

Sustainable Energy Initiative Committee Bylaws

ARTICLE I: The Charge

The Sustainable Energy Initiative (SEI) is formed for the following purposes:

Section 1: To explore the options and determine use of the student fee established in spring 2014 in accordance with their specified mandates:

- 1.1 To proactively respond to budget shortfalls caused by energy price increases by funding energy efficiency or renewable energy projects that benefit Western Carolina University (WCU).
- 1.2 To provide funding to faculty and students to conduct relevant environmental research projects.
- 1.3 To provide supplemental funding for the Office of Sustainability and Energy Management internship positions, available to interested students across all disciplines.
- 1.4 To educate and inspire all members of the WCU community about the potential for and benefits of sustainability, energy conservation and renewable energy innovation. Therefore, each project must have an educational component to the campus community. Any capital improvement projects shall be used as a living laboratory with appropriate signage.
- 1.5 To act as an exemplar and steward of socially and environmentally responsible financial practices.
- 1.6 To serve as a role model on sustainability initiatives for other institutions of higher education, community groups, non-profit organizations, businesses, and governmental bodies.
- 1.7 To sustain itself financially and functionally into the foreseeable future without compromising other student, community, and institutional initiatives for a socially, environmentally, and sustainable campus.

Section 2: To review and recommend projects to be funded by the SEI. These projects can be:

- 1.1 Identified through the application process (as described in Section 8.1)
- 1.2 Requested by committee members, students, faculty or staff

Section 3: To discuss the feasibility of proposed projects with Western Carolina University Facilities Management (WCU FM), and other available resources. Prior to final recommendation on projects, campus units that submit proposals/initiatives should be referred to WCU FM, and/or other appropriate units relevant to:

- 3.1 Review of impact on campus sustainability goals
- 3.2 Relationship of project to ongoing or planned campus infrastructure projects

ARTICLE II: Committee Membership Requirement

Section 1: Student Commitment

- 1.1 Student members must commit to a minimum of one (academic) year (fall and spring), with the option to serve up to two academic years of service within the SEI committee.
- 1.2 The committee will meet no less than once a month. Student members may not miss more than one monthly committee meeting per semester. At the time of the second absence, disciplinary action may be taken in the form of a removal process upon approval of the remaining committee members.
- 1.3 Commitment from committee members beyond the academic year may be required, and will be discussed by the committee and determined by the Chair no later than the end of the academic year.

Section 2: Equal Representation

- 2.1 In order to best represent the student body, the committee will strive to include members from the 8 colleges of WCU which are: College of Arts and Sciences, College of Education and Allied Professions, College of Business, College of Fine and Performing Arts, College of Health and Human Services, The Kimmel School, The Honors College and Graduate School.
- 2.2 Students will go through the standard application process to fill these positions.
- 2.3 A total of seven student members will serve on the executive committee and have the ability to vote.
- 2.4 At the discretion of the Vice Chair, a secondary non-voting committee can be formed of students to assist the executive committee with their respective duties.

Section 3: Membership Process

- 3.1 All students serving on the SEI Committee must be full time students with a minimum 2.5 GPA and in good standing with WCU during their term in office.
- 3.2 All staff and faculty members must be current employees at WCU.
- 3.3 The process to obtain membership will be conducted by the Chair of the committee and consist of an application and interview process. The Chair may appoint a committee to assist him/her with applicant selection.
- 3.4 The membership process will regularly commence at the beginning of each academic year. In the event of a vacancy, removal of a student, or a pressing timeline issue, the committee Chair will have the ability to modify the membership cycle dates to best fit the needs of the committee. In any event, the student body will be duly informed of the opportunity to apply.

Section 4: Student Government Association (SGA) Appointed Student Member

- 4.1 The SGA appointed member has the ability to vote on:
 - a. New student member applicants
 - b. Positions student members hold within the committee
 - c. All other committee voting topics
- 4.2 The SGA appointed member is subject to the same absence and conflict resolution regulations as the other student committee members
 - a. If an SGA appointed member resigns or is discharged, SGA will be responsible for finding a new person to fill the position.

Section 5: Faculty and Staff Advisors

- 5.1 Faculty and staff advisors will be appointed for a two year term
- 5.2 Must include one staff advisor from Staff Senate and one faculty advisor from Faculty Senate.
- 5.3 One faculty and one staff member will be appointed by the Chief Sustainability Officer.
- 5.4 The Chief Sustainability Officer and Director Operations & Maintenance will be permanent members of the SEI committee.
- 5.5 The Faculty and Staff members will not have the ability to vote.

ARTICLE III: COMMITTEES & POSITIONS

Committee Positions	Faculty/Staff Advisors
Chair	2 Faculty Advisors
Vice Chair	2 Staff Advisors
Secretary	Chief Sustainability Officer
Treasurer	Director Operations & Maintenance
Public Relations	
SGA Liaison	
Project Manager	

Section 1: Officer Duties

- 1.1 Chair: The Chairperson is responsible for presiding over all meetings. The Chair shall schedule/facilitate meetings and develop the agenda with appropriate parties. The Chair will also coordinate work with the Chief Sustainability Officer, as appropriate, to prepare for meetings. The Chair shall be responsible for all communication with the administration on all issues. The Chair will vote only in the event of a tie.
- 1.2 Vice Chair: The Vice Chair shall assist the Chair with said duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair must be a student.
- 1.3 Secretary: The Secretary shall take minutes at SEI Committee meetings and keep copies for future reference. All minutes shall be submitted to the Public Relations Officer in a timely manner for posting on the SEI website. The Secretary must be a student.
- 1.4 Treasurer: The Treasurer reviews monthly account updates, works with OSEM to monitor project expenditures and approves and signs funding allocations. The Treasurer must be a student.
- 1.5 Public Relations Officer: The Public Relations Officer serves as a medium between the SEI and WCU media outlets, as well as WCU awareness and engagement programs. It is the responsibility of this officer to ensure that all project proposals that receive funding also be reported to all available outlets, as to ensure the WCU community is informed of all projects. The Public Relations Officer must be a student.



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- 1.6 Project Manager: The Project Manager will be responsible for generating, collecting, organizing, and managing reports while SEI projects are being implemented. They will also be responsible for collecting and managing any data necessary for an approved project. Once construction has begun, they will report on all stages of the project and manage communications with all parties involved. They will also seek additional funding for projects and the SEI account in general, ex. Grants.
- 1.7 SGA Liaison: The SGA Liaison will be responsible for the direct connection to the Student Government Association, and therefore handle relationships and administrative duties that require SGA's involvement. They should also be involved in a sustainability group or committee within SGA Council.

Section 2: Non-voting Student Committee

- 1.1 This committee will consist of candidates that have applied for SEI membership but did not receive an officer position. This committee will play a vital role in assisting the officers with their tasks, and maintaining their responsibilities, as determined by the officers. They will be responsible for assisting with the planning, advertisement, and execution of the meetings that also act as public forums. These members will not have voting rights, but will have opportunities to work directly on approved projects.

Section 3: Faculty/ Staff Advisory Committee

- 1.1 This committee shall consist of two faculty advisors, two staff advisors, the Chief Sustainability Officer, and the Director Operations and Maintenance. The purpose of this committee will be to mentor and provide guidance to the student committees.

ARTICLE IV: Meetings

Section 1: Meetings

- 1.1 Meetings shall be held regularly as determined by the Chair upon consideration of member availability, but not less once a month. The Chair shall have the authority to schedule additional meetings as necessary and communicate those to the committee.

Section 2: Attendance

- 1.1 Members may not miss more than three (3) committee meetings per year without an excused absence as determined by the Chair.

ARTICLE V: Other Rules for Governing SEI

Section 1: Guidelines for Fund Allocation

- 1.1 Any funds not distributed or dispensed in a given year shall remain in SEI account for future use.
- 1.2 Funds allocated to a project that are not spent within the timeframe determined on the project's proposal can be returned to SEI for reallocation.
- 1.3 Funds distributed by SEI are not to be used or reallocated for purposes other than those described in this document.

- 1.4 If the committee wishes to seek an increase or decrease in the Sustainability Fee, that change will be sought through the Budget Hearing Process.
- 1.5 The SEI shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in SEI account.

ARTICLE VI: Parliamentary Procedures

Section 1: Quorum

- 1.1 At least six (6) voting members with at least three (3) students must be present for quorum to be established.

Section 2: Voting

- 1.1 Only voting members may cast their respective vote. Non-voting members are available for suggestions or advice, but may not vote on issues regarding the SEI Committee.
- 1.2 Voting can occur via email if a quorum is not present during a committee meeting.

Section 3: Amendment of Bylaws

- 1.1 A two-thirds (2/3) majority vote by the voting members of the existing governing committee must adopt and then may amend, create, or repeal portions of these bylaws.
- 1.2 All revisions to the bylaws shall be monitored and tracked for future Committees to review.

ARTICLE VI: Dissolution

Section 1: The Students may dissolve the SEI Committee through a student wide-referendum.

Section 2: The SEI Committee will continue to meet for the remaining years that funding is earmarked.

Section 3: Any funds available that are not earmarked will be transferred to the SGA main reserve.