

**SENATE BILL
S.B. F16-002**

PRIMARY AUTHOR(S)	Bryan Martinez (GCAP Director)
SECONDARY AUTHOR(S)	
SPONSOR(S)	Bryan Martinez (GCAP Director), Semi Cole (CHASS Senator), and Arneil Liban (BCOE Senator)

TITLE	Enactment of the GCAP Director & Committee Bylaw
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BACKGROUND

The new GCAP Director position requires new bylaws in order to function efficiently. These bylaws were extensively worked on during the Summer with pro-staff.

THE ASUCR SENATE HEREBY AMENDS CHAPTER VII, XXXVII, AND XXXXV OF THE ASUCR BYLAWS AS FOLLOWS,

1. **Chapter VIII, Section 6, Subsection C.**

a.

12	ASUCR Green Campus Action Plan (GCAP) Director		\$3,960	12
12 13	ASUCR Senator		\$1,485	9

b.

3	ASUCR VP of CIA		\$9,900	12
3a	ASUCR Executive Assistant to CIA		\$0	9
3b	Director of Communications		\$1,485	9
3c 3e	Sustainability Intern		\$1,485	9
3d	Academic Affairs Intern		\$1,485	9

2. **Chapter XXXVIII.** Remove the current Green Campus Action Plan and replace with proposed Chapter XXXVIII bylaw.

3. **Chapter XLV.** Remove “Sustainability Coordinator/GCAP” and add “GCAP Director” under ASUCR President on Office Structure Chart.

THE ASUCR SENATE HEREBY ENACTS CHAPTER XXXVII OF THE ASUCR BYLAWS AS FOLLOWS,

Chapter XXXVIII

The GCAP Director & GCAP Committee

Section 1. Context

- (a) This Chapter, in conjunction with the ASUCR Constitution, shall govern the GCAP Director and Committee. The GCAP Director will henceforth be referred to as the Undergraduate Sustainability Director.

Section 2. Electability

- (a) The Undergraduate Sustainability Director will be directly elected as outlined in the election code .

Section 3. Qualifications

- (a) The Undergraduate Sustainability Director must be a currently enrolled UCR student, except for Summer Session, and be in good standing with the University;
- (b) The Undergraduate Sustainability Director must have a minimum of three consecutive quarters of ASUCR experience prior to assuming office;
- (c) The Undergraduate Sustainability Director shall meet the same qualifications for office as all other officers of ASUCR as stipulated in the ASUCR governing documents in addition to any others enumerated in this article;
- (d) If at any time the Undergraduate Sustainability Director shall violate these qualifications, then the office of Undergraduate Sustainability Director shall be considered vacant;
- (e) A censure or leave in the position of the Undergraduate Sustainability Director shall be declared by the Executive Vice President at the first meeting of the Senate following the vacancy;

Section 4. Undergraduate Sustainability Director Duties-

- (a) Preside as the chair of the Green Campus Action Plan Committee (GCAP);
- (b) Prepare the agenda for any meetings over which they preside;
- (c) Submit minutes to the ASUCR Budget & Payroll Accountant to be posted on the ASUCR website;
- (d) Oversee all sustainability projects of the Green Campus Action Plan Committee (GCAP);
- (e) Maintain contact with the UCR Office of Sustainability on sustainability initiatives;
- (f) Prepare written officer reports as needed;

- (g) Actively engage in creating new sustainability initiatives on campus;
- (h) Be able to remove any appointed committee member(s) due to unjustifiable absence or other personnel conflict as it pertains to GCAP business
- (i) Review applications received from individuals and/or organizations desiring Green Action Campus Plan (GCAP) funding;

Section 5. Committee Structure and Responsibilities

The Green Campus Action Plan Committee (GCAP) shall -

- (a) The Green Campus Action Plan (GCAP) Committee can have concurrent paid positions with the Office of Sustainability. The GCAP Committee shall consist of ten (10) voting undergraduate students to be selected by the Campus Sustainability Director working in conjunction with the Personnel Director.
 - (i) Undergraduate Sustainability Director
 - (ii) One Vice-Chair
 - (iii) Two (2) ASUCR senators
 - (iv) Four (4) student representatives who demonstrate experience (ie. member of a sustainability organization), interest and/or knowledge in sustainability/environmental issues.
 - (v) Two (2) members of Finance Committee; mandatory attendance for all meetings where allocations are disbursed
- (b) The GCAP Committee will consist of the following non-voting ex-officio as follows:
 - (i) Ex-Officio from ASUCR accounting
 - (ii) Ex-Officio staff from the Office of Sustainability
 - (iii) Ex-Officio from the R'Garden
 - (iv) Ex-Officio from the R'Pantry
 - (v) Ex-Officio staff from the department of Sustainability Studies
 - (vi) Ex-Officio staff from the department of Environmental Science
 - (vii) Ex-Officio staff from the department of Environmental Engineering
- (c) The GCAP Vice-Chair shall be appointed by the Campus Sustainability Director and approved by the Senate. The GCAP Vice-Chair shall
 - (i) Take minutes at all regular and special meetings of the Committee
 - (ii) Submit typed minutes to the Campus Sustainability Director two (2) days after a funding hearing
 - (iii) Assist the Campus Sustainability Director in all Committee operations
 - (iv) Coordinate funding meetings
 - (v) Assume the duties of the Campus Sustainability Director in their absence
 - (vi) Perform all other duties as requested by the Campus Sustainability Director;
- (d) Partner with departments, staff, student organizations, outside agencies, and community;

- (e) Have a quorum of six (6) voting members to proceed with official business. There shall be no proxy voting;
- (f) GCAP Committee shall hold meetings biweekly during the regular academic year, no later than week two of every quarter. Meetings shall be run by parliamentary procedure & Robert's Rules of order;
- (g) Have a deadline for agenda items as determined by the Campus Sustainability Director. Funding proposals shall have a deadline of one week prior to funding meeting;
- (h) Each year, receive a copy of the current ASUCR GCAP Bylaw and the Green Campus Action Plan Referendum;
- (i) Adhere to all further rules and regulations under the GCAP Referenda, ASUCR By-Laws and UCR Policy;
- (j) Assist in implementing and/or maintaining items and projects which have been funded by the GCAP Committee such as, but not limited to, the MREG (Mobile Renewal Energy Generator), Solar Benches, etc. Funding will be taken from the appropriate fund;
- (k) Set annual goals which encompass various projects to further and promote sustainability on campus such as recycling campaigns, water conservation, solar usage, etc;
- (l) Review for appropriateness and vote on Green Grant applications and Solar Initiatives;
- (m) Have all allocations ratified by Senate;
- (n) Shall help ensure that projects are adequately publicized and communicated to the student body (newsletters, mass e-mails, etc);

Section 6. Green Grants

The GCAP Committee shall review and ensure all grant proposals adhere and meet the following criteria:

- (a) Projects and events must occur on the UCR campus;
- (b) Projects and events must promote environmental sustainability or food security
Allocations shall not include funding an existing event or conference not related to sustainability;
- (c) After reviewing proposals during a GCAP meeting, Organizations shall have an opportunity to explain their budget proposal and to answer any questions Committee members may have;
- (d) Projects must be submitted by GCAP members or UCR undergraduate students/ organizations.
Students/organizations who apply for GCAP Grants must have a UCR sponsoring department;
- (e) The GCAP Director will assign a Committee member to be in charge of reporting updates regarding the progress of all approved grants;
- (f) Projects must receive all necessary written approval by the appropriate campus officials prior to consideration. In the case of infrastructural improvements, staff oversight is required;
- (g) Projects must have undergraduate student participation;
- (h) If a GCAP member presents a project their vote will be count as an abstention;

- (i) Funds shall not be granted to any proposal failing to comply with the above regulations. No one club or organization shall apply for or receive funds exceeding more than \$4,000 per quarter, contingent upon availability.

Section 7. Large Scale Green Initiatives

- (a) Initiatives may be given for large scale projects such as solar and other renewable energy sources.
- (b) Projects must have a clearly-defined, measurable outcome
- (c) Projects must receive all necessary written approval by the appropriate campus officials prior to consideration. In the case of infrastructural improvements, staff oversight is required;
- (d) Project funding is subject to annual availability

Section 8. Sustainable Office Internships and Positions

- (a) The GCAP Committee shall accept applications, review, interview and appoint annual Sustainable Office Interns and other student positions. Positions will be paid in accordance with the UCR Student Assistant Series (title code 4921 and 4922), rules and regulations.
- (b) The Undergraduate Sustainability Director shall be responsible for creating the Sustainable Office Intern application and maintaining annual requirements.
- (c) The Internship and student position budget will be based each year on projected annual income, rollover and current wages. Wages will be increased in tandem with minimum wage increases.

Section 9. Short Term Investment Pool (S.T.I.P) Funds

- (a) Funds from STIP may be used for travel to GCAP relevant conferences with a total budget of \$1,500 per school year;
- (b) Travel is limited to student Committee members of GCAP only (not including finance committee members);
- (c) Regardless of the number of travelers during the academic year, this amount shall not be exceeded;
- (d) \$2,500 limit in any fiscal year for apparel (with a \$20 limit per item), promotional items (with a \$20 limit per item, no gift cards), and equipment (with a \$1,500 limit per item).
- (e) No allocations from STIP may exceed \$4,000 in any fiscal year.

Section 10. Summer Powers

- (a) In order for the GCAP Referendum to continue functioning over the summer months, the section of this Chapter is hereby established;
- (b) Term – The Summer Powers of the GCAP Committee shall go in effect the day after commencement and shall terminate on the first day of class in Fall Quarter;

- (c) A GCAP Summer Committee will be established before Summer break by the newly elected Campus Sustainability Director in order to continue and establish projects during the Summer;
- (d) GCAP Summer Committee consists of:
 - (i) Undergraduate Sustainability Director
 - (ii) GCAP Vice Chair
 - (iii) Four (4) student representatives who demonstrate experience (ie. member of a sustainability organization), interest and/or knowledge in sustainability/environmental issues;
- (e) The GCAP Summer Committee shall meet throughout the Summer, quorum (half plus one) must be met and minutes must be taken at all meetings. Minutes shall be communicated with ASUCR professional staff throughout the summer;
- (f) The Undergraduate Sustainability Director shall report any allocation(s) to the Senate at the first meeting of Fall Quarter by including them in the Summer minutes;
- (g) Allocations shall be limited to Green Grants, STIP, and the Office of Sustainability Internship Program. These shall be approved by the ASUCR Summer Powers of the Executive Branch
- (h) The Senate reserves the right to review, rescind or amend any action taken by the Summer GCAP Committee over the summer months. The only exceptions shall be when money has already been disbursed.

Section 11. Amendments

- (i) Any amendments for this chapter requires $\frac{2}{3}$ of voting members (6), not including finance committee members, during GCAP meeting and $\frac{2}{3}$ of present voting senators during Senate meeting.

Please attach the overall bylaw(s) that is/are currently being amended to the bill.

SUBMITTED ON - September 23, 2016

COMMITTEE APPROVED ON - September 26, 2016

VOTE COUNT - 5-0-1

SENATE APPROVED ON - October 12, 2016

VOTE COUNT - 13-0-0