

Student Environmental Initiatives Committee Charter

University of Tennessee, Knoxville

Statement of Purpose

This charter establishes bylaws for the Student Environmental Initiatives portion of the Facilities Fee and the Green Revolving Fund at the University of Tennessee, Knoxville. These funds shall be administered by the Student Environmental Initiatives Committee (SEIC) as a representative body of students, faculty, and staff. The mission of the SEIC is to identify, research, and recommend uses of funds supporting environmental stewardship and sustainability at the University of Tennessee, Knoxville.

Governing Body

Membership in the Student Environmental Initiatives Committee (SEIC) shall consist of the following:

- Four (4) voting student members, serving a maximum of two (2) years. Student representatives shall be appointed by the President of the Student Government Association. At least one primary voting student member shall be a representative from Students Promoting Environmental Action in Knoxville (SPEAK), so long as SPEAK remains a recognized student organization. A second voting student member shall be a representative from SPEAK or another recognized student environmental organization.
- Two (2) alternate student members, serving a maximum of two (2) years. Student representatives shall be appointed by the President of the Student Government Association. These non-voting members may be voting members in the absence of a voting student member.
- Three (3) voting faculty and/or staff members. These members shall be appointed by the Facilities Fee Oversight Committee upon recommendation by the Chairperson of the SEIC.
- Two (2) ex-officio members: the Dean of Students or designee and a staff member from Facilities Services as appointed by the Chairperson of the SEIC. These may be voting members in the absence of a voting faculty/staff member(s).
- One (1) non-voting Chairperson, which shall be the Sustainability Manager or as appointed by the Facilities Fee Oversight Committee to be responsible for setting and facilitating meetings, tracking budget and costs against the Student Environmental Initiatives account, and submitting an annual report to the Facilities Fee Oversight Committee. The Chairperson shall be a voting member of the Facilities Fee Oversight Committee.

A quorum of five (5) voting members must be present to conduct business. Email votes can be conducted if a matter is deemed urgent by the SEIC Chairperson, and a minimum of five (5) votes must be cast for a proposal to be approved.

In general, members should have reasonable knowledge of and concern for environmental sustainability and utility efficiency practices.

Committee Requirements

The Student Environmental Initiatives Committee (SEIC) shall recommend allocation of funds according to the guidelines of the SEIC, which will be established and maintained by the SEIC and approved by the Facilities Fee Oversight Committee. The SEIC shall develop and manage the process to solicit, develop, and select projects to be funded or recommended for funding. The SEIC shall implement an oversight plan for all approved projects detailing how the project's benefits will be verified and reported back to the SEIC, to include the frequency and duration of the reporting period.

The SEIC can directly approve expenditures up to \$100,000 without specific action from the Facilities Fee Oversight Committee. The SEIC must request approval from the Facilities Fee Oversight Committee to fund any project exceeding \$100,000. Project costs include planning and design fees as well as any other project-related costs.

Not later than August 15, submit an annual report to the Facilities Fee Oversight Committee. At a minimum, the report shall contain:

- A summary of all projects submitted for consideration during the prior fiscal year
- Summaries of verification reports for all approved projects, in accordance with their approved oversight plan
- A financial report showing the prior three (3) fiscal years as well as the current fiscal year's budget showing previously approved encumbrances.

Oversight

The Facilities Fee Oversight Committee shall have final approval authority of funds allocated for projects with costs exceeding \$100,000 after recommendation by the SEIC.