie Odom	P	Amanda Williams	P	Shane Tedder	P
Zack Beavin	P	Julianna Dantzer	P		
Braydi McPherson-Hathaway	E	Leslie Potts	P		
Alan Xu	P	Mitch Mullins	P		
Rachel Kreppert	E	Jared Miniard	P		
Sarah Peter	P	Viktor Halmos	P		
Beungchan Lee	P	Ryan Lark	P		
Gabriel Smith	P	Maya Gershtenson	P		
Lauren Thomas	P	Abby Shelton	E		

1) Beginning of Meeting

    a)   [7:30pm] - Reading of the Preamble and Introductions

2) Proposal Presentations

    a) [7:35pm] - Proposal #1 Presentation Begins

    b) [7:42pm] - Proposal #1 Presentation Ends and Q&A Begins

    c) [7:47pm] - Motion to extend Q&A by 5 minutes

        i)   Move: Lauren, 2nd: Mitch

d) [7:49pm] - Proposal #1 Q&A Ends

3) Proposal Discussions

a) [7:49pm] - Discussion of Proposal #1 Begins

b) [7:53pm] - Discussion of Proposal #1 Ends

c) [7:53pm] - Motion to vote on Proposal #1 (Motion by Ryan, 2nd Sophie)

VOTE RESULTS - **PASSED** -   Yes [23]   No [0]

d) [7:55pm] - Discussion of Constitutional Amendments Begins

e) [7:58pm] - Discussion of Constitutional Amendments Ends

f) [7:58pm] - Motion to vote on Proposal #2 (Motion by Mitch, 2nd Sophie)

VOTE RESULTS - **PASSED** -   Yes [23]   No [0]

4) End of Meeting

a) [8:00pm] - Outreach Committee Announcements

    i) AASHE Applications are due Sept. 20th

        (1) Subcommittee for review of AASHE Applications was formed and selection of AASHE applicants must be completed by Sept. 21st.

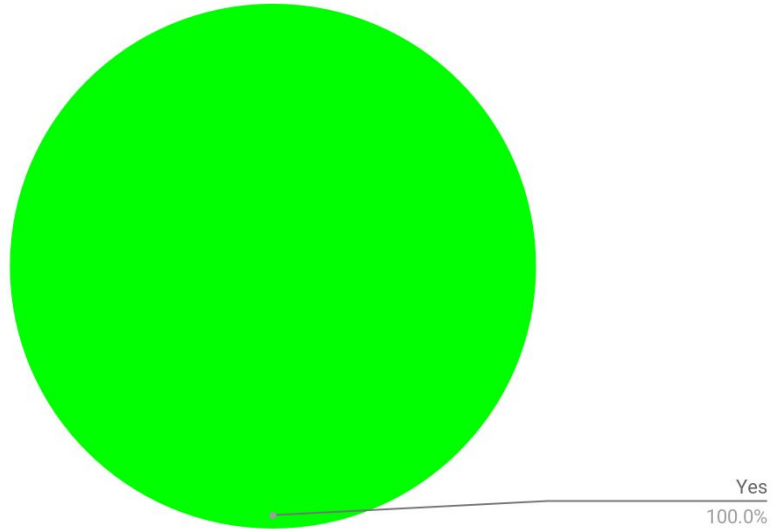b) [8:05pm] - Development Committee Announcements

c) [8:08pm] - MEETING ADJOURNED

5) Proposals from Meeting
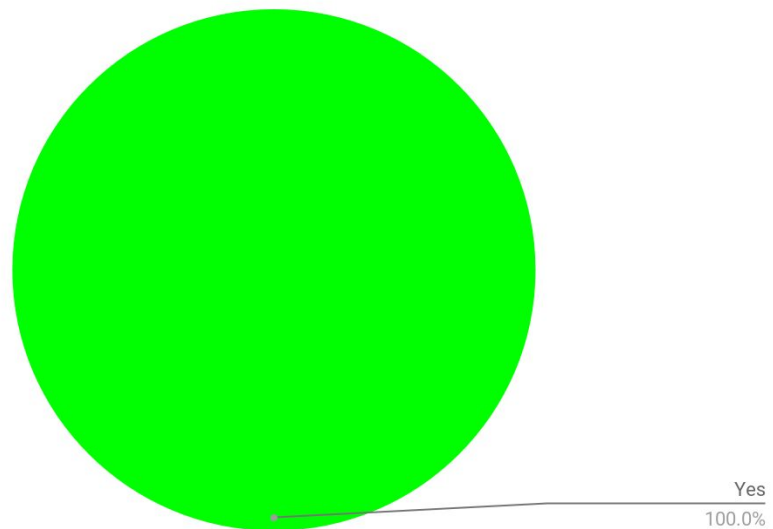
Student Sustainability Council
Voting Report

Proposal #1

Yes
100.0%

Dissenting Opinions:
  1) NONE

Constitutional Amendments Vote

Yes
100.0%

Dissenting Opinions:
  2) NONE

University of Kentucky Student Sustainability Council
2017-2018 Grant Application

1. Name: Shane Tedder
2. Email: shane.tedder@uky.edu
3. UK Affiliation: staff
4. Proposed Project Title: Forgotten Coast Film Screening Partnership
5. If applicable, please provide the sponsoring or overseeing organization. (e.g. the Office of Sustainability, Wildcat Wheels, the Dept. of Ag. Economics, etc.): Office of Sustainability
6. Total Amount Requested from the Council: $1950
7. Would you like to make a presentation to the Council before your proposal is reviewed?
   Yes.
8. Please mark the primary and secondary focus areas of your project with a **1** and **2**, respectively.

   - Recycling:
   - Transportation:
   - Agriculture/Gardening:
   - Water: 2
   - Renewable Energy/
     Energy Conservation:

   - Climate Change:
   - Local Environment:
   - Behavioral Change:
   - Species Diversity/Conservation:1
   - Other (Please Describe):

9. Please name any other project leaders:

Name – Greg Abernathy
Title & Department – Executive director of the Kentucky Natural Lands Trust
Project Role – Community Partner
Email

Name – Rebecca McCulley
Title & Department – Director of the Tracy Farmer Institute for Sustainability and the Environment
Project Role- Campus Partner
Email – Rebecca.mcculley@uky.edu

Please note that any project leaders listed will be excused for closed discussion of their project proposal.

10. **Please describe the project, its goals, and how it contributes to UK student knowledge, attitudes & culture, or practices of the 3 pillars of sustainability (i.e. economic, environmental and social), including potential long term effects.**

    Joe Guthrie, a UK Alum (Forestry MS), is a member of the Florida Wildlife Corridor (FWC) Expedition team (http://floridawildlifecorridor.org/). The team has made two expeditions across Florida to draw attention to the multifaceted importance of wildlife corridors including their economic and societal benefits. The most recent expedition resulted in an acclaimed documentary, *The Forgotten Coast: Return to Wild Florida* which is currently streaming on PBS (http://www.pbs.org/program/forgotten-coast/). In partnership with campus and community organizations, we would like to bring 1-2 members of the expedition team to campus for a campus

seminar on 10/18/2017, followed by a public screening of the film at a community theater (Lyric Theater or 21C) on 10/19/2017.

Bringing this film screening and expedition team to our community would expose students (and community members) to biodiversity/ecosystem conservation at uniquely large scale and highlight the economic and social challenges, opportunities, and implications of this work. This project also highlights the importance of creative endeavors like photography and film making for conservation initiatives. This adds a fourth leg, the arts, to the more common sustainability metaphor of the three-legged stool.

This event would also introduce students to the Kentucky Natural Lands Trust (http://knlt.org/), a KY non-profit working on ecosystem preservation at a similar scale with the Pine Mountain Wildlands Corridor (http://knlt.org/pmwc/). Learning about the work happening locally with KNLT and regionally with the Florida Wildlife Corridor will hopefully have long term implications for students who participate by highlighting potential career paths, collaborative opportunities, and/or fields of study.

Finally, hosting the film screening at a public theater would introduce students to a broad range of community organizations and advocates.

11. **Name any anticipated project affiliates and describe the extent of their support, including any financial, matching or in-kind support. Specific details are encouraged.**
    1. KY Natural Lands Trust – Community Partner, $1000 in funding committed to the partnership. KNLT will also help promote the film. KNLT is also considering reaching out to the KY poet, writer, farmer and sustainability advocate Wendell Berry to ask if he will introduce the film. Mr. Berry is a family friend of Joe Guthrie's and a long-time supporter of the work of KNLT.
    2. The Tracy Farmer Institute for Sustainability and the Environment (TFISE) has committed up to $1000 for the screening. TFISE will also provide outreach and logistical support.
    3. The UK Appalachian Center is interested in collaborating given the connections with KNLT's Pine Mountain Corridor work. We have a meeting scheduled for August 30 with their director to discuss possible funding support.

12. Please mark the primary target population of your project with a **1**.

● UK (general): 1(tie)　　　　　　　　　　　● Community:1(tie)
● Undergraduates:　　　　　　　　　　　　● Faculty:
● Graduates:　　　　　　　　　　　　　　　● Other (Please Describe):

In 250 words or less, please answer the following questions.

13. **Describe the intended University of Kentucky audiences and potential number of people impacted including any potential diverse segments such as student or community organizations and supporting evidence (e.g. expected or historical event/speaker attendance).**
    Our primary UK audience will be students enrolled in courses and or programs that have direct ties to the main themes of the film. We intend to seek faculty support for advertising the screening and campus seminar from the following departments at a minimum. Our points of contact in those departments are listed in parentheses.
    - Landscape Architecture (Ned Crankshaw)
    - Forestry (John Cox)
    - NRES (Mary Arthur)
    - Biology (Jim Krupa)
    - ENS (Betsy Beymer-Farris)

- Geography (Alice Turkington)
- Earth and Environmental Sciences (Alan Fryar)
- Biosystems and Ag Engineering (Carmen Agouridis)
- Sustainable Agriculture (Mark Williams)
- Public Administration ()

We will also do direct outreach to campus organizations, including but not limited to:
- UK Greenthumb
- UK Greenhouse
- Forestry Club
- Engineers without Borders

14. **Are there any students involved in the proposed project? If so, do they benefit from professional or technical skills, outputs, or experiences such as presentations, posters, or reports?**
The eleven students participating in the Student Sustainability Internship Program will support the project and gain experience in event coordination, outreach and communication. October is Campus Sustainability Month and this film screening will be included with any other events that the University coordinates in observation.

15. **Please describe any previous history and to what extent you, other project leaders, or the sponsoring organization may have with the UK Student Sustainability Council.**
The Office of Sustainability and TFISE both have extensive history of collaboration with the SSC. Most recently our organizations have partnered to support the administration of the Student Sustainability Internship Program and the Sustainability Challenge Grant Program, both of which are co-funded by the Student Sustainability Council.

16. Please outline a timeline and milestones to ensure project efficacy prior to and after project implementation.
- September 6: All funding requests complete and budget established
- Week of September 6:
    i. Reserve the theater for the public screening.
    ii. Notify Joe Guthrie and other expedition team members to make travel arrangements.
    iii. Book lodging once travel itineraries are submitted.
    iv. Finalize campus seminar dates and outreach plan
- Week of September 11:
    i. Finalize poster for film screening
    ii. Contact faculty list to request they encourage attendance
    iii. Contact other local conservation organizations to promote the screening
- Week of September 18
    i. Continue promotions
- Week of September 25
    i. Continue promotions
    ii. Finalize the details of all financial transactions relative to the event
    iii. Try to schedule appearances on Trivial Thursdays and Green Talks for following weeks (WRFL)
- Week of October 2
    i. Work with UK PR to get a story about the screening in UKNOW
    ii. Radio spots
- Week of October 9
    i. Set day of iteniary for everyone involved with seminar and screening
    ii. Final confirmations of travel and lodging details with expedition members
- Week of October 16
    i. Host successful, well-organized, and hopefully well-attended events.

17. **Does the success of your project require prior approval of other UK or non-UK entities (e.g. IRB or venue approval, etc.)? If so, please provide supporting documentation.**
- Success will depend of confirmation of public venue for the screening. The Lyric Theater is available on 10/19 for the screening, but we have not booked pending a request to use 21C's theater (free, but smaller and less parking) and funding confirmations.

18. **Please demonstrate how the Student Sustainability Council will be credited or advertised in your project (this can include promotional material). Would a project leader be available for a radio interview?**
    - The SSC will be credited with other funding partners on all flyers, social media posts, emails and any other media promoting the event. The SSC will also have the opportunity to table during the screening.
    - Yes, we would love to do a radio interview the week prior to the screening.

19. **Using the following format, please provide a line item budget for the total amount request and what percent of the project is being sponsored by SSC funding. Provide information sources or reasoning for the budget estimates.**

Description	$ Total Cost	$ Request from SSC	Source of remaining funds
Lyric Theater rental fee	$600		KNLT
Joe Guthrie Honorarium	$750	$750	
Joe Guthrie Travel expense	$500	$500	(Possible Appalachian Center contribution)
Joe Guthrie Lodging	$400		KNLT
Film Maker Honorarium	$750		TFISE
Film Maker Travel Expense	$700	$700	
Film Maker Lodging	$250		ISE
Total	$3950	$1950	

20. **Are you willing to accept a general reduction in your budget?**
    Yes. Travel and lodging expenses are estimates and subject to some change. We may also be able to "remote in" the film maker for the panel discussion following the film, which would eliminate the associated travel and lodging cost and would likely decrease the honorarium. Finally, the Appalachian Center may be able to provide some funding support and this would decrease the funds needed from the SSC. We will know for sure by September 1.

21. **Are you willing to accept line item changes in your budget?**
    Yes. See above.

22. **You may include additional attachments to supplement the application such as promotional material, resumes, letters of collaborative funding, etc.**

Submit project proposals and/or questions on proposal processes to
ukstudentsustainabilitycouncil@gmail.com with **'SSC Proposal'** as the subject line.

If successfully funded, a councilmember will be assigned to your project. Failure to communicate with this person can result in a total or partial loss of funding. **Any changes in the use of approved funding must be resubmitted and re-approved by the Council. Unused funds are automatically returned to the SSC.**

Project proposals will be considered on a rolling basis and must be received 1 week prior a scheduled meeting in order to be considered for the agenda. If SSC and applicant are able to confirm that project, if funded, would be in compliance with University Business Procedures. The 2017-2018 meeting schedule is on our website.

THE

CONSTITUTION

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.

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. 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. Interfraternity Council
7. Engineers Without Borders-UKY
8. WRFL
9. UK Greenhouse

10. Lexington Environmental Youth Outreach (LEYO)
11. SSTOP Hunger
12. Society of Women Engineers

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 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 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 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 one to five. The highest average ranked applicants will be selected for the incoming Council. Selection of At-Large Council members must by the second Friday of April finalized by the end of the Spring term.

SECTION D: APPOINTMENT OF EXECUTUVE STRCUTURE

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 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 the Spring semester.

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.

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 against 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 4 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, as defined by Article 5: Section B of this document.

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 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 the meetings of the Development Committee, including ensuring both attendance and meeting minutes are recorded.
2. Assigning liaisons to funded projects and monitoring their progress to ensure the liaison process is completed, as defined by Article VIII Section B Subsection I of this document.
3. 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.
4. Completing an annual review of the SSC constitution to proofread and ensure that Council policy is clear and without contradiction.
5. Presenting any constitutional amendments drafted by the development committee to the Council for a vote.
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 Directors and SSC faculty/staff advisor.

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. Oversee the Outreach Committee, including:
   a. Hold members of Outreach Committee accountable for responsibilities, as dictated by Article 4: Section G.
   b. Hold at least one committee meeting per month, suggested two a month.
   c. Take Outreach Committee meeting minutes and attendance, or appoint a committee member to do so.
2. Advertise opportunities and programs including the creation of new promotional materials.
3. Ensure the supply of and the updating of information contained in promotional materials.
4. Schedule at least seven tabling events per semester.
5. Update social media with at least one post per week or appoint a committee member to do so.
6. Send regular website updates to SSC Faculty/Staff Advisor.
7. Add SSC meeting minutes to campus calendar through UKNow
8. Conduct a once weekly thirty minute segment of Green Talks or appoint a committee member to do so.
9. 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
10. Maintain contact with project liaisons about any potential outreach events or project updates.

SECTION F: COMMITTEES

The directors of Development and Outreach are expected to maintain standing committees to assist in their Director Duties. Sub-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 5 Section A of this document, all Council members are allowed one 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, exempting the directors of Operations and Transparency and Accountability, 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 is assigned a liaison process and 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 event 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 two tabling events.

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.

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 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.

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.

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 positions.

Section 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 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.

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.

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.

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 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 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.

I. Project Liaison/Follow-up Process

Director of Transparency and Accountability 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.

Transferring Projects
- At the first general meeting of each semester, or as soon as the position is filled, the Director of Development must assess which previous projects remain open. If an open project's liaison did not return, Development 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 T&A must notify the awardee and the Director of Development must notify 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 two weeks of the project's closing date, include the follow-up survey, and instruct its return within one week. If no response after one week, second email attempt. Complete and upload the Post Project Outcomes of Liaison Report**.**