Chapter XXXVII
Office of the Undergraduate Sustainability Director

Section 1. Context
(a) This Chapter, in conjunction with the ASUCR Constitution, shall govern the GCAP Director and Committees. The GCAP Director will henceforth be referred to as the Undergraduate Sustainability Director.

Section 2. Electability
(a) The Undergraduate Sustainability Director will be directly elected as outlined in the election code.

Section 3. Qualifications
(a) The Undergraduate Sustainability Director must be a currently enrolled UCR student, except for Summer Session, and be in good standing with the University;
(b) The Undergraduate Sustainability Director must have a minimum of three consecutive quarters of ASUCR experience prior to assuming office;
(c) The Undergraduate Sustainability Director 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;
(d) If at any time the Undergraduate Sustainability Director shall violate these qualifications, then the office of Undergraduate Sustainability Director shall be considered vacant;
(e) A censure or leave in the position of the Undergraduate Sustainability Director shall be declared by the Executive Vice President at the first meeting of the Senate following the vacancy;

Section 4. Undergraduate Sustainability Director Duties-
(a) Preside as the chair of the Green Campus Action Plan Committee (GCAP).
(b) Appoints the R’Closet Chairperson, Senate ratifies;
(c) Prepare the agenda for any meetings over which they preside;
(d) Submit minutes to the ASUCR Budget & Payroll Accountant to be posted on the ASUCR website;
(e) Oversee all sustainability projects of the Green Campus Action Plan Committee (GCAP) and R’Closet Committee;
(f) Approve department applications that will host GCAP interns the following year;
(g) Coordinate monthly academic meetings between all GCAP interns;
(h) Maintain contact with the UCR Office of Sustainability on sustainability initiatives;
(i) Prepare written officer reports as needed;
(j) Actively engage in creating new sustainability initiatives on campus;
(k) Be able to remove any appointed committee member(s) due to unjustifiable absence or other personnel conflict as it pertains to GCAP business.
Section 5. GCAP Committee Structure and Responsibilities

The Green Campus Action Plan Committee (GCAP) shall -

(a) The Green Campus Action Plan (GCAP) Committee can have concurrent paid positions with the Office of Sustainability. The GCAP Committee shall consist of ten (10) voting undergraduate students to be selected by the Undergraduate Sustainability Director working in conjunction with the Personnel Director.
   (i) Undergraduate Sustainability Director
   (ii) One Vice-Chair
   (iii) Two (2) ASUCR senators
   (iv) Four (4) student representatives who demonstrate experience (ie. member of a sustainability organization), interest and/or knowledge in sustainability/environmental issues.

(b) The GCAP Committee will consist of the following non-voting ex-officio as follows:
   (i) Ex-Officio from ASUCR accounting
   (ii) Ex-Officio staff from departments that host GCAP Interns

(c) The GCAP Vice-Chair shall be appointed by the Undergraduate Sustainability Director and approved by the Senate. The GCAP Vice-Chair shall
   (i) Take minutes at all regular and special meetings of the Committee
   (ii) Submit typed minutes to the Undergraduate Sustainability Director two (2) days after a funding hearing
   (iii) Assist the Undergraduate Sustainability Director in all Committee operations
   (iv) Coordinate funding meetings
   (v) Assume the duties of the Undergraduate Sustainability Director in their absence;
   (vi) Present monthly updates over the status of grant and initiative recipients;
   (vii) Perform all other duties as requested by the Undergraduate Sustainability Director;
The GCAP Marketing & Outreach Officer shall be appointed by the Undergraduate Sustainability Director. The GCAP Marketing & Outreach Officer shall:

(i) Function as a GCAP Intern under the Office of the Undergraduate Sustainability Director;
(ii) Create marketing and promotional campaigns that accurately brand the GCAP Committee through all publications;
(iii) Maintain and update the social media of the GCAP Committee;
(iv) Produce graphics and publications for the GCAP Committee;
(v) Create a working marketing and outreach calendar for the Office of the Undergraduate Sustainability Director which will then be posted on the GCAP website;
(vi) Regularly promote events and make announcements;
(vii) Meet with the Undergraduate Sustainability Officer for weekly debriefs and planning in conjunction with the ASUCR Payroll & Budgeting Accountant;

(e) Partner with departments, staff, student organizations, outside agencies, and community;
(f) Must have quorum and a majority of votes to proceed with official business. There shall be no proxy voting;
(g) GCAP Committee shall hold meetings biweekly 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;
(h) Have a deadline for agenda items as determined by the Undergraduate Sustainability Director. Funding proposals shall have a deadline of one week prior to funding meeting;
(i) Each year, receive a copy of the current ASUCR GCAP Bylaw and the Green Campus Action Plan Referendum;
(j) Adhere to all further rules and regulations under the GCAP Referenda, ASUCR By-Laws and UCR Policy;
(k) Assist 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;
(l) Set annual goals which encompass various projects to further and promote sustainability on campus such as recycling campaigns, water conservation, solar usage, etc;
(m) Review for appropriateness and vote on Green Grant applications and Solar Initiatives;
(n) Have all allocations ratified by Senate;
(o) Shall help ensure that projects are adequately publicized and communicated to the student body (newsletters, mass e-mails, etc);

Section 6. Green Grants
The GCAP Committee shall review and ensure all grant proposals adhere and meet the following criteria:

(a) Projects and events must occur on the UCR campus;
(b) Projects and events must promote environmental sustainability or food security
    Allocations shall not include funding an existing event or conference not related to sustainability;
(c) 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;
(d) 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;
(e) The Undergraduate Sustainability Director will assign a Committee member to be in charge of reporting updates regarding the progress of all approved grants;
(f) 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;
(g) Projects must have undergraduate student participation;
(h) If a GCAP member presents a project their vote will be count as an abstention;
(i) 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
(a) Initiatives may be given for large scale projects such as solar and other renewable energy sources.
(b) A proposal must be submitted through the GCAP application available on the GCAP webpage.
(c) Projects must have a clearly-defined, measurable outcome
(d) 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;
(e) Project funding is subject to annual availability

Section 8. Sustainable Office Internships and Positions
(a) The Undergraduate Sustainability Director shall accept applications, review, interview and appoint annual GCAP Interns and other student positions. Positions will be paid in accordance with the UCR Student Assistant Series (title code 4921 and 4922), rules and regulations.
(b) The Undergraduate Sustainability Director shall be responsible for creating the GCAP Intern application and maintaining annual requirements.
(c) 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.

(d) Interns are required to attend monthly meetings starting Fall quarter with the Undergraduate Sustainability Director

(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 may relocate the intern to a more suitable department.

(e) The Undergraduate Sustainability Director is responsible for allocating the number of interns available for the following fiscal year and may not exceed the allotted number during their term.

(f) Departments that have GCAP Interns may have a representative in GCAP Meetings serving as an ex-officio.

(g) GCAP Interns may serve as ex-officios to the department they intern under.

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

(a) Funds from STIP may be used for travel to GCAP relevant conferences with a total budget of $1,500 per school year;

(b) Travel is limited to student Committee members of GCAP only (not including finance committee members);

(c) Regardless of the number of travelers during the academic year, this amount shall not be exceeded;

(d) $2,500 limit in any fiscal year for apparel (with a $20 limit per item), promotional items (with a $20 limit per item, no gift cards), and equipment (with a $1,500 limit per item).

(e) There shall be a $3,000 limit to any transfer from STIP for any sustainable office internships and positions.

Section 10: R’Closet Committee

Purpose

(a) The R’Closet Committee’s mission is to provide UCR students with their clothing needs in casual and academic environments. By providing clothing, the committee hopes to mitigate the cycle of Fast Fashion—low-cost clothing collections based on current, high-cost luxury fashion trends—because it is by its very nature a fast-response system that encourages disposability. The R’Closet Committee will strive to provide clothing in a sustainable manner and host campus-wide events, while also increasing awareness among
the student body about the need to change our spending habits. The R’Closet Committee will also strive to highlight the importance of body empowerment and inclusivity.

Section 11: Powers and Responsibilities
(a) The R’Closet Committee shall have the authority to make all the decisions regarding the creation and implementation of the R’Closet;

(b) The committee will work in tandem with the ASUCR to find an appropriate and permanent space to house the clothing donated to R’Closet;

(c) The committee will also be charged with maintaining and expanding a storage space through events such as the annual Undie Run, two Donation Weeks, and an annual Swap Meet, while reaching out to campus partners to secure donations for professional clothing that can be checked out by UC Riverside students as well as casual clothing that can be given to students in need;

(d) Actively represent students in need as they pertain to the student population as a whole.

(e) The R’Closet Committee shall be tasked with communicating with appropriate entities of campus to increase awareness on homelessness, the lack of clothing resources worldwide, body empowerment, and the importance of inclusivity.

Section 12: Membership
(a) The R’Closet Committee shall consist of at least ten (10) members as follows:
   i. Two (2) ASUCR Senators;
   ii. One (1) representative from each of the following ASUCR offices:
      iii. Marketing
      iv. GCAP
   v. Two (2) members appointed by the Diversity Council from the Ethnic and Gender Programs;
   vi. Four members from the UCR community at large appointed by the Undergraduate Sustainability Director in conjunction with the ASUCR Personnel Director

(b) The process for appointing representatives to the Committee shall be as follows:
   i. The appointment of the Chair shall be made within the first two (2) weeks of the fall quarter in agreement of the committee;
   ii. The committee shall be selected within the first two (2) weeks of the fall quarter;
   iii. The committee will then be responsible for filing in the officer positions by the second week of the academic year;
   iv. The ASUCR President shall appoint one (1) representative from their respective office upon being contacted by the ASUCR Personnel Director at the beginning of each Fall quarter of every academic year;
v. These appointments shall be made within two (2) weeks of contact by the Personnel Director.
(c) The term of office for each member of the Committee shall be three (3) consecutive quarters beginning Fall quarter every academic year.

Section 13: Officers

(a) The Committee shall have (2) officers: a Chairperson, a Vice-Chairperson.

(b) The Chairperson shall:

i. be in charge of coordinating all meetings of the Committee;
ii. create agendas for each meeting, preside over meetings to ensure that the agenda is being followed and the conversation remains orderly.
iii. The Chairperson shall report all actions of the Committee to the ASUCR Senate.

(c) The Vice-Chairperson and their duties shall also be governed by the following provisions:

i. Shall be in charge of acting as Chairperson in the absence of the Chairperson;
ii. The Vice-Chairperson shall be a voting member except when acting as Chairperson in the absence of the Chairperson, in which case they shall only vote in the case of a tie as the Chairperson normally would;
iii. helping the Chairperson with their duties as needed.
iv. Will be responsible for contacting and remaining in correspondence with potential and current sponsors for R’Closet.
v. Responsible for taking minutes of each R’Closet meeting.

Section 14. Summer Powers

(a) In order for the GCAP Referendum to continue functioning over the summer months, the section of this Chapter is hereby established;
(b) 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;
(c) A GCAP Summer Committee will be established before Summer break by the newly elected Campus Sustainability Director in order to continue and establish projects during the Summer;
(d) GCAP Summer Committee consists of:
   (i) Undergraduate Sustainability Director
   (ii) Four (4) student representatives who demonstrate experience (ie. member of a sustainability organization), interest and/or knowledge in sustainability/environmental issues;
(e) 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;

(f) The Undergraduate Sustainability Director shall report any allocation(s) to the Senate at the first meeting of Fall Quarter by including them in the Summer minutes;

(g) Allocations shall be limited to Green Grants, STIP, and the Office of Sustainability Internship Program. These shall be approved by the ASUCR Summer Powers of the Executive Branch.

(h) 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 15. Amendments

(i) 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.

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