



## **Operating Procedures for the Environmental Sustainability Fee Accountability Committee**

### **Section 1: Committee Membership**

- Clause 1: The Environmental Sustainability Fee Accountability Committee shall be composed of the following membership:
  - Chairman
  - President of the Student Association, or designee
  - Student Government Representative
  - Environmental Organization Representative
  - Environmental Organization Representative
  - Environmental Organization Representative
  - Student at Large
  - Student at Large
  - Student at Large
  - University President or designee (non-voting)
  - Head of Physical Plant or designee (non-voting)
  - President's Sustainability Action Committee or designee (non-voting)
- Clause 2: Any reference in these Operating Procedures to the President of the Student Association, the University President, the Head of the Physical Plant, or the President's Sustainability Action Committee is understood to also reference the corresponding designee.

### **Section 2: Regulations of the Committee**

- Clause 1: The Environmental Sustainability Fee Accountability Committee shall be the committee responsible for seeking input from students, faculty, staff, administration, and alumni. In addition, they will be responsible for collecting recommendations of environmental and/or sustainability projects to be paid for with funds collected through the Environmental Sustainability Fee.
- Clause 2: The Environmental Sustainability Fee Accountability Committee will submit a joint-list of proposed improvements and projects to the Student Government by the deadline set forth in *Section 3, Sub-Section 1, Clause 3* of these Operating Procedures.
- Clause 3: The Environmental Sustainability Fee Accountability Committee will also be responsible for keeping the student body informed of how the Environmental Sustainability Fee is used by providing lists of priorities, recommendations, projects completed and explanations of all discrepancies. The Environmental Sustainability Fee Accountability Committee will be responsible for publishing and distributing an Annual Report to the students of Truman State University with the information stated in this clause.
- Clause 4: The Environmental Sustainability Fee Accountability Committee shall invite



- suggestions and explore options for expenditures from the Environmental Sustainability Fee, obtain input from students regarding those options, and, based on student input, create a slate of proposed improvements and projects. Proposed projects will reflect student input and will be determined by a majority vote of the members on the committee.
- Clause 5: The Chairman shall report proposed improvements and projects recommended for funding to the Student Government at its next general meeting following committee approval. Upon approval from the Student Government, the Environmental Sustainability Fee Accountability Committee will deliver the slate of improvements and projects to the University President.
  - Clause 6: A simple majority of committee members, by signed petition, shall have the authority to call special meetings of The Environmental Sustainability Fee Accountability Committee.
  - Clause 7: An Environmental Organization is defined as an organization that strives to make Truman State University a more environmentally friendly and sustainable campus.
  - Clause 8: All applicants, committee members, and Environmental Organizations represented must be in the Good Standing with the University. The representatives from the Environmental Organizations must be active members in their respective organizations.
  - Clause 9: The definition of “environmental and sustainable projects” is left up to the discretion of the Environmental Sustainability Fee Accountability Committee.
  - Clause 10: Student Government reserves the right to place the Environmental Sustainability Fee on a general election ballot, prior to its scheduled 3 year review, for the student association to vote “yes-continue the Environmental Sustainability Fee until its 3 year review” or “no-terminate the Environmental Sustainability Fee at the end of the current academic year” if projects funded are decided outside of the processes described in these Operating Procedures.

### **Section 3: Guidelines for Selecting Committee Members**

#### **Sub-Section 1: Selection of the Chairman**

- Clause 1: The Chairman shall be a full-time student of Truman State University selected and appointed by the President of the Student Association according to the Constitution and Standing Rules of the Student Government.
- Clause 2: The Chairman shall be responsible for setting the time and location of meetings, as well as recording minutes of each meeting. The frequency of scheduled meeting times will be left to the discretion of the Chairman.
- Clause 3: The Chairman will be responsible for ensuring that timelines are developed regarding committee activities to ensure that adequate time is given for student input and the recommendations are received by the University President in a timely manner recognizing budgeting deadlines and that, in many cases, projects must be planned many

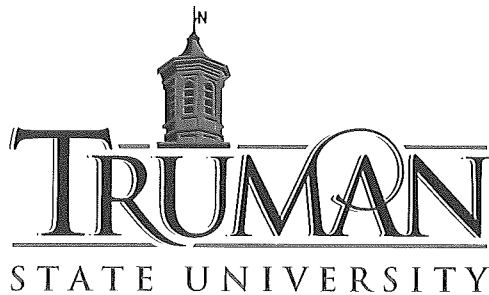


months in advance. Timelines will include deadlines for members of the Truman community to submit projects for committee consideration. Deadlines are final and no item will be considered for recommendation by the committee after the deadline is passed. Emergency expenditures will be handled as outlined in these Operating Procedures. The proposed slate of improvements and projects for the following academic year must be submitted for the Student Government to be first read by their last meeting in March.

- Clause 4: The Chairman shall preside over meetings of the Environmental Sustainability Fee Accountability Committee.

#### **Sub-Section 2: Selection of all Committee Members**

- Clause 1: All committee members shall be appointed by the President of the Student Association, with the advice of the Chairman, based on applications for open chairs on the Environmental Sustainability Fee Accountability Committee, according to the Constitution and Standing Rules of the Student Government.
- Clause 2: The Environmental Organizations will submit one name from their organization to represent the organization on the Committee. The President of the Student Association and the Chairman will then interview all applicants and appoint the representatives they feel will contribute the best to the Committee.
- Clause 3: An Environmental Organization may only apply for one representative position. If, after receiving all applicants for Environmental Organization Representative positions, there are still spots open for said position, the Environmental Sustainability Fee Accountability Committee can invite the Environmental Organizations who have already submitted an applicant to submit another to fill the vacant position(s).
- Clause 4: All committee members shall be appointed no later than the third Sunday in September of each academic year.
- Clause 5: The terms of members will be staggered in order to ensure continuity as many projects will take more than one academic year to complete.
- Clause 6: All members stated in *Section 1, Clause 1*, minus the President of the Student Association and the Student Government representative, shall serve a term of two years.
- Clause 7: For the 2015-2016 academic year, two Student at Large positions, and a representative from one of the three Environmental Organizations, chosen at random, shall serve a term of one year with their successors serving two year terms in order to establish a staggered system.
- Clause 8: The President of the Student Association may designate committee duties, such as voting on projects in committee, to a student of his/her choice; The President of the Student Association will still be involved in all other duties required of him/her as outlined within these Operating Procedures.



- Clause 9: The President of the Student Association or his/her designee and the Student Government Representative have complete voting privileges on the Environmental Sustainability Fee Accountability Committee, regardless of their voting privileges on the Student Government body.
- Clause 10: The Chairman has the responsibility to monitor the productivity of the other members of The Environmental Sustainability Fee Accountability Committee.

#### **Section 4: Absence of a Committee**

- Clause 1: If the committee is not appointed by the third Sunday in September of each academic year, the President's Sustainability Action Committee representative or their designee shall recommend projects for funding until a committee is duly appointed. If improvements and projects are determined by the University President without the input of a functioning committee, the student body will be informed of this discrepancy as well as actions that have been taken to prevent such occurrences in the future. The University President will not be expected to change the list of improvements and projects due to input from a committee appointed after the third Sunday in September if planning has already begun on a certain projects. Input from a late forming committee, however, will be considered for those projects that have not been started.
- Clause 2: Projects recommended to the University President for funding while a committee is not appointed must be reported to the Student Government by its next general meeting following their recommendation.
- Clause 3: The President's Sustainability Action Committee representative or their designee shall provide progress reports on projects regularly to the Student Government based on a mutually agreed upon schedule that may vary due to the nature of the various projects.

#### **Section 5: Emergency Clause**

- Clause 1: An emergency situation shall be defined as a set of circumstances in which Student Government and/or the Environmental Sustainability Fee Accountability Committee are unavailable or there is inadequate time available to engage in the typical vetting process before recommending a project or changing priorities due to an immediate need.
- Clause 2: Times which an emergency situation may be declared include but are not limited to summer break, mid-term breaks, and winter break.
- Clause 3: Projects approved during an emergency situation must be necessary to prevent putting students, faculty, or staff in immediate danger.
- Clause 4: In an emergency situation, the Head of the Physical Plant, University President, and President of the Student Association must engage in discussions and agree upon any expenditures.



- Clause 5: As soon as possible after a decision is made, the Environmental Sustainability Fee Accountability Committee will inform the student body of the decisions, the reason for the decision and the rationale for the position taken by the President of the Student Association regarding the issue.
- Clause 6: Student Government shall have the ability to nullify invocation of the emergency clause while they are in session.

### **Section 6: Process Overview**

- Clause 1: Members of the Truman State community shall submit project recommendations during a set period of time developed by this committee. A slate of proposed improvements and projects will then be reported, in writing, to the Student Government by the Chairman at its next general meeting following the slate's approval from the Environmental Sustainability Fee Accountability Committee. If the Senate approves the proposed slate, the Chairman of the committee will report, in writing, the proposed slate to the University President as being duly agreed upon.

### **Section 7: Long-Term Projects**

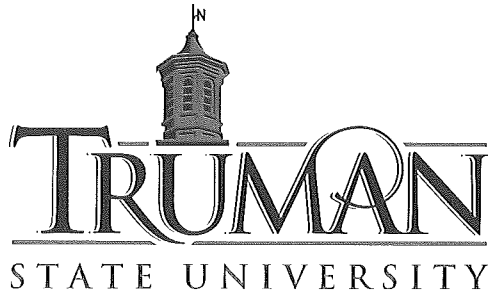
- Clause 1: The Environmental Sustainability Fee Accountability Committee has the ability to save money from the received funds for long term projects.
- Clause 2: To save money for a long term project(s), the Environmental Sustainability Fee Accountability Committee must pass a resolution with the following information: what the long-term projects is, how much the long-term project will cost, how many years the Committee will be saving money for the long-term project, and what percentage (between 15%-30%) of the funds received each year from the fee will be allocated to saving for the long-term project. The resolution must be passed by a two-thirds majority vote of the Environmental Sustainability Fee Accountability Committee.
- Clause 3: The resolution must be approved by the Student Senate along with the slate of proposed projects.

### **Section 8: Amendments**

- Clause 1: Amendments to these Operating Procedures may be proposed by either The Environmental Sustainability Fee Accountability Committee or Student Government.
- Clause 2: Amendment(s) will require a  $\frac{2}{3}$  majority vote of both The Environmental Sustainability Fee Accountability Committee and Student . The body proposing the amendment(s) is required to pass the amendment(s) through their respective body before moving to the next body. If the amendment(s) is passed by  $\frac{2}{3}$  majority of both bodies, the amendment(s) will require the signature of the University President; thereafter the proposed amendment(s) will be accepted to these Operating Procedures.

### **Section 9: Non-student Members on the Committee**

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- Clause 1: The Environmental Sustainability Fee was created to allow students input into environmental and sustainable projects on Truman State University's campus.
- Clause 2: The non-student positions within the Environmental Sustainability Fee Accountability Committee are included in the Committee to help guide the student positions in the logistical components of the projects.
- Clause 3: The Environmental Sustainability Fee is paid for by the students; therefore, the students will be the primary source of project proposals, not the non-student positions.

A handwritten signature in black ink that reads "Andrew Paulman". The signature is written in a cursive style with a long, sweeping underline.

President of the Student Association, Andrew Paulman