

HUMBOLDT STATE UNIVERSITY ENERGY INDEPENDENCE FUND COMMITTEE

BYLAWS

Adopted - November 29, 2018

- 1. Name.** The name of this committee is the Humboldt State University Energy Independence Fund Committee (hereinafter referred to as the “**Committee**”).
- 2. Purpose.** The Committee was established under the guidelines of the Humboldt Energy Independence Fund Initiative (hereinafter referred to as the “**HEIF**”) approved by students in the spring of 2004. The purposes of the Committee include but are not limited to the following:
 - (i) Encourage the integration of HEIF projects into academic curriculum
 - (ii) Make recommendations for project topics to proposal authors
 - (iii) Provide assistance to parties involved in developing project proposals
 - (iv) Approve projects for HEIF funding
 - (v) Participate in the development and implementation of approved projects
 - (vi) Ensure collection and evaluation of project performance data
 - (vii) Maintain HEIF spending records
 - (viii) Summarize HEIF activity in an annual public report
 - (ix) Develop and update an informational website
- 3. Members.** The committee is comprised of students, staff and faculty, with voting and non-voting members from each representation group. Students will make up the majority of those appointed to voting positions. The Committee is co-chaired by a student and staff member. Members are expected to attend meetings regularly and to actively support organization projects. Committee meetings are open to HSU stakeholders and all present attendees are encouraged to participate in discussion. Only decisions requiring voting by voting members will have reserved participation.
- 3.1 Voting Members.** Voting member recommendations by the Committee to A.S. for students who are interested for appointments that start in the fall semester should be made before the end of the spring semester following a Committee vote, while recommendations for those who request to be appointed in the spring should be made before the end of the fall semester. Recommendations should be prioritized to those who regularly attend meetings and have qualifications that make them a good fit for the committee. Appointment or designation of student committee members will be made in accordance with the A.S. process for appointments.
 - 3.1.1** The voting members shall consist of the following:

Five Students:

 - Campus Center for Appropriate Technology co-director or designee
 - Associated Students Executive Officer (e.g. Administrative Vice President or Environmental Sustainability Officer)
 - Three students at large to be appointed by A.S.

Four Staff/Faculty:

- Executive Officer (e.g., Associate Vice President) of Facilities Management or designee
- Campus Energy Analyst or designee
- Faculty member from a related discipline
- Campus Sustainability Director or designee

3.2 Non-Voting Members. Non-voting committee members will be recruited on a volunteer basis each fall semester by the Co-chairs of the Committee. The non-voting members may consist of the following:

- As appropriate, 1 student enrolled in ESM 482 with the Office of Sustainability
- Up to five “at-large” students
- Fund Administrator from Facilities Management
- Faculty member from the College of Arts, Humanities, and Social Sciences
- Staff member from Schatz Energy Research Lab
- Faculty member from the College of Natural Resources and Sciences
- Faculty member from the College of Professional Studies
- Faculty or staff member with grant writing expertise
- Campus Sustainability Coordinator
- Staff member from HSU University Advancement
- Staff member from HSU Fiscal Affairs
- City of Arcata Energy Specialist or designee from Arcata Department of Environmental Services
- HEIF Administrator from Facilities Management
- Planning & Design staff member from Facilities Management

3.3 Student Term Lengths. All students should commit to serving a minimum one-year term length.

Students may also continue serving in their seat beyond the one-year term if the following conditions are met: they volunteer to do so, they will still be a student during term, AND no additional students appointments have been made to fill the position by A.S. AND A.S. reappoints the continuing student. When one or more students have put in an AS application form to be appointed to the committee, then student terms shall be staggered as follows:

Fall appointments:

- A.S. Executive Officer
- A.S. Student at large (2 positions)

Spring appointments:

- CCAT Co-Director or designee
- A.S. Student at large (1 position)

3.4 Student Appointments. Student voting members that are appointed by A.S. must apply to A.S., and decisions on who to appoint are generally made by A.S. at the beginning of each semester. The HEIF committee may make recommendations to A.S. regarding which candidate(s) may be appropriate for student voting positions (see 3.1, above) when letters of interest have been submitted directly to the Committee. CCAT will make appointments via their established process.

3.4.1 Timeline for making recommendations:

A timeline should be set each semester so that recommendations can be made before a position vacancy occurs.

1. Student Voting Positions should rotate according to the schedule laid out in section 3.3.
2. Students filling the student voting positions need to indicate their intent to vacate or continue in their position according to the scheduled end of term laid out in section 3.3. This needs to be done before a call for letters is made (see below).
3. The Committee will put out a call for letters of interest from students. The due date for the letters will be set so the committee can vote on recommendations at least one meeting before the end of the semester or one meeting before a request for appointment is made to A.S., whichever is earliest. The call will go out at least three weeks before the due date. Letters of interest should come directly to HEIF before going to A.S.
4. After letters have been received, the Committee members will have at least one week to review the letters before meeting to discuss and voting on recommendations.
5. Following discussion, the Committee will select which candidates to recommend for voting positions. The applicants for the student voting positions should not be present during the discussion of any of the applications. The exception to this is in the case of current student voting members who are applying to be re-appointed. In these cases, the student should not be in the room for discussion of their re-appointment, but they may be present for the discussion of other candidates.
6. The HEIF student chair will be responsible for ensuring a letter indicating the Committee's recommendations is delivered to an appropriate representative of A.S.
7. Applicants will be encouraged to contact A.S. or HEIF for information about the A.S. appointment process. HEIF recommended applicants will be notified that their application will be forwarded to A.S. to continue the process and that a recommendation by the Committee does not guarantee an appointment.
8. Up to five "at-large" students may be appointed by the Committee as non-voting members from the candidates that did not secure a voting appointment from A.S. but expressed interest in serving on the Committee.

3.4.2 Selection of the Student Co-Chair. The student Co-Chair will be a student voting member of the committee. At the beginning of each semester or when a vacancy occurs or is about to occur, the student co-chair will be selected by a vote of the HEIF committee. Nominations (self or supported) for the student co-chair position should be accepted and the list of possible candidates announced at least one meeting and one week prior to the meeting in which the vote occurs. For process during nomination and voting, see 3.4.5.

3.5 Member & Officer Duties.

The officers and their duties include:

- **Student Chair (voting member)**– Shall schedule meeting times, facilitate meetings, set agendas, and act as the committee spokesperson.
- **Staff Chair (voting member)** – The Executive Officer of Facilities Management (or designee) shall mentor new Student Chairs, assist in setting agendas, and act as Chair in the absence of the Student Chair.

Specific member duties include:

- **HEIF Administrator (contracted paid position, non-voting member)** –Shall assist in coordinating development teams, give orientation to student stakeholders of HEIF, create work orders to

implement approved projects, interact with Facilities Management budget staff to manage the HEIF account, develop an annual budget report, and evaluate and report on implemented projects. Furthermore, part of the duty of this staff member is to make a public report on all project statuses and budget one time per semester to the HEIF Committee.

- **Student Administrators (paid positions, non-voting members)** – Shall record and distribute minutes, receive and distribute project proposals, update website, develop an annual report, and collaborate with HEIF Administrator and Staff Chair.

3.6 Filling Non-Student Membership Vacancies. Non-student Committee members (voting) that require appointment are appointed by the President of the University. The Committee may make recommendations to the President regarding which candidate(s) may be appropriate for respective positions. Some members will be appointed ex officio, or by nature of their job title being included in the Committee membership list in section 3.1 or 3.2 (e.g., Campus Energy Analyst). In the event of an extended vacancy of an ex officio position the Committee shall recommend an acting replacement to the President.

3.6.1 Timeline for making recommendations:

A timeline should be set each semester so that recommendations can be made before a position vacancy occurs.

1. Positions should rotate according to the schedule laid out in section 3.3.
2. Members need to indicate their intent to vacate or desire to continue in their position according to the scheduled end of term laid out in section 3.3. This needs to be done before a call for letters is made (see below).
3. The Committee will put out a call for letters of interest from the respective area of each position's representation. The due date for the letters will be set so the committee can vote on recommendations at least one meeting before the end of the semester or one meeting before a request for appointment is made to the President, whichever is earliest. The call will go out at least three weeks before the due date.
4. After letters have been received, the Committee members will have at least one week to review the letters before meeting to discuss and voting on recommendations.
5. Following discussion, the Committee will select which candidates to recommend for positions. The applicants for positions should not be present during the discussion of any of the applications. The exception to this is in the case of current members who are applying to be re-appointed. In these cases, the member should not be in the room for discussion of their re-appointment, but they may be present for the discussion of other candidates.
6. The HEIF student chair (or the staff co-chair in circumstances when the student chair has not yet been appointed) will be responsible for ensuring a letter indicating the Committee's recommendations is delivered to the President.

3.7 Appointment of Designees. Designees may be chosen by pertinent members to fulfill their respective positions.

3.8 Non-Student Term Lengths. All non-student members are required to serve a minimum two year term length. If their title (e.g., Campus Energy Analyst) is included as an ex officio member of the Committee their term continues for the duration while they hold that title. In the event an ex officio member

changes job titles they may continue as a designee until the listed position is filled and the President has confirmed the ex officio member to the Committee.

3.9 Non-Participation Vacancy. All non-student members, excluding ex officio positions, who are not active participants for a majority of committee meetings for two consecutive semesters may be requested to relinquish their position by the Committee Chair(s). Filling these vacancies will follow the process outlined in the section Filling Non-Student Membership Vacancies. All Committee positions will be reviewed at least annually for recruitment or reappointment, as appropriate.

3.10 Use of proxies. In the event of a foreseeable absence, a member may assign a proxy to attend and exercise voting powers in their place. Prior notification of this arrangement must be made to a committee chair.

3.11 Removal of Members. The Committee may recommend to the appointing body the removal of any member by a majority vote.

3.12 Member Qualifications All Student members of the Committee must meet the requirements listed in the current A.S. handbook for participation in Committees. Staff members of the Committee must be currently employed by Humboldt State University; faculty may be currently employed or emeritus.

- 4 **Meeting Notification.** Meetings will be scheduled at the beginning of each semester. This schedule will be made available to the public at that time through various media, including the HEIF website.
- 5 **Voting Procedures.** Quorum shall consist of no less than three voting student members and no less than two voting staff/faculty. Decisions shall be determined by a majority vote. Any member(s) with a conflict of interest shall abstain from voting.
- 6 **Conflict of Interest.** In the event that a committee member has financial interest, or the appearance thereof in a project, or has played a direct role in the development of a project, the affected person shall fully disclose the nature of the interest, and at the discretion of the committee, if appropriate, withdraw from discussion, lobbying, and voting on the matter.
- 7 **Amendment Procedures.** Amendments to the by-laws shall be approved by six or more votes. Amendments shall be discussed at least one meeting in advance of a binding vote. Members shall be notified at least one week prior to both the discussion and the voting sessions.
- 8 **Approval of discretionary expenditures by committee chairs.** In the event that the Committee cannot be assembled to achieve quorum, the Staff Chair, in consultation with the Student Co-Chair when available, can approve up to a 10% increase to a budget previously approved by the Committee.
- 9 **Bylaws Review.** All members should review and be familiar with Bylaws before joining HEIF Committee. Review of the current bylaws shall be agendized at least once each academic year for contemporary issues or staffing changes that may affect the bylaws language/structure.
- 10 **Committee Review of Previously Approved Projects** (Projects that have been approved at the completion of schematic development)

10.1 Phase of Project Process

10.1.1 After Schematic Development Complete:

10.1.1.1 Inaction

10.1.1.1.1 **Construction Document Delay (not started):** If FM or the contracted entity for construction documents has not taken substantial effort toward completing construction documents within 12 months, at minimum the Committee will receive a status report. If after 18 months, substantial completion of construction documents has still not be undertaken, the project will be considered for formal review. Every 6 months after such an 18 month review, the project will be reviewed by the Committee for further action.

10.1.1.1.2 **Stalled Construction Documents (partially completed):** If FM or the contracted entity for construction documents has not completed work within 6 months of starting document creation (as tracked by Planning, Construction, and Design), the Committee will receive a status report. If after 12 months construction documents are still not completed, the project will be formally reviewed by the Committee. Every semester after such a 12 month review, the project will be reviewed by the Committee for further action.

10.1.2 After Completion of Construction Documents

10.1.2.1 Inaction

10.1.2.1.1 **Construction/Implementation Delay (project not started):** If FM or the contracted entity for implementation has not taken substantial effort toward implementing project within 18 months, at minimum the Committee will receive a status report. If after 24 months, substantial implementation effort has still not be undertaken, the project will be considered for formal review. Every 12 months after such a 24 month review, the project will be reviewed by the Committee for further action.

10.1.2.1.2 **Stalled Implementation (project partially completed):** If FM or the contracted entity for implementation has not completed work on the project within 6 months of starting implementation (as tracked by AiM or the contract), the Committee will receive a status report. If after 12 months a project is still not completed, the project will be formally review by the Committee. Every 6 months after such a 12 month review, the project will be reviewed by the Committee for further action.

11 Revision to scope/budget

11.1 Scope change: When there is a substantial material change or a change in intent, scope should be reviewed by the Committee. The FM staff representative for HEIF (i.e. the Service Level Agreement staff) will be responsible for flagging such changes and bringing them to the Committee.

11.2 Budget change: Anytime costs are known to exceed the approved budget from the end of schematic design, the new estimate should come back to the Committee for approval. The project manager from FM or FM staff representative for HEIF will be responsible for flagging such changes and bringing them to the Committee at the next regular meeting.

For next revision, consider adding section on having a designee in the summer to approve HEIF project