UNIVERSITY OF MONTANA KLESS REVOLVING ENERGY LOAN FUND (RELF) BYLAWS

I. PURPOSE

The purpose of the Kless Revolving Energy Loan Fund (KRELF) is to finance projects that promote resource conservation, waste reduction, and environmental awareness projects at the University of Montana (UM), as well as capture financial and energy savings, and foster student involvement and education. Under successful management, the fund allows for environmental improvements at no cost to the University; creates sustained reductions in pollution, waste, and expenditures; and makes money available to students to fund additional projects upon completion of loan repayments, in addition to providing an invaluable, hands-on, learning experience. The KRELF is administered through the KRELF Committee.

II. DEFINITIONS

A. The term “Committee” is used interchangeably with “KRELF Committee” in this document.

B. The term “Fund” is used interchangeably with the Kless Revolving Energy Loan Fund.

C. The “KRELF Fee” refers to the $6 per semester optional student fee that was approved by the Associated Students of the University of Montana (ASUM) and Montana University System Board of Regents in Spring 20013. The KRELF Fee (formerly called the RELF fee) went into effect in Fall 2009 and was established as a permanent opt-out fee in Spring 2013 by vote of the student body.

D. “Voting Members” are those members of the Committee who are eligible to vote on a particular matter according to Section V. C. (Governing Body Voting members) and Section XVI (Conflict of Interest) of this document.

III. GUIDING PRINCIPLES

The following principles shall guide and govern the funding of projects by KRELF:

- Projects shall reduce UM’s impact on the environment.
- Projects shall demonstrate ability to repay KRELF through savings, with the exception of projects that promote a specific behavior, and have publicity, education and outreach components (See Allocation of Funds)
- Projects shall have received all necessary approval by appropriate campus officials prior to consideration.
- UM Students, Staff, and Faculty may submit project proposals, so long as they are under the umbrella of a campus department able to repay loan through savings. Individuals and organizations outside the University may not submit project proposals.
- KRELF funding will not support projects that are already mandated by law or UM policy/directive. KRELF will only fund projects that are not currently paid for by the University or through existing rebate programs.
- Preference will be given to projects that demonstrate the greatest reduction of UM
greenhouse gas emissions and/or resource usage for the least cost.

- Student participation is a necessary component in all projects.
- Projects should seek to positively impact both social and environmental sustainability.
- Potential consequences of projects should be considered by the Committee.

IV. STUDENTS’ ROLE

Because KREL is financed by a student fee, it is designed to make students active participants in all projects funded by the program. In addition to student representation on the Committee (see Governing Body), all projects must include student participation. Participation can be advisory, academic, educational, or outreach based. This can include, but is not limited to: project proposals, research papers, internships, audits, reports, demonstration projects, and outreach campaigns; and may be pursued as individual, group, or class projects. Student involvement shall be limited only by University and Facility Service policies regarding liability and work related issues.

V. GOVERNING BODY: KREL COMMITTEE

A. Powers And Voting
The KREL F Committee has authority over KREL and all of its functions. A quorum of ½ of the Voting Members plus one (see V. C. below) must be present in order to vote on official matters including approval of projects, allocation of funds, and changing of Bylaws. Apart from their normal functions as a part of the KREL F Committee, members have no individual authority.

B. Duties of KREL F Committee
It is the duty of the Committee members to:

1. Review project applications and determine allocation of funds.
2. Provide feedback for all project applications.
3. Develop and distribute a Request for Proposals at least twice a year.
4. Actively solicit project proposals, i.e., conduct outreach and assist applicants in preparing fundable proposals.
5. Build financial resources and campus support for the fund through methods in addition to lock-in fees.
6. Develop campus and local partnerships and increase community awareness of KREL.
7. Coordinate with University Administration, Student Affairs, Facility Services, Auxiliary Building Managers and Academic Departments.
8. Any other duties as determined and implemented by the committee with a simple majority of voting members.

C. Membership & Representation
The KREL F Committee is comprised of the following representatives:

Voting Members:
- Seven (7) students, two (2) of which must be ASUM Senators
- One (1) representative from Facility Services, preferably the Energy Manager
- One (1) faculty member of Environmental Studies
- One (1) faculty member from the Missoula College
Advisory Vote Members:
- KRELF Committee Chair, the ASUM Sustainability Coordinator
- ASUM Business Manager
- Representative from the office of the Vice President of Administration and Finance or her or his designee

An advisory vote is simply a vote of advisement to the committee. If all advisory voting members vote unanimously in opposition to a decision to by the committee, the committee must review its decision (only once) with input from each advisory voting member no later than one day after the advisory votes were cast. The Committee must then vote on issue at the next special meeting or regular meeting. The reconsideration action of the committee shall be final.

D. Chair of KRELF Committee

The Chair shall preside at all meetings of the committee as a non-voting member. The Chair or her/his designee notifies the Committee members of meetings, coordinates and approves meeting agendas with the committee members. The Chair will act as facilitator and mediator during the committee meetings and will be responsible for holding meetings to the agenda in a timely fashion. The Chair shall appoint a scribe to take minutes at each meeting. The Chair will only vote on Committee business in the event of a tie. In the absence of the Chair, the Chair shall appoint a designee to perform all the duties of the Chair. In the absence of the Chair and if the Chair has not appointed a designee, an acting chair shall be appointed by 2/3 vote of the committee to perform all duties of the Chair.

E. KRELF Committee Member Qualifications and Appointment

All student Committee members must be registered (full or part-time) UM students during their term of office. Staff, faculty and administration Committee members must be currently employed by the University of Montana. Members of the Committee shall be approved by the ASUM President or Vice-President.

F. Terms of Office

Each member shall be appointed for one term. A term is defined as an academic year beginning in the Fall semester and ending in the Spring semester. Members may serve additional terms upon the majority vote of the Voting Members prior to the end of the academic year.

G. Removal from Office

KRELF Committee members may be removed by 2/3 majority vote of all sitting members. Replacement members are selected by the same process used for regular committee appointments.

VI. USE OF FUNDS

The student fees collected shall be used effectively and economically to meet the GUIDING
PRINCIPLES.

A. General Allocations

1. Each semester, 87.5%, or $5.25 of the per-student KRELF fee of $6.00, will be reserved for purposes as approved by the Committee. The remaining 12.5%, or $0.75 of per-student per-semester $6.00 fee, will be reserved as to fund the ASUM Sustainability Coordinator position and program, which is charged as primary liaison between students and the University for development and vetting of projects funded by this fee. The 12.5% of the fee that is reserved for the coordinator and program shall remain available for that purpose from year to year and will not be added to the KRELF project balance if not entirely used to pay the wages of the coordinator.

2. The Revolving Loan Funds amount, both on loan and available for projects, shall have a minimum maintained balance of $150,000. At no time may the cash balance in the account be allowed to go negative.

3. Beginning Fall 2014, $3.68 of the per-student fee of $6/semester (70% of the 87.5% designated for projects and the committee’s discretion) will be removed from the KRELF fund and placed in a Large Projects Reserve Fund. These dollars will remain untouched until the total reaches $500,000 with the intention that adequate funds will be used for large-scale energy conservation and efficiency projects that meets the KRELF guiding principles. The KRELF committee will pursue additional non-student fee fundraising options in order to increase the fund at a faster rate. The funds left in KRELF are to be allocated for loan and grant projects as determined by the committee.

B. Budget

1. No later than the first KRELF Committee meeting each semester, the KRELF Committee shall budget the maximum amount of funds to be allocated for the semester. The semester budget must be approved by a majority vote of eligible members present. The total amount budgeted will be posted on the KRELF webpage as “project funds available” for the semester. Any changes in the budget must be approved by a 2/3 majority of vote of the Voting Members.

2. After the fall proposals have been reviewed, the Committee shall determine the current year grant funding level.

C. KRELF Promotion and Outreach and Training Allocations

Up to $3000 each semester may be allocated by the committee for KRELF advertising, promotion and outreach activities directed to students and other members of the campus community. Funds allocated for advertising, promotion, outreach and training must have a written proposal from a KRELF Committee member and must be approved by a majority of Voting Members. Proposals for KRELF training, promotion, advertising, and outreach may be submitted at any time and do not follow the same review procedures that energy and resource conservation projects do. Priority will be given to outreach proposals that directly support the development of fundable energy conservation, efficiency and renewable energy project proposals.

D. Summer Allocations
Summer allocations are those that are made during the summer when the KRELF Committee is not constituted. Summer allocations are sometimes necessary to reconcile budgets for approved projects that come from multiple sources or that have some cost overruns. In order to facilitate project implementation and budget reconciliation, the KRELF Committee chair is authorized to approve of allocations during the summer, subject to the following restrictions:

1. The allocation pertains to a project already approved by the KRELF Committee.
2. The KRELF Committee has authorized the KRELF Chair to approve a pending proposal on behalf of the KRELF Committee during the summer.
3. The individual allocation is under $2,000 and is associated with a KRELF-approved project or KRELF training, outreach or education activity.
4. The total of all allocations in a given summer is under $10,000.
5. The ASUM President is notified of the allocation within 5 working days.
6. The KRELF Committee is informed of the allocation before or at its next regular meeting.

VII. ASUM SUSTAINABILITY COORDINATOR: ROLES AND RESPONSIBILITIES

The ASUM Sustainability Coordinator is the primary contact for students with project ideas and is the person primarily responsible for coordinating communication among the Committee, the student body, and UM. The ASUM Sustainability Coordinator is also charged with initial project development, referring student applicants to appropriate individuals who can provide guidance (e.g., on building, design, costs estimates, payback schedules, etc.), screening all project ideas for feasibility and completeness before passing them on to the Committee proposal subcommittee. The ASUM Sustainability Coordinator is also responsible for distributing the semi-annual Request for Proposals, maintaining lists of current funded and potentially-fundable projects, record keeping and reporting, and maintaining the KRELF website (see Article VIII).

VIII. RECORDS AND REPORTS

A. Records
The KRELF Committee must have on record:

1. Minutes of all meetings of the Committee and sub-committees, indicating the time and place of such meetings, the names of those present, and the proceedings thereof.
2. Adequate and correct books and records of accounts, including accounts of its projects and business transactions and accounts of its assets, receipts, disbursements, gains and losses.
3. Adequate records of each project funded along with its capital outlay, cost savings, energy reductions, GHG savings, and payback plan (along with other elements as identified by the ASUM Sustainability Coordinator, the Office of the Associate Vice President of Administration and Finance, Facility Services, Building Managers, and the Committee).

B. Recordkeeping and Reporting Responsibilities

1. The ASUM Business Manager will be responsible, in coordination with the Associate Vice President of Administration and Finance, for maintaining accounting records and providing the KRELF Committee with current and accurate accounting statements of the KRELF and individual project accounts at least once per semester.
2. The ASUM Sustainability Coordinator will be responsible for maintaining records of all project
requests, funded and unfunded.
3. The ASUM Sustainability Coordinator shall post a synopsis of currently funded project on the ASUM or Greening UM websites, which s/he will update at least semi-annually.
4. The ASUM Sustainability Coordinator will be responsible for regularly updating the ASUM Senate on Committee activities and shall submit an annual report on KRELF funded projects to the SCC for inclusion in the SCC Annual Report to the UM President.

IX. REQUEST FOR PROPOSALS

At least twice a year the KRELF Committee must issue a Request For Proposals (RFP) outlining what the KRELF is, how it works, what projects are eligible, and listing examples of projects currently ready for implementation that require student involvement to proceed. The RFP shall be distributed by the ASUM Sustainability Coordinator to all relevant campus departments, student groups and entities.

X. AMENDMENTS OF BYLAWS AND ARTICLES

A two-thirds majority (2/3) vote by the Voting Members of the Committee can amend, create, or repeal these Bylaws and Articles therein. Proposed Bylaw changes must be provided in writing to all Committee members and discussed at one KRELF meeting prior to being voted on.

XI. PROJECT APPROVAL PROCESS

Proposals will be accepted on a rolling basis by the ASUM Sustainability Coordinator. Funds for specific projects will be distributed only upon approval by 2/3 majority of the Voting Members.

Projects must go through a three-phase process to be considered for passage.

1. Project ideas are initially submitted to the ASUM Sustainability Coordinator for preliminary verification of feasibility and soundness. If the project is viable the ASUM Sustainability Coordinator will: work with the student as a resource and advisor to help develop the idea; make necessary contacts to further the project; act as liaison with campus officials, Facility Services and Building Managers; and guide the student through the submission and approval process.

2. Upon initial approval by ASUM Sustainability Coordinator, project ideas are presented to the entire KRELF committee or a proposal submission subcommittee for review of proposed impacts, effectiveness, campus-wide issues, ability to repay, and sound economic and legal analysis. The proposal review subcommittee, if utilized, shall consist of 3 or 4 committee members, including the Facility Services representative as one of its members. The composition of the subcommittee shall be approved by majority vote of the committee. Advisory vote members and the KRELF chair shall be eligible to serve on the subcommittee.

The KRELF Committee shall then select proposals for funding or review recommendations of the proposal review subcommittee and select proposals for funding. Project proposals may be approved as a package or individually by the full KRELF committee.
A. Eligibility
All projects must either originate from the student body or have the backing of a student or class to be considered for funding. In the event no feasible student proposals exist or do not reserve all available funding, proposals for projects may be submitted by instructors, administrators, Facility Services, or other University entities. No outside agency or organization may be the source of eligible proposals. Feasible projects from sources other than students shall be listed in the semi-annual Request for Proposals requesting student involvement and must involve student participation to proceed. Only entities capable of repaying the loans shall be eligible for funding, unless the project falls under Criteria Three of Section XI. B. Approval Criteria.

B. Approval Criteria
Projects will be approved based on their cost-effectiveness, i.e., projects with shorter payback periods or greater cost reductions will be given priority. In addition, projects will be selected and approved on how well they fulfill the following criteria, in decreasing order of priority:

1. Quantifiable Energy Savings through reduction of purchased electricity and natural gas OR creation of renewable energy.
2. Quantifiable Resource Conservation through projects that result in lowered consumption of fuel, water, paper, purchased materials, other utilities, etc.
3. Plausible Energy Savings and/or Resource Conservation Benefits though projects that aim to promote a specific behavior, increase awareness of a problem, present an opportunity to reduce environmental impact of UM, or otherwise use education and information to positively impact campus sustainability. These projects may not have a quantifiable savings, but applicants must demonstrate a high likelihood that energy savings or resource conservation benefits will occur. No more than 25% of the semester’s project budget will be used for projects that fall into this category (see IV. Allocation of Funds).

C. Repayment Schedules:
- Loan repayment schedules will be determined on a case-by-case basis between the KRELF Committee and the entity receiving the funds.
- The payback period for projects shall be no longer than 10 years.

XII. SUNSET CLAUSE

The fund is designed to be self-sustaining from returns on investments after ten (10) years, which is the longest allowable payback period for loans. After six (6) years, the KRELF Fee will come before the governing ASUM Senate. In Spring 2013, KRELF was revisited by the ASUM Senate and the student sustainability fee was placed on the ballot during spring elections. Students voted to retain the fund at $6 per student per semester.

XIII. MEETINGS

There shall be at least two regular meetings of the KRELF Committee each Fall and Spring semesters, in any academic year. A Committee member shall count toward quorum if present in person, by telephone or electronically, provided that they are able to hear and be heard by the other members. Special meetings may be convened by 4 hours notice by telephone or e-mail sent to the
@umontana.edu address of the member. Business may also be conducted through e-mail with a motion and second recognized by the Chair and a minimum 24 hour voting period during the school week. If the period would expire on a weekend, holiday or when classes are not in session, the voting period shall be deemed to expire on the next regular class day at the same time. The Chair shall have discretion to set an e-mail voting period longer than 24 hours.

XIV. E-MAIL COMMUNICATIONS

All e-mail communications shall be made using the official University of Montana e-mail of the member. If more than one official e-mail exists for a member, the member shall designate which e-mail is to be used.

XV. MEETING CONDUCT AND RULES

Meetings shall be conducted according to Roberts Rules of Order for any matters not specifically covered in these bylaws.

XVI. CONFLICT OF INTEREST

KRELF Committee members shall excuse themselves from any vote upon a matter in which they have a personal or financial interest, including proposals for funding after full disclosure of such interest to the other members of the Committee. Such members shall still count toward the quorum for voting.