

UNIVERSITY of ILLINOIS SPRINGFIELD

GREEN FEE COMMITTEE

BYLAWS



**Bylaws of the University of Illinois at Springfield  
GREEN FEE COMMITTEE, Amended and Adopted Fall 2023**

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**ARTICLE I: CONSTITUTION**

Section 1. Those duties and powers assigned to the Green Fee Committee and its representatives in the Constitution, under the purview of the Student Government Association, are considered as implied under these Bylaws.

Section 2. When judging any discrepancies between the Constitution and the Bylaws, the Constitution shall be considered authoritative over these Bylaws.

Section 3. For the purpose of resolution of any conflicts between the Constitution and Bylaws, the Bylaws shall be utilized to interpret language contained within the Constitution.

Section 4. In the event that the Constitution is amended by the Student Government Association, the Parliamentarian shall, at the next scheduled meeting of the Green Fee Committee, provide an interpretation of the Constitution Amendment and an opinion to the Committee as to whether the Constitution Amendment necessitates an amendment to the Bylaws.

Section 5. In the event that the Parliamentarian determines such an amendment should be made, the Parliamentarian shall propose such an amendment to the Bylaws, in accordance with the procedure established herein for the amendment of the same.

**ARTICLE II: DUTIES OF OFFICE**

Section 1. Chair(s)

Clause A. As the leader(s) of The Green Fee Committee, the Chair(s) will have the responsibility to maintain said committee.

Clause B. A Chair will email a complete agenda to the Green Fee Committee at-large no later than twenty-four (24) hours before a regularly scheduled meeting.

Clause C. A Chair can delegate duties to members as they see fit, provided the duty does not conflict with any provision in the Constitution or Bylaws.

Clause D. The Chair(s) shall maintain, throughout the course of the academic year, an electronic archive of documents pertaining to the administration of the Green Fee Committee. At the end of the Chair's term, this archive will be given to the new incoming Chair.

Clause E. The Chair(s) shall be responsible for ensuring that all UIS students, staff, and faculty are able to speak at the Green Fee Committee meetings.

Clause F. Whenever a proposition is passed, the Chair(s) will sign a hard copy of the proposal signifying that the proposition has passed with the majority needed.

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Clause G. The Chair(s) will serve as or nominate a representative to the Student Government Association (SGA) in the spring of the Academic year to update SGA on the proceedings of the committee.

**Section 2. Treasurer**

Clause A. Upon the request of any member of Green Fee Committee the Treasurer, under the stewardship of a staff/faculty member, will provide a report of the Committee's current finances to the Committee at-large at its next meeting. This report will be placed in an online report prior to it being presented to the Committee at-large.

Clause B. The Treasurer will submit to the Chair(s) a total list of income and payments made by the Committee over the course of the academic year. The Chair(s) will then place this report in the electronic archive.

Clause C. If requested, any proposal regarding budgetary or monetary issues of the Green Fee Committee will be presented to the SGA by the Treasurer-

**Section 3. Secretary**

Clause A. The Secretary must complete the minutes of a given meeting within seven (7) days after the meeting took place. After the minutes are approved, at the following Committee meeting, they will be placed on the Green Fee Committee website as soon as possible.

Clause B. The Secretary, throughout the course of the academic year, will compile an electronic archive of the Green Fee Committee's minutes, agendas and correspondence. At the end of the Secretary's term, this archive will be given to the new incoming Secretary.

Clause C. All correspondence to the Chair(s) of the Green Fee Committee and/or Executive Committee will be distributed within twenty-four (24) hours of its receipt by the Secretary.

Clause D. When a proposal passes, the Secretary will sign the proposal signifying that the proposal has been entered into the archives.

**Section 4. Parliamentarian**

Clause A. One of the two Campus Sustainability Projects Coordinators will be elected to serve as the Parliamentarian and shall have a non-binding, advisory vote on the Green Fee Committee at-large.

Clause B. The Parliamentarian shall serve as the Chair of the Constitution and Rules Committee, where they will possess a binding vote.

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Clause C. The Parliamentarian shall act as the chief interpreter of the Constitution and Bylaws, subject to a 2/3 veto of the Committee or SGA at-large.

Clause D. As the keeper of the Green Fee Committee Bylaws, the Parliamentarian shall be responsible for enforcing the Constitution of SGA within the Green Fee Committee, Bylaws, and Proposals.

**ARTICLE III: MEETINGS AND EVENTS**

Section 1. All proposals shall be sent to the Chair/Co-Chair of the Green Fee Committee no later than noon three calendar days before the meeting in which the proposal will be presented in order for it to be placed on the agenda.

Section 2. All budgetary and other monetary proposals require a roll call vote.

Section 3. Each member is responsible for attending the Green Fee Committee Meetings. When unable to attend a meeting, the representative is required to email the Chair(s) with a notification, twenty-four (24) hours before the meeting to be missed. It is expected that the member will have read and will include notes on that week's agenda within their email.

Section 4. Casual attire is appropriate for most Green Fee Committee functions. Exceptions to this will be emailed to members at least twenty-four (24) hours in advance of the function.

Section 5. Provided that the students hold the majority in members present at the meeting in which voting occurs, quorum will be met as long as three fifths of the voting members are present at said meeting.

Section 6. Abstention votes do not count towards the yeas or nays in voting in any situation. Should a majority of the voting quorum abstain from voting, the proposal shall be tabled until the next meeting when it will be placed on the agenda.

**ARTICLE IV: APPOINTMENT**

Section 1. Introduction

Clause A: There will be no less than six (6) and no more than eight (8) voting student members on the Green Fee Committee. There will be no less than three (3) and no more than five (5) members of the faculty or staff of UIS, appointed by the Campus Sustainability Committee, as voting members on the committee. The Grounds Superintendent, Vice-Chancellor of Facilities and Services, and the Associate Vice Chancellor for Auxiliary Services for the Division of Student Affairs will have permanent seats on the committee. Up to two (2) UIS faculty members will also be appointed to the

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committee as voting members. The two Campus Sustainability Projects Coordinators will serve as non-voting, advisory members of the committee.

Clause D: Executive positions are reserved by the student members of the Committee. At the first regularly scheduled Green Fee Committee Meeting, election to executive positions shall appear on the Agenda. Simple majority of voting members on the Committee, provided quorum is met, is required to elect members to executive positions.

**Section 2. Student Member Appointment Regulations**

Clause A. A student showing interest in the Green Fee Committee is required to submit a resume with a cover letter to the Campus Sustainability Committee detailing their interest and qualifications for a seat on the Committee. The committee will determine the number of open seats and set a deadline for committee applications early each fall semester. Only on-campus students who pay the green fee are eligible to apply for committee service.

Clause B. Applications for committee service will be reviewed by the faculty member supervising the two Campus Sustainability Projects Coordinators (or another UIS faculty member designated by the committee). Candidates will be selected to fill open seats based on the following criteria: (1) skills and interests relevant to the work of the committee and (2) ability to attend scheduled meetings. Students selected to serve on the committee will be notified of their appointment within seven (7) days of applying to serve. If a selected student declines the appointment, another student may be selected from the original applicant pool.

Clause C. Students appointed to the committee may continue their service in subsequent years if they are still eligible to serve and are in good standing as committee members. Students who wish to continue their service must notify the Chair by the advertised deadline at the start of the fall semester. The term limit for student members is four (4) years.

**Section 3. Faculty Member Appointment Regulations**

Clause A: The faculty member supervising the two Sustainability Projects Coordinators is automatically a voting member of the committee, occupying one of the faculty seats.

Clause B: Additional faculty members showing an interest in serving on the Green Fee Committee must notify the Chair and provide a brief explanation of their interests and qualifications. Committee members will review these materials and vote on whether to appoint a faculty member to the committee. A simple majority of votes cast (provided there is quorum) is required to appoint a faculty member to the committee.

**ARTICLE V: CAMPUS SUSTAINABILITY PROJECTS COORDINATORS**

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Clause A: Under the direction of the members of the committee and the Chair(s) of the Campus Sustainability Committee, the faculty member(s), serving on the Green Fee Committee, reserve the right to hire two student sustainability projects coordinators to execute duties of the Green Fee Committee. Further, one summer position will be made available for the continued progression of projects outside of the academic year, including the UIS Campus Garden.

**ARTICLE VI: PROJECT SELECTION AND IMPLEMENTATION**

Section 1. Eligibility

Clause A. All faculty, staff, and students of the University are eligible and invited to submit a project proposal to the Green Fee Committee.

Clause B. Should a member of the Green Fee Committee submit a project proposal, that member is required to abstain from voting procedure for that proposal. Failure to abstain from voting procedure will subject that member to the disciplinary procedures outlined in these Bylaws.

Section 2. Project Timeline

Clause A. At the end of the spring semester the Green Fee Committee shall be responsible to establish a timeline for project letter of intent (LOI), project consultations, and project submission deadlines for the following academic year.

Clause B. The Committee shall review all LOIs the meeting after the date of the submission deadline and will respond to submission authors within seven days in which LOI discussion was on the Agenda. The campus sustainability coordinators will send an email inviting or rejecting full proposals from the author of the submission.

Clause C. Following the invitation to submit a full proposal, the campus sustainability coordinators will be charged with creating a project consultation session with each author. Only after this consultation will the author be able to submit a full project proposal.

Clause D. Review of the full project proposals shall appear on the Agenda of the Green Fee Committee at the regularly scheduled meeting immediately after the submission deadline. Further, proposal authors shall be formally invited to the meeting in which voting on full project funding shall occur. Authors shall be able to address the Committee at-large as well as respond to inquiries posed by the Committee that pertain to that author's project proposal.

Clause E. Authors of projects selected for funding will be notified within seven (7) calendar days of the Green Fee Committee meeting in which the review of full project proposals appeared on the agenda. The Sustainability Projects Coordinators and members of the Committee will then take responsibility for coordinating project implementation. Any

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involvement that the author wishes to have with his/her project will be honored by those serving on the committee.

Clause F. Authors of projects not selected for funding will be notified within seven (7) calendar days of the Green Fee Committee meeting in which the review of the full project proposals appeared on the agenda. Projects not selected for funding will be saved in the Committee archives and held for later possible review.

**ARTICLE VII: DISCIPLINARY ACTIONS AGAINST MEMBERS**

Section 1. Any member of the Green Fee Committee may be disciplined for the following reasons:

Clause A. Gross negligence of duty;

Clause B. Substantial violation of the SGA Constitution, Green Fee Committee Bylaws, or legal responsibilities;

Clause C. Violation of academic integrity or the Student Disciplinary Code; or,

Clause D. Failure to communicate absences ahead of time. Missing three (3) regularly scheduled Green Fee Committee meetings.

Sub-clause 1. If a member misses two (2) meetings, the Chair of The Green Fee Committee will inform the member and place the member on probation.

Section 2. A student or Committee member will state one or more of the above reasons in a signed and written complaint to the Chair of the Green Fee Committee and the Parliamentarian of the SGA.

Clause A. If the complaint is submitted against any officer other than the Parliamentarian, then the Chair will forward the complaint to the Parliamentarian.

Clause B. If the complaint is submitted against the Parliamentarian, then the complaint will be forwarded to the Chair, who will become acting Chair of the Constitution and Rules Committee for the purpose of ruling on the complaint.

Section 3. The Constitution and Rules Committee will meet within five (5) business days to hear the complaint. Both the complainant and the accused member may be present at this meeting to present evidence and make statements.

Section 4. Should the Committee find with a 2/3 majority that the complaint warrants further action, the complaint will be forwarded to the Green Fee Committee and the Parliamentarian of the SGA with a recommended disciplinary action.



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Section 5. The complaint will be brought to the Green Fee Committee at-large at its next scheduled meeting. Both the complainant and respondent will be present at the meeting. Both sides are allowed to make a five (5) minute statement. The complaint brought forward must be held in closed session.

Section 6. After both sides have presented their case, the Green Fee Committee will discuss and vote on if the respondent is guilty of the complaint and what disciplinary action to take under the direction of the Parliamentarian of the Association. The following actions may be taken:

Clause A. Censure

Sub-clause 1. If a member is censured, a resolution will be passed to record the censure and be placed in the Green Fee Committee as well as SGA's archives.

Clause B. If the complaint relates to attendance of meetings, the member's probation may be extended.

Clause C. Removal from the Green Fee Committee

Section 7. If the Green Fee Committee does not reach the two third majority needed to find the member guilty, no action will be taken against the member.

Section 8. During all proceedings, the member will be allowed due process.

**ARTICLE VIII: AMENDING THE BYLAWS**

Section 1. Any member of the Green Fee Committee may submit a proposal to amend or change these Bylaws.

Section 2. Any proposal to change these Bylaws will be submitted to the Green Fee Committee Chair, Secretary, and Parliamentarian no later than noon three days prior to the next scheduled Green Fee Committee meeting.

Section 3. The Parliamentarian, prior to passage of any amendment to the Bylaws, may provide a written opinion to the Green Fee Committee detailing the effect that any proposed amendment would have on the Bylaws.

Section 4. In the opinion letter, the Parliamentarian shall provide a recommendation to the Green Fee Committee as to whether the proposed amendment should be approved by the Green Fee Committee as a whole.

Section 5. The Green Fee Committee shall reserve the authority to approve the amendment to the Bylaws without an opinion letter from the Parliamentarian.

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Section 7. A simple majority is required to amend or change the Bylaws. This vote shall be taken during the regularly scheduled Green Fee Committee meeting.

Section 8. Upon approval of any amendments to the Bylaws, the Parliamentarian shall be responsible for updating the Bylaws to reflect the amendments made by the Green Fee Committee.

**ARTICLE IX: PARLIAMENTARY PROCEDURE**

Section 1. Except as otherwise provided for herein, all meetings and procedures undertaken by the Green Fee Committee shall be conducted in accordance with the most recent edition of Robert's Rules of Order.