

A. Establishment and history of the RISE Board

I. Name

1. The name of the board shall be the Review of Infrastructure, Sustainability, and Energy Board, hereafter referred to as “the RISE Board.”

II. Mission

1. The RISE Board mission is:
 - i. to advise the University of Alaska Fairbanks (UAF) Office of Sustainability regarding use of the Student Initiative for Renewable Energy Now (SIREN) fee;
 - ii. to encourage UAF faculty, staff, and students to be responsible for their environment;
 - iii. to invest in projects and long-term programs that are sustainable in nature, that demonstrates an adequate social, financial and/or environmental return on investment;
 - iv. to reduce the overall environmental impact and non-renewable energy consumption of the UAF campuses; and
 - v. to be a student-led organization.

III. SIREN fee

1. In April 2009, the Associated Students of the University of Alaska Fairbanks (ASUAF) student body approved a twenty (20) dollar per semester fee for all UAF students [ASUAF Members].
2. In June 2009, Chancellor Brian Rogers agreed to match the SIREN fee collected from students.
3. The priority use of the SIREN fee is intended to be an investment in energy efficiency programs and renewable energy projects.
4. Any program or project funded by the SIREN fee requiring the hire of UAF employees is subject to Board of Regent policies, University regulations, and campus procedures.
5. The SIREN fee shall expire at the end of the Spring 2020 semester.

IV. RISE Board Budget Guidelines

1. The RISE Board budget includes the full SIREN fee collected each year, the Chancellor’s match funds, any funds that have been rolled over from the prior year, and any additional funds raised on behalf of the Board.
2. The RISE Board recommends expenditures in accordance with the RISE Board mission statement for the Chancellor to approve.
3. The fiscal year of the RISE Board shall be congruent with the UAF fiscal year.
4. The RISE Board shall review and recommend any and all policies affecting the use of the RISE Board budget, including but not limited to hiring of student employees, annual budget allocation, and grant reviews.
5. The RISE Board is responsible for reviewing and recommending a budget for use of the RISE Board funds at the beginning of each fiscal year and providing financial information to ASUAF, as well as the general UAF student body and campus.

V. Membership

1. Membership of the RISE Board shall be established as determined by the RISE Board Governance Agreement.
2. The RISE Board shall consist of eleven (11) members, including eight (8) voting and three (3) non-voting members, as follows:

- i. Six (6) students comprised of five (5) voting members, and one (1) non-voting member to serve as Chair.
 - a. One (1) student member shall be the ASUAF President or his/her designee,
 - b. The ASUAF President shall appoint two (2) student members recommended by the RISE Board.
 - c. The ASUAF Senate shall appoint three (3) student members recommended by the RISE Board.
 - ii. The Faculty Senate shall approve one (1) faculty member (a voting member)
 - iii. The Staff Council shall approve one (1) staff member (a voting member)
 - iv. The Chancellor shall appoint one (1) designee (a voting member)
 - v. The ASUAF Office Manager (a non-voting member)
 - vi. The UAF Sustainability Director (a non-voting member)
3. The term of office for RISE Board members are as follows:
 - i. Each RISE Board member shall be one (1) year, beginning in the fall semester and ending the end of the summer semester.
 - ii. Each member may serve four (4) terms.
 - iii. In the event no qualified candidate is found, a representative that has served four (4) terms may serve one (1) additional term.
 - iv. If a vacancy is filled mid-semester, the time served by the acting member does not count against their term limit.
 4. Nominations to fill student, staff, and faculty positions shall be solicited by the RISE Board and Office of Sustainability in April for the fall semester or as vacancies occur.
 - i. The RISE Board and Office of Sustainability will solicit applications from interested students, faculty, and staff through an online process.
 - ii. The RISE Board shall review applications and provide potential candidates to the appropriate governing body.
 - iii. Recommended RISE Board candidates may serve as acting RISE Board members pending official appointment/approval by their respective governing body.
 5. RISE Board members are subject to removal and replacement on the authority of their respective governing body or the Chancellor.

VI. RISE Board Officers

1. The RISE Board Chair shall be a student, elected by majority vote of the RISE Board members, and approved by the ASUAF Senate.
 - i. The RISE Board Chair shall have a term length of one (1) year.
 - ii. The RISE Board Chair shall be a non-voting member, except in cases of a tie vote.
 - iii. The RISE Board Chair shall be responsible for the assembly and distribution of the agenda for board meetings.
2. The RISE Board Chair shall be responsible for making past board meeting minutes available for approval at the next meeting of the board.
3. The RISE Board Chair shall be responsible for providing a general update each semester to ASUAF.
4. The RISE Board Vice Chair shall be elected by a majority vote of the RISE Board members.
 - i. The RISE Board Vice Chair shall support the Chair as necessary.
 - ii. The RISE Board Vice Chair shall have a term length of one (1) year.

- iii. The RISE Board Vice Chair shall be a voting member except when acting in the capacity of Chair.

B. Officers and employee duties

I. RISE Board membership duties

1. The RISE board shall advise the Sustainability Director regarding fiscal and programmatic policy.
2. The RISE Board shall review and recommend all policies affecting the RISE Board budget.
3. The RISE Board will maintain working bylaws that are subject to approval by the appropriate governing bodies.
4. The RISE Board is responsible for making all board recommendations and financial information available to ASUAF, the general UAF student body and campus.
5. All RISE Board members shall review each upcoming meeting agenda and provide any necessary or requested changes at least twenty-four (24) hours in advance.
6. The RISE board agrees to the following regulations:
 - i. The RISE Board shall abide by the established written policies of the University, Board of Regents, and the State of Alaska that prohibit discrimination in membership.
 - ii. The RISE Board shall abide by all written University policies and regulations, as well as federal, state, and local laws.
 - iii. The RISE Board shall maintain a current copy of these bylaws on file with the ASUAF Senate and UAF Office of Sustainability.
 - iv. The RISE Board shall maintain a current copy of these bylaws on the RISE Board website.
 - v. The RISE Board shall maintain a current listing of all officers, advisors and members with the ASUAF Senate and on the RISE Board website.
 - vi. RISE Board members shall announce if they have any conflicts of interest as they arise.
7. Each RISE Board member is responsible for actively attending or participating in all RISE Board meetings. Members that accrue three (3) unexcused absences in a given semester may be subject to removal on recommendation of the RISE Board.
8. Each RISE Board member is responsible for attending two-thirds of all meetings in the given semester or may be subject to removal.

II. Sustainability Director duties

1. The Director shall work with the RISE Board to facilitate sustainable projects funded by the SIREN fee.
2. The Director shall be responsible for the selection process regarding associated student hires.
3. The Director shall facilitate dialogue and campus-wide programs that build upon UAF's commitment to sustainability as described in the Chancellor's Sustainable Transition Team Report.
4. The Director shall be the liaison to the community outside the University.
5. The Director shall cooperate with the Staff Council, Faculty, and ASUAF Senate to implement and enforce all recommendations of the RISE Board as approved by the Chancellor.

6. The Director shall be responsible for the daily management of the SIREN funds and the Office of Sustainability.
7. The Director shall report to the Chancellor regarding the use of the SIREN funds.
8. The Director shall be responsible for providing updates to the RISE Board on all current expenditures and projects.

III. Sustainability Office Administrator (SOA) duties

1. The SOA will provide administrative support to the RISE Board and the Sustainability Director.
2. The SOA shall execute any financial transactions related to awarded student projects.
3. The SOA shall be responsible for follow-up with all grants and programs.

C. Funded Programs

I. Campus Sustainability Grants

1. The Office of Sustainability and the RISE Board shall publicly announce opportunities for proposal submissions and allow at least six (6) weeks for Campus Sustainability proposals to be submitted.
2. The Office of Sustainability shall collect all Campus Sustainability proposals and prepare proposal packets for each RISE Board member.
3. The RISE Board shall use standardized criteria to evaluate Campus Sustainability proposals.
4. The RISE Board shall not vote on pending applications outside of executive meetings.
5. RISE Board members shall review, discuss, and evaluate Campus Sustainability proposals collected by the Office of Sustainability.
6. RISE Board members shall submit their recommendations, including any contingencies related to the Campus Sustainability proposals, to the Sustainability Director.
7. The Sustainability Director shall route accepted Campus Sustainability proposals to the Chancellor for final approval.
8. All funded student proposals have one (1) year from the award date to fulfill the terms of the proposal.

D. Established regulations

I. RISE Board Meetings

1. The parliamentary authority of the RISE Board shall be Robert's Rules of Order.
2. All RISE Board meetings require a quorum in attendance. In the absence of a quorum, no formal action may be taken except to adjourn the meeting to a subsequent date.
3. The RISE Board shall meet a minimum of two (2) times each semester.
4. The RISE Board shall establish a regular time, date, and location for meetings that are open to the public.
5. All RISE Board meetings shall be announced to the public at least seventy-two (72) hours prior to the meeting time.
6. All RISE Board meeting announcements shall have an agenda distributed for review that indicates both discussion topics and previously announced guest speakers.
7. Proposal evaluations shall be held in executive sessions that are closed to the public.

8. Executive meetings may be called outside of the regular meeting schedule by the RISE Board Chair, the UAF Sustainability Director, the Vice Chancellor for Student Services, or at least half of the voting members of the RISE board.
9. RISE Board meeting cancellations will be announced to the public at least twenty-four (24) hours prior to the cancelled meeting time.
10. RISE Board meeting minutes shall be taken by a note taker, provided by the Office of Sustainability, that include a complete listing of participants, any motions or votes put before the Board, and the outcome of those motions or votes.
11. The minutes will be distributed to the Board for correction and approval prior to the next meeting.
12. All approved RISE Board minutes for open meetings shall be available online.

II. Voting

1. A quorum for all RISE Board meetings shall be defined as at least the majority (51%) of the voting members.
2. Passage of a motion requires a simple majority.
3. A majority consists of at least fifty-one percent (51%) in favor of the motion on the floor.
4. Board members shall abstain from voting on an issue where a conflict of interest exists.
5. Board members may abstain from any vote at will.
6. The Chair must vote in the event of a tied vote unless the Chair has a conflict of interest.
7. A supermajority shall be defined as 75% of the voting members.
8. Each RISE Board member shall be allowed to submit a proxy vote to the Chair or to the Sustainability Director, in a written or electronic format, one (1) meeting per year.

III. Communication

1. All RISE Board materials, including but not limited to agendas, meeting minutes, finalized or accepted proposals, event information, and other forms of communication shall be distributed electronically.
2. The UAF Office of Sustainability shall oversee the maintenance of the UAF Sustainability website.
3. The UAF Office of Sustainability website shall host the RISE Board webpage, and function as a union for all sustainability-related activities including, but not limited to, the RISE Board webpage, sustainability-related events and be the portal that allows active monitoring of the UAF utilities.

IV. Grievances

1. Grievances made regarding a function of the RISE board shall first be heard by the UAF Sustainability Director. If the UAF Sustainability Director is unable to address the concern, he/she shall forward the grievance to the RISE Board within ten (10) working days of the initial receipt.
2. The RISE Board shall only hear grievances that are in writing and submitted to one of the following entities:
 - i. The Chair of the RISE Board,
 - ii. The Office of ASUAF, or
 - iii. The UAF Office of Sustainability.

3. The RISE Board shall notify all parties involved of the place, date, and time that the grievance will be heard.
4. The decision of the RISE Board with regard to grievances shall be final and hold the authority granted to the Board by the Governance Agreement.
 - i. Should the grievance go beyond the authority or expertise of the RISE Board, the RISE Board shall consult with, or refer the grievance to Judicial Services.
 - ii. Appeals shall be handled by the Vice Chancellor for Students, should the RISE Board's final decision be questioned.

V. Amending the RISE Board Bylaws

1. The RISE Board bylaws may be created, amended, or rescinded by a supermajority (75%) of the RISE Board.
2. Amendments are considered effective immediately upon approval.
3. Amendments will be posted on the Sustainability website upon approval.

VI. Dissolution of the RISE Board

1. The RISE Board shall dissolve one (1) year after latter of either the automatic repeal of the SIREN fund (Pursuant to P05.10.070), Fall 2021; unless additional funds or investments are identified.

VII. Conflict Resolution

1. The RISE Board will defer to the Board of Regents' Policy or the University Regulations in the event of a conflict with these bylaws.
2. The RISE Board recognizes the Chancellor as the Chief Executive Officer for UAF, ultimately responsible for the implementation of Regent's policies and meeting the financial obligations of the institution.