Environmental Sustainability Mentorship Committee

Article I. Name, Purpose, and General Statements

Section 1.01 Name

The name of the organization shall be the Environmental Sustainability Mentorship Committee, hereafter referred to as the ESMC.

Section 1.02 Purpose

The purpose of the ESMC is to create a collaborative group between the Student Association, students, faculty, staff and administration to promote the ideals and practices of environmental sustainability at the University of Wisconsin-Milwaukee. The ESMC will also allocate the Green Fund and mentor students to implement approved student-led sustainability projects and initiatives on campus that meet the eligibility requirements as defined in this document.

Section 1.03 Internal Relationships

(i) The ESMC should represent the needs and preferences of its constituencies.

(ii) The ESMC may advise in matter pertaining to the use of student segregated fees to improve the University of Wisconsin-Milwaukee environment.

Article II. Operations

Section 2.01 Committee Membership

The membership of the ESMC shall be composed of:

(i) Five (5) student senators, elected by the Student Association Senate

(ii) Four (4) at-large students appointed by the Student Association through the shared governance process, with priority given to members of student organizations with an environmental focus.

(iii) One (1) academic staff member

(iv) One (1) faculty member

(v) One (1) university staff member

(vi) Chief Sustainability Officer, serving as an ex-officio, non-voting member who shall not count towards quorum
All student members of the ESMC shall be required to be enrolled at least half-time in good academic standing, and hold at least a 2.0 GPA. No more than two ESMC at-large student members may be from the same Recognized Student Organization.

Section 2.02 Chair

First the ESMC shall elect a student member as chair. The ESMC chair shall have the following duties and responsibilities:

(i) Preside over all meetings of ESMC utilizing RPO.

(ii) Work with Event Services to coordinate room set-up.

(iii) Assign tasks to ESMC members as necessary.

(iv) Prepare and distribute each meeting agenda and PMN at least 24 hours in advance.

(v) Keep regular contact with all ESMC members, Student Association Professional Staff, the Office of Sustainability, and the executive board of the Student Association.

(vi) Facilitate policies and allocations in a manner that is fiscally responsible, fair, and holds the ESMC and the Student Association to the highest standards of accountability.

(vii) Be knowledgeable and primarily responsible for responding to questions from students about the ESMC and the Green Fund process.

(viii) Maintain records of all funds allocated and the amount of each allocation used.

(ix) Work with the Student Association Treasurer and Student Association Professional Staff in overseeing the Green Fund account.

(x) Propose a timeline for meetings, trainings, and hearings.

Section 2.03 Vice Chair

The ESMC shall elect a student member as co-chair. Co-chair shall have the following duties and responsibilities:

(i) Preside over meetings of ESMC in the absence of the chair.

(ii) Take minutes of ESMC meetings.

(iii) Assist the chair with the maintenance of ESMC records.

(iv) Perform other duties as assigned at the discretion of the chair.

(v) Review ESMC meeting minutes and solicit corrections from members of ESMC prior to the posting of those minutes.

1. The minutes must include, when applicable, the amount of each funding request, the amount allocated, and considerations of that decision

2. The minutes must be produced in a word processed format in a legible form and distributed to the chair no more than 10 days after the conclusion of the meeting for which the minutes document.

Section 2.04 Membership Duties

All additional members of the ESMC shall have the following duties and responsibilities:

(i) Assist the chair with the administration of the committee’s operation.
(ii) Members being considered for removal for reasons other than those outlined in Article II, Section 2.08, must be given proper notice of possible removal and the opportunity to defend against removal at the meeting during which the removal will be voted upon.

(iii) Appeals of all above-mentioned removals shall be taken up by the Senate.

Article III. Green Fund

Section 3.01 Purpose

The Green Fund is a portion of segregated fees which provides UWM students funds to implement student-led projects that improve sustainable practices for the University of Wisconsin-Milwaukee. Through highly-visible projects and initiatives, the Green Fund will help to continue to foster a healthier and more sustainable campus culture. A Green Fund is money for students by students.

Section 3.02 Evaluation Criteria for Allocation of Green Fund

Highest priority will be given to projects that:

(i) Directly impact the students and facilities of the University of Wisconsin-Milwaukee.

(ii) Reduce the campus carbon footprint, including reduced energy usage through efficiency and/or renewable energy.

(iii) Collaborate with other organizations through funding matches, joint planning, or execution of the project.

(iv) Are well-researched and include details on costs, stakeholders, and steps to implementation.

(v) Demonstrate a quantifiable return on investment, if applicable.

(vi) Are driven by student input and involvement throughout the implementation.

(vii) Produce innovative solutions and are not typically funded by other entities.

(viii) Include plans for maintenance of project beyond the initial Green Fund allocation.

Other important considerations for projects should include:

(i) Student and community outreach that educates students on understanding of environmental issues or actions.

(ii) Possibility for project expansion from small-scale implementation to large-scale implementation (growth from a pilot into a standing program).

(iii) Implementation of a capital project.

(iv) Interdisciplinary nature of project.

Green Fund monies cannot go towards:

(i) Landscaping not related to gardens, rain gardens, and green roofs.

(ii) Projects typically included in other entities' ongoing budgets.

(iii) Projects that produce academic credit or financial aid to an enrolled.

(iv) Projects that only involve research or exploration of an idea.
(ii) Attend all meetings and hearings of ESMC in their entirety, unless excused with approval of the chair with at least 24 hours notice when possible, for one of the following reasons:

1. Class commitments
2. Religious observances
3. Illness or death of family member
4. Previous commitments to other organizations with prior approval
5. Other emergencies excused at the discretion of the chair

Section 2.05  Terms of Membership

All members shall serve a one-year term, beginning on September 1st of the Academic Year and continuing until August 31st of the following year. Members may serve more than one term.

Section 2.06  Meetings

The ESMC shall use the most recent edition of Robert's Rules of Order as binding for the committee. Meeting times and dates are set at the discretion of the chair. Student seats shall be filled by October.

(i) This committee will abide in accordance with Wisconsin Open Meetings Laws.

(ii) Meetings shall be held at least once a month during the Academic year. Frequency of meetings can increase at the discretion of the Chair.

(iii) There shall be at least one meeting in the fall semester dedicated to approval of projects. Only projects submitted before the date will be considered for approval. It is up to the discretion of the chair and members of the ESMC to set this date.

(iv) There shall be at least one meeting in the spring semester where the author(s) of projects approved by the ESMC attend to collaborate with the ESMC on how to implement their project, adhering to the items enumerated under Article IV, Section 4.04 - Allocation Procedures

Section 2.07  Quorum

Quorum must consist of at least five ESMC voting members, a majority of which must be students.

Section 2.08  Removal of Members

Members may be removed from the ESMC for the following reasons:

(i) Two (2) unexcused absences or three (3) consecutive absences

(ii) Failure to fulfill the duties of office

(iii) Displays of conduct unbecoming of a Student Association official

(iv) Failure to adhere to items outlined under Article II, Section 2.04 - Membership Duties

Removal from ESMC requires a two-thirds vote of the committee

(i) Members who miss three meetings or two consecutive meetings, without being excused by the Chair, shall be considered automatically resigned from their position at the conclusion of the third or second consecutive meeting.
(v) Projects deemed to increase the efficiency of a building where anticipated time to recoup the investment exceeds the expected lifespan of the building.

(vi) Funding for political activities or any activities in which an individual or group attempts to influence another individual or group to vote for a specific person or party in an election.

(vii) Any expenses producing commercial gain.

(viii) Gifts, donations, membership dues, personal liability fees, or expenses incurred prior to approval.

(ix) Payments to individuals (Faculty, staff, students, etc.).

Article IV. Allocation

Section 4.01 Allocation Principles

All ESMC funding must comply with the University of Wisconsin System Financial Administration Policies Regarding Student Segregated Fee Expenditures (F50)

(i) All ESMC funding decisions must be made in a viewpoint neutral manner.

(ii) ESMC shall take into account the amount of funds available for allocations when making funding.

(iii) ESMC may not recommend any allocation that violates University Segregated Fee Policies.

(iv) ESMC shall be empowered to set funding caps and select other funding criteria as it sees fit provided those caps and criteria meet with compliance standards.

(v) Proper justification must be submitted by the project author with the funding request for the ESMC to allocate funds.

(vi) Any unused allocated funds shall be returned to the ESMC for reallocation.

Section 4.02 Allocation Compliance

Only currently enrolled students recognized by the University shall be eligible to receive monies from the Green Fund.

The Green Fund shall be managed and expended through the ESMC and Student Association Executive Branch.

Section 4.03 Conflicts of Interest

ESMC members shall adhere to the following provisions for conflicts of interest:

(i) Conflicts of interest must be declared, and the member(s) for whom there is a conflict of interest must recuse themselves from discussion and voting.

(ii) Any member may declare a potential conflict of interest for themselves or for another member before an item is discussed or voted on.

(iii) If a declaration of a conflict of interest is not self-declared, the members shall then discuss and vote on whether that conflict of interest exists.

(iv) If a member declares a conflict of interest for themselves, no vote is needed.
Enrolled students must apply for funding through the Green Fund application available via Orgsync.

(i) Applications will be accepted during the fall semester. An official due date will be determined by the ESMC.

(ii) Applications must include all other documentation set forth by the ESMC.

(iii) Late or incomplete applications received after the deadline shall not be considered and no exceptions will be made.

The ESMC shall select two (2) to five (5) applications during the fall semester based on available funding, evaluation criteria outlined in Article III, Section 3.02 - Evaluation Criteria for Allocation of Green Fund, and allocation principles outlined in Article 4, Section 4.04 - Allocation Principles.

The authors of the selected applications must meet with the ESMC to discuss their proposal further. During the spring semester, the ESMC shall mentor and collaborate with the author of the proposal to document its purpose, steps of implementation, and cost.

(i) One ESMC member will also be selected as a project liaison to assist with project development and communicate project updates to the ESMC and the Student Association.

Funds shall not be allocated to approved and documented proposals until they are approved by a majority vote from members of the ESMC and then a majority vote from the Student Association Senate.

When the above mentioned steps are completed, the ESMC shall have final authority in allocating monies from the Green Fund to the documented and approved proposals.

The ESMC shall follow up with the author of the proposal after funds have been allocated to make sure the documented steps of implementation have been completed.

Article V. Enactment, Amendments, and Policies

These bylaws shall be considered void until passage of these bylaws are approved with a two-thirds vote by the Senate and signed by the President.

(i) Amendments to these bylaws must be approved by a two thirds majority vote from the ESMC followed by a two-thirds vote of the Student Association Senate.

The ESMC may adopt, by majority vote of the committee, policies and procedures consistent with these bylaws.
Legislative History

September 18, 2016 – Authored by Senator Crowell