

ENVIRONMENTAL ENDEAVORS COMMISSION

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ENVIRONMENTAL ENDEAVORS COMMISSION

Article 1. Purpose and Authority

Section 1.01: Purpose

The Environmental Endeavors Commission is a standing commission of the University of Wisconsin-Eau Claire Student Senate. The Environmental Endeavors Commission (EEC) will report their final budget to the Student Senate annually. The commission will report their portion of the SUFAC budget that is established by a segregated fee through the Environmental Endeavors Account. The monies collected in the Environmental Endeavors Account follow segregated fee regulations and must always promote environmental sustainability within the university.

The commission serves in two respects:

- To recommend to the Senate in bill form the Segregated Fee allocations for the Environmental Endeavors Account
- To monitor policies, research and assess environmental issues, and provide recommendations affecting issues of environmentalism

Section 1.02: Authority

The Environmental Endeavors Commission is a standing commission of the University of Wisconsin-Eau Claire Student Senate and reports their budget to the Student Senate. The Student Senate of the University of Wisconsin-Eau Claire, as the student governance body of the University, is granted responsibility for the disposition of Segregated University Fees under Wisconsin State Statute §36.09(5) that states, in part:

Students shall have the primary responsibility for the formulation and review of policies concerning student life, services and interests. Students in consultation with the Chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees that constitute substantial support for campus student activities.

Further guidance on the role of Student Governance in the use of Segregated University Fees is provided in the following Regent Policy Documents and UW System Policies. Regent Policy Document 86-4, Guidelines for Student Governance, states in part:

Chancellors, in consultation with the students, shall define the allocable and nonallocable portions of the student fee with particularity, observing that this area shall not and cannot without appropriate policy action by the institution and board include withdrawal of fee support from on-going fiscal commitments such as debt service, or the support of staff personnel on continuing appointments.

Regent Policy Document 88-6, Policy and Procedures for Segregated University Fees, states in part:

The Board affirms that: students shall be given an opportunity to review and offer advice concerning the budget of each activity and program that is funded primarily with non-allocable SUF; every effort should be made to provide sufficient time for students to formulate allocable SUF budgets, and to review non-allocable SUF budgets as provided in institutional policies; all ad hoc system wide Commissions and task forces formed to deal with issues of SUF support shall have student membership.

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Article 2. Commission Organization

Section 2.01: Membership

(2.01.1) Membership of the Environmental Endeavors Commission follows Article 9.02 of the Student Senate bylaws. Student members of the EEC shall be composed of the following:

- One Director of the Commission, who shall be called the Director of Environmental Endeavors
- A minimum of 9 student members, excluding the director.
- A minimum of 5 of these student members must be Student Senators
- A reasonable effort should be made to recruit and retain students who are not senators.

Section 2.02: Qualification Requirements for Student Members

All student members of the Commission must be currently enrolled as students at the University of Wisconsin-Eau Claire for a minimum of six credits and must maintain a cumulative G.P.A. of at least 2.0.

Section 2.03: Director of Environmental Endeavors

The Student Body President may only appoint the EEC director for the same term as the one in which the President is serving as the Student Body President.

Section 2.04: Minimum Composition

All members of the Commission other than the Director of Environmental Endeavors are recommended to the President for appointment to the Commission by the Director through a process of his/her determination. At all times, the Commission must consist of at least the Director and at least five other members. It is preferred, but not mandatory, that a member of the Finance Commission be one of the student members of the Environmental Endeavors Commission. At the start of a new Student Senate session when a new Director of Environmental Endeavors is appointed, the new director shall inform all members that they must re-apply to be considered for re-appointment to the Commission.

Section 2.05: Advisors

There will be a general advisor to the Commission to advise the group on history, events and networking with other groups. This person will be the chief administrator of accounts and must be a paid faculty or staff member. Additional advisors may include but may not exceed: a staff person from Facilities Planning & Management, a staff person from the Office of Budget & Finance, the Sustainability Fellow, and up to one other faculty member who is not the general advisor.

Article 3. Roles and Responsibilities

Section 3.01: Attendance Policy

Commission members are expected to be at all regular meetings, budget hearings, budget deliberations, and budget appeals sessions of the Commission. Excused absences will be

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tolerated at the discretion of the Director of Environmental Endeavors. In the event of two unexcused absences, the Commission member will be subject to removal by the Director of Environmental Endeavors.

Section 3.02: Student Commission Members Responsibilities

As members of the Commission and in recognition of the important duties of the Commission, all student members shall be expected to accept the following responsibilities:

- Understand the policies that guide the allocation of the Segregated University Fees
- Adhere to the policy of viewpoint neutrality as expressed in Section 4.02 of these by-laws and in compliance with Board of Regents policy and all applicable legal standards
- Comprehend the budgetary process
- Contribute to the work of the Commission as a representative of the student body
- Complete all duties assigned by the Director of Environmental Endeavors Chair in a timely, thoughtful, and thorough manner

Section 3.03: Director of Environmental Endeavors

The Director of Environmental Endeavors shall accept the following responsibilities:

- Prepare meeting agendas and minutes
- Chair all meetings
- Provide necessary information and guidance to the Commission
- Make available instructions and assign proposal consultations for all funding requests
- Establish and disseminate the schedule for proposals; including the call for proposals, consultations, budget hearings, deliberations and appeals
- Create a detailed record of all Environmental Endeavors Account fee allocation and deliberations
- Facilitate appeals and award fair time and deliberation for those applying
- Present the Environmental Sustainability Budget to the Finance Commission during the annual Organized Activity Budget process in those years requesting more than the base referendum spending
- Author a bill of the Environmental Endeavors Allocations for consideration by Student Senate
- Serve as a member of the board of directors of Student Senate
- Serve regular office hours and provide information to interested parties
- The Director of Environmental Endeavors Commission will be paid a stipend of 50% of the Student-Body President (\$2,500). This stipend will be paid out of the Environmental Endeavors Budget.

Article 4. Commission Procedures

Section 4.01: Open Meeting Policy

All Environmental Endeavors Commission meetings shall be open meetings.

Section 4.02: Viewpoint Neutrality Statement

It is the guiding principle of the University of Wisconsin-Eau Claire Student Senate Environmental Endeavors Commission that all funding decisions will be made without regard to

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race, color, creed, religion, national origin, ancestry, gender, gender identity or expression, sexual orientation, disability, political affiliation, age, or veteran status of either the organization requesting funds or its individual or collective membership. Allocation decisions and the expenditure of approved allocations must conform with constitutional requirements, including the decision of the United States Supreme Court in *Board of Regents v. Southworth*, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing Wisconsin Statutes, Attorney General's opinions, Board of Regents' regulations, UW System Policy Papers, and State Department of Administration and Office of State Employment Relations regulations.

Section 4.03: Quorum

A quorum is defined as more than fifty percent of appointed Commission members present, with the absolute minimum of six members.

Section 4.04: Voting

(4.04.1) Voting by the Commission shall be accomplished in accordance with the latest edition of “Robert’s Rules of Order” unless otherwise indicated in these articles.

(4.04.2) Members of the Environmental Endeavors Commission who have in the past or currently hold executive positions in proposals or that are funded or have requested funding through the Environmental Endeavors Account may participate in the discussion or debate of any motion. However, such members must abstain on any vote affecting funding for that proposal. If any such member votes for or against any motion relating to a proposal in which he/she has held or currently holds an executive position, it will be grounds for dismissal from the Environmental Endeavors Commission at the discretion of the Director with counsel from the President of Student Senate.

Article 5. Environmental Endeavors Account Budget Process

Section 5.01: Outline of Process

The Environmental Endeavors Commission shall allocate funds in two separate rounds of proposal hearings. Each fall semester the Commission will call for proposals and determine funding.

The process the Environmental Endeavors Commission shall use to develop allocation recommendation for consideration by the Student Senate shall proceed according to general order listed below, with the specific steps described in further detail in subsequent sections of this article:

- Work with the administrative member recommended by the Chancellor’s Office to send proposal instructions to the Dean of each College and make proposal instructions available to the University community
- Work with the Student Organizations Coordinator and Student Organizations Commission Director to send proposal instructions to every active student organization

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- Assign Commission members to serve as proposal liaisons for each proposal received by the Commission. The Commission members are to meet with the representative from each proposal about mission of the proposal, review cost estimates, review feasibility, and report back to the full Commission
- Designate a tentative funding target allocations
- Designate a possible savings target for the total Environmental Endeavors Budget for the next two years to use as a guide during proposal deliberations
- Establish and publicize a schedule for proposal hearings
- Hold proposal hearings
- Hold proposal deliberations and vote on an allocation decision
- Establish a tentative allocation amount for each approved proposal
- Review budget and savings recommendations relative to the total Environmental Endeavors Budget and adjust if necessary
- Notify each proposal's representative of its allocation decision and its tentative allocation amount and of the deadline for filing an appeal request
- Submit a bill to the Student Senate for consideration and approval.

Section 5.02: Proposal Instructions

The Commission shall, with the help of the Commission's advisors, provide and distribute instructions for the preparation and submission of proposal requests for both rounds of proposal hearings each year.

Section 5.03: Call for Proposals

A call for proposals will go out once a year in the fall semester. The call for proposals must be made four weeks prior to the scheduled hearings. The Director of Environmental Endeavors shall work with the following people to distribute proposal instructions:

- LTS, the Student Senate President, and Program Assistant to send to all students, faculty and staff
- The Student Organizations Commission Director and Student Organizations Coordinator to send proposal instructions to every active student organization
- The publications office to post a press release on the homepage detailing where to find or request proposal instructions and stating the deadline for proposal submissions

Section 5.04: Proposal Consultations

(5.04.1) The Director of Environmental Endeavors must work with the Commission's advisors to notify in writing each proposal's author the scheduled dates and times of the proposal hearings at least three weeks prior to the Commission's scheduled proposal hearings. Two weeks before the scheduled proposal hearing the proposal's representative must inform the Director of Environmental Endeavors any date and hearing time preferences they may have.

(5.04.2) Prior to the proposal hearings, each proposal representative must meet with a student member of the Environmental Endeavors Commission, who has voting authority for the upcoming hearings, to discuss the mission of the proposal, review cost estimates and their sources, review feasibility specifically regarding any changes to facilities, and report back to the full Commission. Each student assigned to meet with the proposal's representative will be considered that proposals liaison.

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(5.04.3) Prior to the proposal hearings, each proposal liaison of the Environmental Endeavors Commission must brief the Commission and discuss the opinions of the Commission members regarding strengths, weaknesses and progress of the proposal.

Section 5.05: Tentative Funding Target

(5.05.1) The Commission shall, at least four weeks prior to the fall semester proposal hearings, designate a tentative funding target and possible savings target for the total Environmental Sustainability Account for the next two years to use as a guide during proposal deliberations

(5.05.2) In establishing a tentative funding target for both rounds of allocations, the Director of Environmental Endeavors shall consider the following:

- The total of the last adopted Environmental Endeavors Budget
- The recommended savings target, if any, for the upcoming year
- Any additional funds left over from the previous year's proposals
- The annual growth rate for the Environmental Sustainability Account
- Any UW-System sustainability fee guidelines
- Any previously funded proposals that may impact the current budget
- Any previously funded proposals that required bonding
- Estimated financial and environmental outcomes of previous proposals
- Any other related factors the Commission deems appropriate

Section 5.06: Hearing Schedule

(5.06.1) The Director of Environmental Endeavors, at least one week prior to the Commission's scheduled proposal hearings, shall notify in writing each proposals' representative of the scheduled dates and times of the proposal hearings and request that each representative, within two weeks, inform the Director of Environmental Endeavors of any date and hearing time preferences their activity may have.

(5.06.2) Proposals for the fall semester must be turned in to the Commission director and/or advisor by the end of the second week of October. Hearings and deliberations will be subsequently scheduled in separate weeks. The Director of Environmental Endeavors will write a bill to be introduced to Senate no later than the first week of November.

Section 5.07: Scheduling of Hearings

The Director of Environmental Endeavors shall, by end of May each year, reserve the necessary facilities for fall semester proposal hearings by the first week in November. The Director of Environmental Endeavors, after due consideration of all proposals' hearing preferences and at least two weeks prior to the proposal hearings, shall schedule each proposal for a specific hearing time before the Commission and shall notify in writing each proposal representative, the Senate and its officers, each Environmental Endeavors Commission member, including its advisors, the Chancellor, and campus media of the complete schedule of budget hearings, including an explanation of hearing format and time limitations.

Section 5.08: Proposal Requests

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(5.08.1) Proposals shall be submitted electronically and in writing and shall include the following:

- A proposal worksheet consisting of the mission of the proposal, the proposal representative, who must be a faculty member and serve as the liaison for the proposal, sustainability outcomes the proposal would accomplish (including cited sources), cost estimates from at least three separate sources, documentation detailing any grants, discounts or financial assistance programs the proposal could use, financial return estimates, figures used to calculate financial returns, timeline of proposal, documented consultation with Facilities Planning and Management and;
- A narrative detailing the proposal, learning opportunities and/or courses which would be involved with the proposal, and examples of projects from similar state universities. Incomplete proposals will be returned to the proposal representative and resubmitted by a date determined by the Director of Environmental Endeavors. Completed requests not turned in by the specified date will not be accepted unless the Commission votes in the majority to see the proposal.

(5.08.2) Upon the Commission's established deadline for proposals the Director of Environmental Endeavors shall notify in writing the Senate and its officers, each member of the Environmental Endeavors Commission, its advisors, the Chancellor and campus media of the following:

- Allocation requests and actual allocations for each proposal from the previous year
- Allocation requests of each proposal for the current year
- Allocation and savings goals of the Environmental Endeavors Budget

Section 5.09: Late Proposal Request Submissions

Budget proposals are to be submitted by the close of business on the day stated in the proposal instructions and calendar. Exceptions may be by the Environmental Endeavors Commission when a majority vote affirms a late proposal will be seen.

Section 5.10: Distribution of Requests

Each proposal representative shall provide paper copies for the following distribution: to the Director of Environmental Endeavors, and a minimum of two copies to the Senate Program Assistant. Each proposal representative must provide a digital copy for the Director of Environmental Endeavors (to forward to all Commission members); to the President; Vice President; Chief Business Officer; and the Chief Student Affairs Officer.

Section 5.11: Proposal Hearings

(5.11.1) The primary purpose of proposal hearings before the Commission shall be to further the information gathering of Commission members and Student Senators and to provide an opportunity for proposal representatives to make oral presentations, offer additional justification for the proposal and respond to questions of the Commission members.

(5.11.2) Each proposal shall receive up to twenty minutes to present its request to the Commission. This time may be divided in any proportion between presentation and answering questions from the Commission members. A majority vote of Commission members may extend the time allotted for any proposal.

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Section 5.12: Proposal Deliberations

(5.12.1) The Director of Environmental Endeavors and each Commission member shall develop a ranked list of all the proposals. The ranked list will be developed individually by each Commission member to prioritize the proposals from most likely to fund, to least likely to fund. The funding target for allocation and savings should be used as a guideline to develop an accurate prediction of proposals to fit into the budget.

(5.12.2) Each Commission member's listing should be compiled by the Director of Environmental Endeavors into a comprehensive list prior to the deliberation. Deliberations will begin at the highest ranked proposal. Commission members who concur with the highest rank will begin discussion of the proposal, followed by a Commission member who ranked the proposal towards the bottom. Pertinent discussion topics include, among others, the proposal's compliance with criteria established in the proposal request form, quality of data supplied, learning outcomes, and feasibility. Each proposal will be discussed individually before any vote occurs. Once each proposal has been debated any member of the Commission will make a motion to fund a specific proposal. The motion must be seconded but cannot be amended. For a different funding level to be considered, the first motion must be voted down.

(5.12.3) After the preliminary allocation recommendations are set by vote of the Commission and before deliberations have concluded, any Commission member may offer a motion to revisit any proposal. Reconsideration of the preliminary funding level shall occur only if such a motion is seconded and approved by vote of the Commission.

(5.12.4) The Commission shall review the sum of all tentative funding recommendations relative to the total target funding/saving level previously set, and any Commission member may offer a motion to re-open discussion on the target funding/saving level.

Section 5.13: Tentative Proposal Funding Recommendations

(5.13.1) Following all proposal hearings and Commission proposal deliberations, the Commission shall adopt the tentative recommendations for proposal allocations.

(5.13.2) Immediately following Commission adoption of tentative recommendations, the Director of Environmental Endeavors and/or advisors, in writing, shall:

- Notify the official representative of each proposal the Commission's tentative decision to allocate that proposal and allocation recommendation for that proposal, the method and deadline for appealing the Commission's decision, and the date, time, and location scheduled for appeal hearings, if any
- Notify the Senate and Senate officers, the Finance Director, the Chancellor, the Chief Business Officer, all advisors and members of the commission, and campus media of the tentative recommendations of the Environmental Endeavors Commission and the date, time, and location scheduled for appeal hearings, if any.

Article 6. Appeal Process

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Section 6.01: Appeal Requests

Upon receipt of notification of the Environmental Endeavors Commission's tentative allocation recommendation, a proposal representative may request reconsideration of the tentative recommendation for that proposal by submitting a written appeal request to the Director of Environmental Endeavors within five business days, unless the Commission provides in advance for a longer response period.

Section 6.02: Acknowledging Appeal Requests

Upon timely receipt of an appeal request, the Director of Environmental Endeavors, in writing, shall immediately confirm receipt of the request and notify the representative of the appealing proposal of the format, date, time, and location of the appeal hearing and of the proposal representative's opportunity to provide the Commission with a written statement in addition to or in lieu of the oral appeal hearing. Copies of such appeal confirmations shall be provided to the Senate President and Vice President, each Environmental Endeavors Commission member and advisor, Chief Business Officer, and campus media.

Section 6.03: Appeal Hearing Time Limits

Unless the Commission provides for greater time limits, each appeal hearing before the Environmental Endeavors Commission shall be limited to twenty minutes and may be used for presentation by the appealing proposal, for answering questions from the Commission members, time permitting.

Section 6.04: Notification of Reconsideration Results

Immediately following all appeals hearings, the Commission shall take action on each appeal by vote. The Commission shall reconsider its tentative allocation recommendations for the appealing proposal based on motions from the Commission members. Subsequent to vote by the Commission, the Director of Environmental Endeavors shall notify in writing the representative of each appealing proposal of the Commission's final recommendation and the method and deadline for appealing the Commission's final recommendation to the Student Senate. Copies of such notices shall be provided to the Senate President and Vice President, the Chief Business Officer, and campus media.

Section 6.05: Appeals to the Student Senate

(6.05.1) A proposal's representative may appeal to the Student Senate the Commission's final allocation recommendation for that proposal by serving written notice to the Senate President within ten calendar days following the proposal's receipt of notification from the Director of Environmental Endeavors of the Commission's final allocation recommendation. No proposer may appeal to the Student Senate unless they have first appealed to the Commission.

(6.05.2) Upon timely receipt of an appeal notice from a proposal representative, the Senate President shall:

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- Confirm, in writing, receipt of the appeal notice and notify the representative of the appealing proposal of the format, date, time, and location of the proposal's appeal hearing before the Senate and of the opportunity to provide the Senate with a written statement(s) or other material in addition to or in lieu of the oral appeal hearing. Copies of such confirmation notices shall be provided to the Senate Vice President, the Finance Director, Chief Business Officer, all members and advisors of the Environmental Endeavors Commission, and campus media
- Schedule the necessary appeal hearings before the Senate during the first and/or second reading of the Environmental Endeavors Allocation Bill

(6.05.3) Unless the Senate or the President provide in advance for greater time limits, each proposal appealing before the Senate shall be provided ten minutes for an oral presentation, followed by twenty minutes for questions by Student Senators and Senate officers.

Article 7. Budget Request & Allocations Bill

Section 7.01: Organized Activity Budget Request

Each fall the Director of Environmental Endeavors shall work with the Chief Business Officer to compile its Organized Activities Budget Request for consideration of the Student Senate Finance Commission. Because the Environmental Endeavors Commission allocates money generated the current year, budget requests for the next fiscal year will not have any specific proposals included. The budget will detail allocations from the previous year, stipends of the Director and any other financial information. The bill will contain all information regarding savings, allocation targets and any previously approved proposals in which bonding has occurred. The Director of Environmental Endeavors shall present the budget of the Environmental Endeavors Commission to the Finance Commission during the annual Organized Activity budget process. In years that the Director is not requesting more than approved via referendum, they will submit a budget to the Finance Commission, but will not be required to make a presentation.

Section 7.02: Allocations Bill

(7.02.1) Following consideration of all appeals, if any, of its recommended proposal allocations for the fall semester, the Commission shall adopt and, via the Director of Environmental Endeavors, introduce to the Student Senate a bill proposing the Commission's final recommendations for proposal allocations that semester.

Section 7.03: Senate Deliberations

(7.03.1) Following the hearing of all appeals, if any, the Student Senate shall consider and adopt the Environmental Endeavors Allocations Bill for fall semester's round of proposals.

(7.03.2) During Senate deliberations on the Environmental Endeavors Allocations Bill the following special rules shall go into effect. The Director of Environmental Endeavors shall be given ten minutes to introduce the bill. During debate, all those present shall have the opportunity to speak no more than three times on the main motion with each turn not to exceed five minutes. Student Senate can amend all content and that bill is considered final. Upon final Senate approval, the Environmental Endeavors Commission, along with their advisors and the

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President of the Student Senate shall transmit a copy of the budget and notification to all proposers, the Chief Business Officer, the Chief Student Affairs Officer. A copy will be sent to the Chancellor for his consideration.

Article 7. Quick Greens

Section 7.01: Definition

Some proposals considered may be of an immediate and/or one-time nature that would not fit in an annual bidding cycle. This is the purpose of the quick greens, which are intended to be short-term or immediate allocations of funds.

Section 7.02: Criteria

Criteria to consider a quick green should include, but are not limited to:

- The event or activity to be funded by a special allocation must be judged to be a substantial benefit to the university's environmental sustainability.
- This should be a one-time allocation. Proposals shall not be funded via a quick green on a recurring, yearly basis.
- Primary consideration will be given to proposals that attempt to economize on expenses.

NOTE: This is not to preclude a quick green to becoming a regular proposal during the following budget cycle.

Section 7.03: Introduction and Voting

Voting on quick greens shall follow the same rules for all proposals. If passed by a majority of the commission, the Director will draft a quick green bill for the proposal. The quick green motion shall be introduced by the Director in bill form. Passage shall require a majority vote of the Student Senators present.