

Georgia College & State University
Sustainability Council
Bylaws, Programs and Processes

OVERVIEW

Georgia College & State University (GCSU) has a strong commitment to sustainable practices and responsible use of resources. The Sustainability Council was developed as an advisory asset to the President of the University and as a means for inspiring and directing the responsibilities for campus sustainability initiatives. Additionally, through a student activity fee, GCSU designated funds for sustainability initiatives to provide a means for collaborative research projects between students, staff and faculty with the aim of making the campus more sustainable. The Sustainability Fee Program was designed to support "greening" of the campus by using the funding and the physical campus as a laboratory for developing effective ways to improve the environmental sustainability of the campus.

Having the same goals and objectives, and to improve on the effectiveness and shared responsibility of the sustainability initiatives, the Sustainability Council and Sustainability Fee Program were combined into one committee.

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SECTION ONE: NAME AND REPORTING CHAIN

The official name of this group is Sustainability Council (SC).

The SC acts in an advisory capacity to the Chief Sustainability Officer (CSO). In addition, a component of the SC, is the Sustainability Fee Program (SFP). Recommendations from the Sustainability Council are submitted to the CSO, who reports directly to the Chair for the Biological & Environmental Sciences Department, the Dean for the College of Arts & Sciences and the Provost & Vice President for Academic Affairs.

SECTION TWO: PURPOSE

The SC is responsible for identifying and promoting actions and initiatives that will enhance sustainability on campus. Through established sustainability initiatives, the SC is charged with an ongoing effort to incorporate the principles of sustainability and environmental planning into the short and long-term activities of the university and to share knowledge with the surrounding community to help make the world more ecologically responsible. In addition, the SC is responsible for providing periodic assessments of campus sustainability initiatives or practices and recommendations for action that will move GCSU towards greater environmental sustainability. The SC is also charged with the development and presentation of a Campus Sustainability Report to the university community. The vehicle for achieving sustainability initiatives will be provided through the SFP.

SECTION THREE: MEMBERSHIP, SELECTION, AND RECALL

A. The membership of the SC consists of:

- a. CSO (appointed “Ex-officio” voting and non-voting by default)
- b. Four (4) student representatives (appointed by the SC):
 - i. May represent
 1. any one of the four Colleges
 2. more than one agency
 - a. Student Government Association/Resident Student Association,
 - b. Environmental Science Club/Gardening Club.
 - ii. May be nominated by anyone in the campus community.
- c. Three (3) staff representatives (appointed by the SC):
 - i. May represent
 1. Any one department from Academic Affairs, Student Affairs, Finance & Administration, and/or University Advancement
 2. more than one agency
 - a. Facilities Management/Environmental Health and Occupational Safety
 - b. Auxiliary Services/University Housing
 - ii. May be nominated by anyone in the campus community
- d. All non-faculty representatives may serve for two (2) consecutive years.
- e. Five(5) faculty representatives (appointed by the SC):
 - i. May represent
 1. any one of the four Colleges

- 2. all other full-time faculty not identified as part of a College
 - ii. May represent more than one agency
 - 1. University Senate/Faculty Development
 - 2. QEP/MURACE
 - iii. May be nominated by anyone in the campus community
 - f. All faculty representatives may serve for three (3) consecutive years.
- B. If a vacancy occurs in any position, the CSO will ask for nominations to replace the positions and the nominations will be voted on and approved by the member representatives.

SECTION FOUR: MEETINGS

- A. SC meetings are on a monthly basis in accordance with academic year- August through April.
- B. Attendance at SC meetings is crucial to the success of the Council.
 - a. Any member missing three meetings, without REGRETS, in a term may be requested to vacate the position.
 - b. Requests to vacate a position will be coordinated through the Recorder and Director of the SC.
 - c. If a member cannot attend a meeting, he or she is requested to notify the Recorder and the Director in advance to be considered excused.
 - d. A member may send a non-voting substitute in his or her place, or may designate a proxy.
- C. The SC Director is responsible for
 - a. Setting the focus for the SC
 - b. Leading, coordinating and creating agendas for monthly meetings
 - c. Communicating information with the SC
 - d. Leading discussion of goals, objectives and projects for the term
 - e. Presentation of new and old business
 - f. Recommendation for termination of members/officers to the SC
- D. The SC meets: (1) in accordance with the established academic calendar, and/or (2) upon the call of the CSO, who is responsible for informing SC members in advance of the meeting's time, place and agenda.
- E. Meetings may be governed by Robert's Rules of Order, and/or adapted.

SECTION FIVE: OFFICERS

- A. SC Director (faculty/staff)
- B. CSO/Budget Manager
- C. Recorder (faculty/staff)
- D. Election of
 - a. The CSO, or proxy, will coordinate the election of Officers.
 - b. During the February meeting, a call for officer nominations will be announced.
 - c. Any SC member that is interested in serving as an officer must notify the CSO no later than the March meeting.
 - d. Any SC member may also nominate any other SC members for officer positions on or before the March meeting.
 - e. Candidates have the option to present personal information and/or their basis for

- serving to be provided to the CSO no later than one week prior to the March meeting.
 - f. Prior to the March meeting, the CSO will notify all parties nominated and confirm to ensure that they are willing to serve.
 - g. At the March meeting, the CSO will present the slate of candidates for election as well as present personal information and/or their basis for serving.
 - h. At the April meeting, the SC will elect Officers by electronic ballot and approve the election of the SC Director, and Recorder to serve during the following term.
 - i. New officers will be announced after the conclusion of the April meeting.
- E. All officers shall serve a minimum of one full term with the term ending at the final meeting of the current year, as soon as the election of officers for the following year has concluded.
- F. SC Members are limited to two (2) successive years in the same officer position. If any office becomes vacant, anyone from the SC can recommend a new officer, to be approved by the full SC.
- G. A majority vote (>50%) will be needed for each officer to be duly elected. A quorum, representing at least 50% of the membership, must vote in order for the election to be valid.
- H. The Officers and SC members will be posted to the Office of Sustainability webpage at the beginning of each term.
- I. Past officers may continue to serve as SC members if the length of their term is not complete, or, if so, in an advisory capacity as ex-officio, non-voting member.

SECTION SIX: MINUTES, QUORUM, AND VOTING

- A. The Recorder or a designee is responsible for
 - a. tracking attendances
 - b. informing the SC Director of inconsistencies
 - c. taking minutes for each meeting
 - d. providing said minutes to all SC members for review and approval at the following meeting
 - e. Submitting approved minutes to the GCSU minutes website.
- B. A quorum consists of >50% of the voting membership. The full SC must vote in person, by email or proxy.
- C. A motion is passed when it receives a majority of the votes cast.
- D. Abstentions do not count as votes.
- E. Tie votes fail.

SECTION SEVEN: BUDGET

- A. The funding for the SFP is part of the mandatory student activity fees, charged each semester to all GCSU students.
- B. The funding for the Sustainability Foundation is made possible by donations through University Advancement.
- C. All expenditures shall follow current GCSU, University System of Georgia (USG), and State of Georgia purchasing policies and guidelines.
- D. The CSO is responsible for
 - a. serving as Budget Manager,
 - i. providing administrative support

- ii. requisition processing for grants and administrative needs
 - iii. monthly reporting on expenditures to the SC
 - iv. consulting with University Advancement, the Budget Office and Vice President of Finance and Administration to determine the estimated revenue to be generated in the next fiscal year
 - v. confirming the actual revenues with the Budget Office
 - b. presenting an annual fee request to the SC for approval
 - i. submitting approved fee request to the GCSU Mandatory Fee Committee
 - ii. representing the SC at budget hearings
 - iii. confirm approval by GCSU Mandatory Fee Committee and USG Board Of Regents
 - 1. approved fee request will be affective for the following fiscal year
- E. The SFP revenue allocations:
- a. 40% for approved grant applications to the SFP
 - i. Priority will be given to applications that align with established sustainability initiatives
 - b. 40% for operational expenditures to the Office of Sustainability
 - i. Priority will be given to approved and implemented projects that have additional funding needs (i. e. nitrogen sources for the Compost Program)
 - ii. Consideration for funding will also be given to students requesting travel for sustainability conferences
 - iii. Expenditures under \$1500 will be approved by the CSO
 - iv. Expenditures higher than \$1500 will be approved by the SC
 - 1. Three approvals will be required
 - a. SC Director
 - b. Budget Manager
 - c. Chair for the Biological & Environmental Sciences Department
 - c. 20% for administrative expenditures and activities, such as, the annual Sustainability Symposium
 - d. Any paid internship positions within the Office of Sustainability must be approved by the SC on an annual basis.
 - i. Positions will be approved in April for the subsequent fiscal year.
- F. The SC Foundation revenue allocations:
- a. Consideration for funding will be given to
 - i. students requesting travel for sustainability conferences
 - ii. providing refreshments/supplies for events
 - iii. promotion of sustainability initiatives
 - b. Expenditures under \$500 will be approved by the CSO
 - c. Expenditures higher than \$500 will be approved by the SC
 - i. Three approvals will be required
 - 1. SC Director
 - 2. Budget Manager
 - 3. Chair for the Biological & Environmental Sciences Department

SECTION EIGHT: SUSTAINABILITY FEE PROGRAM

- A. The SFP will be led by the (4) voting student members.
- B. The student members are charged with
 - a. promotion of the SFP
 - b. recruitment of SFP Champions and SFP Ambassadors
 - c. development and direction of mentoring workshops
 - d. mentoring of SFP Teams and individuals
 - e. facilitation of the grants application process
 - f. review of grant applications
 - g. presentation and recommendation of grant applications to the SC
- C. Sustainability Fee Program
 - a. Only available to GCSU students or student groups.
 - b. All projects must have a faculty or staff project advisor.
 - c. Funding shall only be used for projects that directly increase sustainability at GCSU.
 - d. Proposals for grant applications
 - i. Must clearly demonstrate alignment with the missions of GCSU and the SC.
 - ii. Are highly encouraged, but not required, to include a research component, and research must evaluate benefits to GCSU.
 - e. Funding may be used by students for travel to sustainability events such as conferences, workshops, training programs
 - i. Funding is limit to one event per student per semester.
 - ii. Students must complete and submit a travel request form at least two weeks prior to travel.
 - iii. Forms must be submitted via email to green@gcsu.edu.
 - 1. Requests under \$200, approved by the CSO
 - 2. Requests over \$200, approved by the SC
 - a. Three approvals will be required
 - i. SC Director
 - ii. Budget Manager
 - iii. Chair for the Biological & Environmental Sciences Department
 - f. Allocations are not provided for donation to charitable causes or individual agencies.
 - g. Funding for approved grants are expected to be utilized within one year from date of award unless an extension is granted by the CSO or a multi-year project is approved.
 - h. Unused funds from completed projects
 - i. must be returned to the SFP
 - ii. reallocation of returned funds will be at the discretion of the SC
 - i. The SC reserves the right to add stipulations to any grant application in order to ensure the integrity of the funds.
- D. Applications
 - a. The SC Director shall submit a request for grant applications at least once per semester encouraging submissions from students, student agencies, and/or directed classes.
 - b. Members of SC shall also solicit for grant applications from the above-mentioned groups.

- c. Students must submit grant applications by email to green@gcsu.edu.
- d. Submissions must include the following:
 - i. A cover sheet with the title, project leader, faculty/staff sponsors, and all collaborators
 - ii. A 2-3 page document
 - 1. abstract
 - 2. description
 - 3. and justification of the project
 - iii. An itemized budget, including price quotes for materials and services
 - iv. Collaborator statements from affected campus departments

E. Application Process

- a. Pre-Grant Application Submission
 - i. SC Director – issues Request for Grant Applications
 - ii. Members of SC – provides solicitation and publicity, advising and mentoring to SFP Teams
- b. Grant Application Submission
 - i. Application submitted via email to green@gcsu.edu.
 - ii. Student members will
 - 1. review applications for accuracy and completion
 - 2. mentor the applicant(s) and/or SFP Team
 - 3. suggest improvements and revisions to applications for final submission
 - iii. CSO reviews budget and approves for funding.
 - iv. Student members will recommend applications to the SC
 - v. SC will have one month to consider applications before voting to approve
- c. Grant Application Approved
 - i. SC Director will notify SFP Champions or individual applicants of approval and any stipulations, restrictions or amendments to the application.
 - ii. CSO will process and approve expenditures and/or ePro commitment requests for approved budgets.
 - iii. Approved grant applications are henceforth referred to as Projects
- d. Review and Notification
 - i. Student members
 - 1. will coordinate with SFP Champions to encourage and ensure successful progress of the Projects
 - ii. SFP Champions will report progress on Projects to the student members
 - iii. Student members will report progress on Projects to the SC on a monthly basis
- e. Implementation and Final Review
 - i. At the first SC meeting after completion of Projects, SFP Champions will provide
 - 1. a final written report
 - 2. an oral summary
 - 3. a poster
 - ii. SFP Teams
 - 1. will be required to present their projects/posters
 - a. Sustainability Symposium

- b. MURACE
 - 2. may submit to other conferences
- iii. CSO
 - 1. will finalize Project budgets
 - 2. present finalized budget update to SC
- iv. Student members will be responsible for ensuring SFP Teams meet Grant Application Process requirements.

SECTION NINE: SFP TEAMS

A. Membership

- a. Members, or SFP Ambassadors,
 - i. May be, but are not required to be SC members.
 - ii. Is open to students, faculty or staff, anyone who has an interest in a specific sustainability initiative, theme and/or issue.
 - iii. Will select a lead, or SFP Champion, or one may be designated by the SC.

B. SFP Champions are responsible for:

- a. Coordinating SFP Team sessions to develop tasks or objectives.
- b. Reporting tasks, objectives, or projects SFP Team has approved.
- c. Reporting news and information regarding the implementation of specific sustainability projects.
- d. Providing monthly status reports about on-going projects. These reports should be accomplished in such time as to be included within the monthly minutes.
- e. Researching potential sustainability initiatives within the respective SFP Team and presenting them to the SC for full consideration.
- f. Preparing follow-up or follow-on notes and procedures about long-term projects which will not be completed within the current term so that subsequent facilitators have a foundation of information.
- g. Establishing and/or maintaining SFP Ambassadors.

C. SFP Ambassadors are responsible for:

- a. Collaborating with the SFP Champion
- b. Developing goals, objectives and projects
- c. Developing and submitting at least one grant application for approval
- d. Implementing an approved grant

D. SFP Teams

- a. Must be comprised of at least three members.
- b. May be established or discontinued with the consent or at the discretion of the SC.

May be formed for one of the initiatives as established on the Office of Sustainability webpage, and/or related sustainability topics or issues.

SECTION TEN: BUSINESS ITEMS

- A. Items or policy not completed in one term should be considered old or continuing business to be completed by the SC in the next term.
- B. New business may be initiated by the SC by any of the following means:
 - a. Business referred by the CSO, Chair for the Biological & Environmental Sciences

Department, Dean for the College of Arts & Sciences and the Provost and Vice President for Academic Affairs.

- b. Items referred by members of the SC or the University community.

SECTION ELEVEN: CAMPUS POLICY

- A. Any recommendation for campus policy of sustainability initiatives may be submitted as a written proposal to the SC for approval.
- B. Proposals may be submitted by members of the SC or the campus community.
- C. If approved by the SC, the CSO will forward proposal(s) for approval to the Chair for the Biological & Environmental Sciences Department, Dean for the College of Arts & Sciences and the Provost and Vice President for Academic Affairs.
- D. If approved by the Chair for the Biological & Environmental Sciences Department, Dean for the College of Arts & Sciences and the Provost and Vice President for Academic Affairs, the CSO will inform the SC Director.
- E. The SC Director will be responsible for
 - a. endorsing the proposal as policy to the appropriate University Senate committee for consideration
 - b. presenting proposals to and communicating with said committee
 - c. reporting said committee decisions and/or actions to SC
 - d. should a proposal be approved and forwarded, representing SC at the University Senate meetings

SECTION TWELVE: BYLAWS

These Bylaws may be amended by a majority vote of the SC The SC Director will be the curator of the Bylaws and is responsible for

- a. Presenting proposed amendments to the SC for review and approval
 - b. Providing SC members notice by email of proposed amendments,
 - i. Except by majority agreement, the SC will have at least one month to consider proposals prior to voting.
 - c. Posting the approved bylaws and amendments to the website.
- B. Amendments
- a. No amendment may be both introduced and passed at the same meeting.
 - b. Proposals may be submitted to the SC Director by email at green@gcsu.edu.
 - c. Approval will require a quorum (>50% of the membership) to make any proposed amendment viable.
- C. Once the SC has accepted the amendment, the CSO will communicate the final approval to the Chair of the Biological & Environmental Sciences Department, Dean for the College of Arts & Sciences and the Provost and Vice President for Academic Affairs.