

RISE BOARD BYLAWS

A. Establishment and history of the RISE Board

- I. 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 have financial authority of the Student Sustainability fee and all associated funds;
 - 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. Sustainability 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 Sustainability fee collected from students.
 3. The priority use of the Sustainability fee is intended to be an investment in energy efficiency programs and renewable energy projects.
 4. Any program or project funded by the Sustainability fee requiring the hire of UAF employees is subject to Board of Regent policies, University regulations, and campus procedures.
 5. The Sustainability fee shall expire at the end of the Spring 2020 semester.
 6. In 2013, the name of the fee was changed from the Student Initiative for Renewable Energy Now (SIREN) fee, to Sustainability fee to further clarify our role, usage of student money, and focus on Sustainability.
 7. In January 2016, Interim Chancellor Mike Powers repealed the Chancellor’s match.
 8. In November 2016, Interim Chancellor Dana Thomas returned financial authority over the Student Sustainability fee to the RISE Board.

- IV. RISE Board Budget Guidelines
 1. The RISE Board budget includes the full amount of the Student Sustainability fee collected each year, any funds that have been rolled over from the prior year, any available funds in the Green Revolving Fund (GRF) and any additional funds raised on behalf of the Board.
 2. The RISE Board approves expenditures in accordance with the RISE Board mission statement.
 3. The fiscal year of the RISE Board shall be congruent with the UAF fiscal year.
 4. The RISE Board shall review 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 approving 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.
 6. The RISE Board may provide a limited budget for the summer RISE committee.

- VI. 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 ten (10) voting and one (1) non-voting members, as follows:
 - i. One (1) student at large, appointed by the ASUAF President.
 - ii. Two (2) students at large, appointed by the ASUAF Senate.
 - iii. Three (3) students at large, selected by the RISE Board.
 - iv. One (1) faculty member selected by the RISE Board.
 - v. One (1) staff member selected by the RISE Board.
 - vi. One (1) community member selected by the RISE Board.
 - vii. The ASUAF President or their designee.
 - viii. The Chancellor's’ designee; (ex officio nonvoting member, with preference for a member of the UAF Master Planning Committee).
 3. The term of office for all RISE Board members shall be one (1) year, beginning in the fall semester and ending the end of the summer semester.
 4. There is no limit to the number of terms a member may serve.
 5. The individual RISE Board members shall serve on the RISE Board at the will of their respective governing bodies.

6. The RISE Board will solicit applications from interested students, faculty, and staff through an online process.
7. The RISE Board shall review applications and provide potential candidates to the appropriate governing body.
8. Vacancies shall be made known to the appropriate governing body for replacement as soon as possible.

VII. Summer RISE Committee

1. The RISE Board may appoint a committee to act on their behalf during the summer.
2. The committee shall consist of at least four (4) members, including two (2) students.
3. The committee shall be chosen from among RISE Board members who are active in the spring semester prior, or confirmed for the upcoming fall semester.
4. The Summer RISE Committee may exercise financial authority over the summer budget as approved by the full RISE Board prior to the start of the summer term.

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 President.
 - i. The RISE Board Chair shall have a term length of one (1) year.
 - ii. 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 by the third Sunday in November and the third Sunday in April.
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.

B. Officers and employee duties

I. RISE Board membership duties

1. The RISE board shall make decisions regarding fiscal and programmatic policy.
2. The RISE Board shall approve 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 decisions 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 Office Manager duties

1. The Sustainability Office Manager provides administrative support for the RISE Board and is supervised by the ASUAF Office Manager.
2. The Office Manager is responsible for the selection process regarding associated student hires.
3. The Office Manager is responsible for the daily management of the Office of Sustainability and all associated programs.
4. The Office Manager is responsible for the tracking and follow-up of all projects funded by the RISE Board.
5. The Office Manager is responsible for providing updates to the RISE Board on all current expenditures and projects.
6. The Office Manager is responsible for identifying the need for and hiring any support staff.

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. 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, unless superseded by this document or the Governance Agreement
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 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.
13. The RISE Board may form and appoint members to subcommittees as the Board sees fit, which may include Office of Sustainability employees and community members, as well as at least one Board member.

II. Voting

1. A quorum for all RISE Board meetings shall be defined as at least the majority 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. A supermajority shall be defined as seventy-five percent (75%) of the voting members.
7. Each RISE Board member shall be allowed to submit a proxy vote to the Chair or to the Sustainability Office Manager, 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 ASUAF President. If the ASUAF President 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 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 the automatic repeal of the Student Sustainability fund (Pursuant to P05.10.070); 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 Regents policies and meeting the financial obligations of the institution.