**SENATE BILL**

**[NUMBER** - *SB-F20-004***]**

|  |  |
| --- | --- |
| **PRIMARY AUTHOR(S)** | **Vanessa Gomez- Alvarado (Vice President of Sustainability)** |
| **SECONDARY AUTHOR(S)** |  |
| **SPONSOR(S)** | **President Pro Tempore Cabalo**  **BCOE Senator Ballesteros** |

|  |  |
| --- | --- |
| **TITLE** | Office of the Vice President of Sustainability |

**BACKGROUND**

This senate bill is to update the previous bylaws of the Office of Undergraduate Sustainability Director into the Office of Vice President of Sustainability. This senate bill will serve to remove the previous title of Undergraduate Sustainability Director into Vice President of Sustainability in GCAP’s bylaws. Additionally, it will create a new position- Policy Director- within the Green Campus Action Plan. In addition to starting the path to develop GCAP’s Vice Chair, Marketing & Outreach Director, Programming Director, and Policy Director into new stipend positions with the approval of the finance committee and senate.

Reasoning: After examining ASUCR’s Chapter 8 Stipends and Regulations, section 6, stipend levels table, it is evident all of ASUCR’s executive cabinet members have paid 9 month stipends for $990 for their staff. Click [here](https://docs.google.com/document/d/1UTfqzhQCUNkz1LXcWicKLErR4SmAN3qiARMMvGsjgrU/edit) to view Chapter 8, section 6, Stipend Levels table.

By allowing for the Vice President of Sustainability staff - Vice-Chair, Marketing Director, Programming Director, and Policy Director- to stay as unpaid positions, we are unintentionally discriminating against individuals who need to work to survive. We are creating a space where only a few and privileged individuals are allowed to enter.

In Spring 2020, GCAP’s former Vice-Chair, Marketing and Outreach Director, and Programming Director all served as supervisors for GCAP’s Internship program. The supervisor position was responsible for delegating tasks and carrying out projects with GCAP Interns, an average of 7 hours per week was devoted to the program. Supervisors received no pay for the whole duration of the GCAP Internship program, while GCAP Interns received pay ($13hr) for their efforts.

All students deserve to be compensated for their hard work and not worry about financial burdens. All students should have a fair and equal opportunity to access ASUCR.

**THE ASUCR SENATE HEREBY AMENDS CHAPTER XXXVII and CHAPTER 8 SECTION 6 OF THE ASUCR BYLAWS AS FOLLOWS,**

**Chapter XXXVII**

**Office of the ~~Undergraduate Sustainability Director~~ Vice President of Sustainability**

**Section 1.** Context

1. This Chapter, in conjunction with the ASUCR Constitution, shall govern the **~~Undergraduate Sustainability Director~~**  **Vice President of Sustainability** and Committees.

**Section 2**. Electability

1. The **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** will be directly elected as outlined in the election code .

**Section 3.**Qualifications

1. The **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** must be a currently enrolled UCR student, except for Summer Session, and be in good standing with the University;
2. The **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** must have a minimum of three consecutive quarters of ASUCR experience prior to assuming office;
3. The **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** shall meet the same qualifications for office as all other officers of ASUCR as stipulated in the ASUCR governing documents in addition to any others enumerated in this article;
4. If at any time the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** shall violate these qualifications, then the office of **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** shall be considered vacant;
5. A censure or leave in the position of the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** shall be declared by the Executive Vice President at the first meeting of the Senate following the vacancy;

**Section 4**.**~~Undergraduate Sustainability Director~~ Vice President of Sustainability** Duties-

1. Preside as the chair of the Green Campus Action Plan Committee (GCAP).
2. Prepare the agenda for any meetings over which they preside;
3. Submit minutes to the GCAP Marketing and Outreach Officer to be posted on the GCAP website;
4. Oversee all sustainability projects of the Green Campus Action Plan Committee (GCAP);
5. Approve department applications that will host GCAP interns the following year;
6. Maintain contact with the UCR Office of Sustainability on sustainability initiatives;
7. Prepare written officer reports as needed;
8. Actively engage in creating new sustainability initiatives on campus;
9. Be able to remove any appointed committee member(s) due to unjustifiable absence or other personnel conflict as it pertains to GCAP business
10. Review applications received from individuals and/or organizations desiring Green Action Campus Plan (GCAP) funding;
11. Coordinate, at minimum, two (2) sustainability related programming events per quarter;
12. Organize tabling during the regular school year in conjunction with the GCAP Marketing & Outreach ~~Officer~~  Director, Programming Director ~~and~~, Vice Chair, and Policy Director;
13. Appoint the GCAP Vice Chair, GCAP Marketing and Outreach ~~Officer~~ Director, ~~and~~ GCAP Programming ~~Officer~~ Director, and Policy Director.

**Section 5.** GCAP Committee Structure and Responsibilities

The Green Campus Action Plan Committee (GCAP) shall -

1. The Green Campus Action Plan (GCAP) Committee can have concurrent paid positions with the Office of Sustainability. The GCAP Committee shall consist of twelve (12) voting undergraduate students to be selected by the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** working in conjunction with the Personnel Director.
   1. **~~Undergraduate Sustainability Director~~ Vice President of Sustainability**
   2. One Vice-Chair who will serve for a paid 9 month term
   3. Two (2) ASUCR senators
   4. Six (6) student representatives who demonstrate experience (ie. member of a sustainability organization), interest and/or knowledge in sustainability/environmental issues.

(1.) One (1) student representative must serve as the Marketing ~~Officer~~ and Outreach Director in a paid 9 month term with ratification from the Senate.

(2.) One (1) student representative must serve as the Programming Director in a paid 9 month term with ratification from the Senate.

(3.) One (1) student representative must serve as the Policy Director in a paid 9 month term with ratification from the Senate.

* 1. Two (2) members of the Finance Committee; mandatory attendance for all meetings where allocations are disbursed.

1. The GCAP Committee will consist of the following non-voting ex-officio as follows:
   1. Ex-Officio from ASUCR accounting
   2. Ex-Officio from the R’Garden
   3. Ex-Officio from each department that hosts GCAP interns
2. The GCAP Vice-Chair shall be appointed by the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** ~~and approved by the Senate~~. The GCAP Vice-Chair shall serve for a paid 9 month term with ratification from the Senate. The GCAP Vice-Chair shall:
   1. Take minutes at all regular and special meetings of the Committee
   2. Submit typed minutes to the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** two (2) days after a funding hearing
   3. Assist the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** in all Committee operations
   4. Coordinate funding meetings
   5. Assume the duties of the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** in their absence;
   6. Present monthly updates over the status of grant and initiative recipients;
   7. Perform all other duties as requested by the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability**;
3. The GCAP Marketing & Outreach ~~Officer~~ Director shall be appointed by the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** The GCAP Marketing & Outreach ~~Officer~~ Director shall serve for a paid 9 month term with ratification from the Senate. The Marketing & Outreach Director shall:
   1. Function as a GCAP Intern under the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability**;
   2. Create marketing and promotional campaigns that accurately brand the GCAP Committee through all publications;
   3. Maintain and update the social media of the GCAP Committee;
   4. Produce graphics and publications for the GCAP Committee;
   5. Create a working marketing and outreach calendar for the office of the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** which will then be posted on the GCAP website;
   6. Regularly promote events and make announcements;
   7. Meet with the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** for weekly debriefs and planning in conjunction with the ASUCR Payroll & Budgeting Accountant;
   8. Partner with departments, staff, student organizations, outside agencies, and community;
   9. Must have quorum and a majority of votes to proceed with official business. There shall be no proxy voting;
   10. GCAP Committee shall hold meetings weekly during the regular academic year, no later than week two of every quarter. Meetings shall be run by parliamentary procedure & Robert’s Rules of order;
   11. Have a deadline for agenda items as determined by the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability**. Funding proposals shall have a deadline of one week prior to funding meeting;
   12. Each year, receive a copy of the current ASUCR GCAP Bylaw and the Green Campus Action Plan Referendum;
   13. Adhere to all further rules and regulations under the GCAP Referenda, ASUCR By-Laws and UCR Policy;
   14. 3Assist in implementing and/or maintaining items and projects which have been funded by the GCAP Committee such as, but not limited to, the MREG (Mobile Renewal Energy Generator), Solar Benches, etc. Funding will be taken from the appropriate fund;
   15. Set annual goals which encompass various projects to further and promote sustainability on campus such as recycling campaigns, water conservation, solar usage, etc;
   16. Review for appropriateness and vote on Green Grant applications and Solar Initiatives;
   17. Have all allocations ratified by Senate;
   18. Shall help ensure that projects are adequately publicized and communicated to the student body (newsletters, mass emails, etc);

(e) The GCAP Programming Director shall be appointed by the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability**. The GCAP Programming Director shall serve for a paid 9 month term with ratification from the Senate. The Programming Director shall:

1. Organize logistics of all events, including time, venue, and materials;
2. Maintain communication with vendors and **~~Undergraduate Sustainability Director~~ Vice President of Sustainability**;
3. Ensure that all events have proper approval from campus departments;
4. Work in conjunction with the Marketing & Outreach Officer to ensure that there is sufficient marketing for each event;
5. Attend all events planned during their tenure;
6. Devise evaluation strategies to monitor performance of program(s) and find ways to improve;
7. Create detailed report and/ or presentation, after every program to determine the success of event
   1. I.e. How many people attended, how long was the event, was there any issues etc
8. Perform all other duties as requested by the Vice President of Sustainability

(f) The GCAP Policy Director shall be appointed by the Vice President of Sustainability. The Policy Director shall serve for a paid 9 month term with ratification from the Senate. The Policy Director shall:

1. Research, review, and analyze existing environmental policies, practices, procedures, and laws to determine their environmental, economic, and social impacts at UCR and the student body;
2. Present recommendations to campus departments, environmental and sustainable groups through public relations efforts, awareness campaigns, or meetings;
3. Analyze existing and new policies as they develop;
4. Participate on existing committees for policy and regulatory reform, environmental policy research, and educational program development.
5. Perform all other duties as requested by the Vice President of Sustainability;

**Section 6**. Green Grants

The GCAP Committee shall review and ensure all grant proposals adhere and meet the following criteria:

1. Projects and events must benefit UCR’s students, faculty, campus, or organizations;
2. Grants cannot be used for travel or off-campus conferences/registration fees except in the case of GCAP committee travel;
3. Projects and events must promote environmental sustainability or food security   
   Allocations shall not include funding an existing event or conference not related to sustainability;
4. After reviewing proposals during a GCAP meeting, Organizations shall have an opportunity to explain their budget proposal and to answer any questions Committee members may have;
5. Projects must be submitted by GCAP members or UCR undergraduate students/ organizations. Students/organizations who apply for GCAP Grants must have a UCR sponsoring department;
6. **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** will assign a Committee member to be in charge of reporting updates regarding the progress of all approved grants;
7. Projects must receive all necessary written approval by the appropriate campus officials prior to consideration. In the case of infrastructural improvements, staff oversight is required;
8. Projects must have undergraduate student participation;
9. If a GCAP member presents a project their vote will be count as an abstention;
10. Funds shall not be granted to any proposal failing to comply with the above regulations. No one club or organization shall apply for or receive funds exceeding more than $4,000 per quarter, contingent upon availability.

**Section 7**. Large Scale Green Initiatives

1. Initiative funding may be given for large scale projects that occur campus-wide and serve to benefit all students of the University of California, Riverside.
2. A proposal must be submitted through the GCAP application available on the GCAP webpage.
3. Projects must have a clearly-defined, measurable outcome
4. Projects must receive all necessary written approval by the appropriate campus officials prior to consideration. In the case of infrastructural improvements, staff oversight is required;
5. Project funding is subject to annual availability

**Section 8.** Sustainable Office Internships and Positions

1. The **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** shall be responsible for creating the GCAP Intern application and maintaining annual requirements.
2. The Internship and student position budget will be based each year on projected annual income, rollover and current wages. Wages will be increased in tandem with minimum wage increases.
3. Departments that have been allocated interns will conduct their own hiring process and report their chosen representative as soon as the position becomes filled.
4. Only undergraduates are eligible for the GCAP Internship positions.
5. Interns are required to attend one (1) meeting per quarter starting Fall quarter with the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability**

(i) These meetings will serve as progress reports and give interns the opportunity to voice any concerns they may have;

(ii) If the department the interns work with do not fulfill GCAP’s Mission Statement any longer, the **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** may relocate the intern to a more suitable department.

1. **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** is responsible for allocating the number of interns available for the following fiscal year and may not exceed the allotted number during their term.
2. Departments that have GCAP Interns may have a representative in GCAP Meetings serving as an ex-officio.
3. GCAP Interns may serve as ex-officios to the department they intern under.

**Section 9.** Short Term Investment Pool (S.T.I.P) Funds

1. In addition to travel funding from the Green Grant Fund, funds from STIP may be used for travel to GCAP relevant conferences with a total budget of $5,000 per school year. Any amount in excess of the $5,000 cap can be approved with a majority vote within the GCAP Committee;
2. Travel is limited to student Committee members of GCAP only (not including finance committee members);
3. Regardless of the number of travelers during the academic year, this amount shall not be exceeded;

**Section 10**. Summer Powers

1. In order for the GCAP Referendum to continue functioning over the summer months, the section of this Chapter is hereby established;
2. Term – The Summer Powers of the GCAP Committee shall go in effect the day after commencement and shall terminate on the first day of class in Fall Quarter;
3. A GCAP Summer Committee will be established before Summer break by the newly elected **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** in order to continue and establish projects during the Summer;
4. GCAP Summer Committee consists of:
   1. **~~Undergraduate Sustainability Director~~ Vice President of Sustainability**
   2. Four (4) student representatives who demonstrate experience (ie. member of a sustainability organization), interest and/or knowledge in sustainability/environmental issues;
5. The GCAP Summer Committee shall meet throughout the Summer, quorum (half plus one) must be met and minutes must be taken at all meetings. Minutes shall be communicated with ASUCR professional staff throughout the summer;
6. **~~Undergraduate Sustainability Director~~ Vice President of Sustainability** shall report any allocation(s) to the Senate at the first meeting of Fall Quarter by including them in the Summer minutes;
7. Allocations shall be limited to Green Grants, STIP, rollover GCAP contingency, and internship program payroll. These shall be approved by the ASUCR Summer Powers of the Executive Branch
8. The Senate reserves the right to review, rescind or amend any action taken by the Summer GCAP Committee over the summer months. The only exceptions shall be when money has already been disbursed.

**Section 14.** Amendments

1. Any amendments for this chapter requires ⅔ of voting members (6), not including finance committee members, during GCAP meeting and ⅔ of present voting senators during Senate meeting.

*Updated Winter 2017*

*Updated Spring 2017*

*Updated Fall 2017*

*Updated Winter 2018*

*Updated Fall 2018*

*Updated Winter 2019*

*Updated Fall 2020*

**Section 6.**

Stipend Levels

(a) The "maximum stipend levels", as established by the Senate, shall be the base value upon which all stipends will be determined;

(b) The actual dollar amount paid to each stipend position shall be determined by the appropriate maximum stipend level as provided for in subsection (c) and (d) hereof, with the stipend being the percentage of the maximum level.

(c) The following shall be the stipend levels for the Officers of the Associated Students, based on the nine thousand nine hundred dollar ($9,900) maximum level;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Total** | **Months Paid** |
| **1** | **ASUCR President** |  | **$9,900** | **12** |
| 1a | ASUCR Chief of Staff |  | $990 | 9 |
| 1b | ASUCR Historian *(Inactive -Removed from bylaw Spring 2020)* |  | $990 | 9 |
| 1b | Community Relations |  | $0 | 9 |
|  |  |  |  |  |
| **2** | **ASUCR Vice President of External Affairs** |  | **$9,900** | **12** |
| 2a | Vice President of External Affairs Chief of Staff |  | $990 | 9 |
| 2b | Campus Organizing Director |  | $1,980 | 12 |
| 2c | Legislative Affairs Director |  | $1,980 | 12 |
| 2d | Community Director |  | $990 | 9 |
| 2e | Civic Engagement Director |  | $990 | 9 |
| 2f | Labor Relations Director |  | $990 | 9 |
| **3** | **ASUCR Vice President of Campus Internal Affairs** |  | **$9,900** | **12** |
| 3a | Vice President of Campus Internal Affairs Chief of Staff |  | $990 | 9 |
| 3b | Commissioner of Academic Affairs |  | $990 | 9 |
| 3c | Commissioner of Basic Needs |  | $990 | 9 |
| 3d | Commissioner of Diversity (Co-Chair) |  | $990 | 9 |
| 3e  3f | Commissioner of Diversity (Co-Chair)  Communications Director |  | $990  $990 | 9  9 |
| **4** | **ASUCR Vice President of Finance** |  | **$9,900** | **12** |
| 4a | ASUCR Finance Committee - Vice Chair |  | $990 | 9 |
| 4b | ASUCR Finance Committee - Secretary |  | $990 | 9 |
|  |  |  |  |  |
| **5** | **ASUCR Executive Vice President** |  | **$7,425** | **12** |
| 5a | Senate Secretary |  | $990 | 9 |
| 5b | Senate Parliamentarian |  | $990 | 9 |
|  |  |  |  |  |
| **6** | **ASUCR VP of Sustainability** |  | **$9,900** | **12** |
| 6a | GCAP Vice- Chair |  | $990 | 9 |
| 6b | GCAP Marketing & Outreach Director |  | $990 | 9 |
| 6c | GCAP Programming Director |  | $990 | 9 |
| 6d | GCAP Policy Director |  | $990 | 9 |
|  |  |  |  |  |
| **7** | **ASUCR Personnel Director** |  | **$3,960** | **12** |
|  |  |  |  |  |
| **8** | **ASUCR Marketing & Promo Director** |  | **$3,960** | **12** |
| 8a  8b  8c | Head Graphic Designer  Videographer  Videographer |  | $1,320  $1,320  $990 | 12  12  9 |
| **9** | **ASUCR Outreach Director** |  | **$2,970** | **9** |
|  |  |  |  |  |
| **10** | **ASUCR Elections Director** |  | **$2,970** | **9** |
| 10a  10b | Ballot Technician (Co-Chair)  Ballot Technician (Co-Chair) |  | $990  $990 | 9  9 |
| **11** | **ASUCR Transfer and Non-Traditional Student Director** |  | **$2,970** | **9** |
|  |  |  |  |  |
| **12** | **ASUCR President Pro Tempore** |  | **$1,485** | **9** |
|  |  |  |  |  |
| **13** | **ASUCR Senator** |  | **$1,485** | **9** |
|  |  |  |  |  |
| **14** | **Chief Justice** |  | **$1,485** | **12** |

(d) The following shall be the levels for the general stipends funded through the Associated Students Program Board, based on the Eight thousand seven hundred thirty-six dollars ($8,736) maximum level;

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Position/Term** | **Months Paid** | **Total** |
| 1 | ASPB Chairperson (June-May) | 12 | $8,736 |
| 1a | ASPB Vice-Chairperson (June-May) | 12 | $7,644 |
| 2 | ASPB Concerts Director (June-May) | 12 | $6,552 |
| 2a | ASPB Concerts Director (June-May) | 12 | $6,552 |
| 3 | ASPB Special Events Director (July-May) | 11 | $6,006 |
| 3a | ASPB Special Events Director (July-May) | 11 | $6,006 |
| 4 | ASPB Director of Marketing (July-May) | 11 | $6,006 |
| 4a | ASPB Director of Marketing (July-May) | 11 | $6,006 |
| 5 | ASPB Director of Cultural Events (August-May) | 10 | $5,460 |
| 5a | ASPB Director of Cultural Events (August-May) | 10 | $5,460 |
|  | **Position/Term** | **Months Paid** | **Total** |
| 6 | ASPB Director of Films & Lectures (August-May) | 10 | $5,460 |
| 6a | ASPB Director of Films & Lectures (August-May) | 10 | $5,460 |
| 7 | ASPB Director of Marketing (August-May) | 10 | $5,460 |
| 7a | ASPB Director of Marketing (August-May) | 10 | $5,460 |
|  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Natalie Hernandez**

*Executive Vice President*

**Signed Legislation can be found in the ASUCR Office**

**INTRODUCED ON -** *Fill in by Legislative Review Committee*

**COMMITTEE TABLED** - *October 2, 2020*

**VOTE COUNT -** *Tabled 7-0-0*

**COMMITTEE APPROVED ON -** *October 7, 2020*

**VOTE COUNT -** *Passed 6-0-0*

**SENATE APPROVED ON -** *Fill in by Senate Secretary*

**VOTE COUNT -** *Fill in by Senate Secretary*