

Approved May 20, 2010

**BYLAWS
of
UNIVERSITY OF DENVER
SUSTAINABILITY COUNCIL**

ARTICLE I - PURPOSE AND HISTORY

On June 5, 2007 Chancellor Robert Coombe signed the American College and University Presidents Climate Commitment (ACUPCC). Under the terms of that Commitment, the University of Denver has pledged: (1) to integrate sustainability into our curriculum; (2) to complete a comprehensive inventory of all University related greenhouse gas emissions and update the inventory every other year and (3) to, within two years of signing, develop an institutional action plan for becoming climate neutral as soon as possible.

As the American College and University Presidents Climate Commitment states:

We believe colleges and universities must exercise leadership in their communities and throughout society by modeling ways to minimize global warming emissions, and by providing the knowledge and the educated graduates to achieve climate neutrality. Campuses that address the climate challenge by reducing global warming emissions and by integrating sustainability into their curriculum will better serve their students and meet their social mandate to help create a thriving, ethical and civil society.

As a first step toward meeting our commitments, the Provost created a University-wide "Sustainability Council." This Council will advise the University Administration and monitor DU's progress toward meeting the goals of ACUPCC.

ARTICLE II - MEMBERSHIP

To provide representation across the University Community while drawing on the University Community's expertise and practical knowledge, the DU Sustainability Council will include but is not limited to:

A representative from the University Facilities Office,

A representative from the University Architect

A representative from University Communications

A representative from the University Planning and Budget Office

A representative from the Faculty Senate

A representative from the Staff Advisory Council

A representative from The Women's College

A representative from University College

A representative from the Center for Multicultural Excellence

Chair of the Undergraduate Student Government (USG)
Sustainability Committee

A representative from the Graduate Student Association Council
(GSAC)

A representative from the Student Bar Association (SBA)

Up to five members of the University staff

Up to five members of the University faculty, and

Up to five University students (Graduate and Undergraduate).

The Provost and the Vice-Chancellor for Business and Financial Affairs and will be non-voting members of the Council.

Representatives from the University Facilities Office, University Architect, University Communications, and the University Planning and Budget Office will serve two year terms. These representatives may serve sequential terms if designated by the entities they represent.

Generally, staff and faculty representatives will serve two year terms. Initially, five of the ten faculty and staff representatives will serve for a single year. Therefore, after May 2009, five new faculty and staff representatives will be chosen every year.

Each May beginning in 2009, the Provost office will announce the annual selection process for the faculty and staff positions. Applications will be submitted to the Council and the Council (including departing members) will choose five new members by majority vote.

To be eligible for service on the Council, faculty and staff members must have worked at the University of Denver for a full calendar year before their selection to the council.

Unless the Council itself wishes to limit the length of service, representatives, if selected, may serve sequential terms.

To be eligible for service on the Council, student members must have been enrolled at the University of Denver for six months before their selection.

Generally, student representatives (including representatives from USG, GSAC and SBA) may serve as long as they are enrolled and degree seeking at DU. However, student representatives are not rendered ineligible for service if they are not enrolled during a single academic quarter or a single academic semester.

Absent extraordinary circumstances, student representatives (including representatives from USG, GSAC and SBA) should commit to serve on the council until the annual May Council member selection process. If they wish to end their service at that time, they should notify the Council at least one month before the annual selection process takes place. The Provost's office will then announce the availability of student positions on the Council. Applications will be submitted to the Council. The student members of the council (including departing student members) will choose the necessary number of new student members by majority vote.

ARTICLE III - OFFICERS

Officers of the Council shall include a Council Chair, Council Vice Chair, various committee chairs (as initially designated by the Council), and a Webmaster. The officers of the Council shall be elected, each May, for one year terms by majority vote of the Council. Officers will be selected annually or as vacancies occur. Officers may serve sequential terms, if reelected by a two-thirds vote of the Council.

A. The **COUNCIL CHAIR** shall:

1. prepare an agenda for each meeting,
2. preside, or designate a Chair pro tem, at all meetings and enforce all policies established by the Council,
3. appoint subcommittees subject to approval by the Council,
4. call meetings for the Council and notify all Council members in advance,

5. officially speak for the Council or designate another member of the Council to speak for the Council,
6. prepare an annual budget request [if necessary) for Council's approval and submission to the Office of Planning and Budget,
7. delegate duties to Council members as appropriate.

B. The **COUNCIL VICE CHAIR** shall perform the duties of the CHAIR in his or her absence.

C. The **WEBMASTER** shall:

1. design and maintain a Sustainability Council web site in keeping with the format established by the University of Denver Webmaster.
2. keep all information current by performing updates in a timely manner.

ARTICLE IV - MEETINGS

Meetings shall be held once each month of the calendar year unless otherwise changed by the Council. Regular meeting times will be established annually and will not vary absent extraordinary circumstances.

Meetings of the full Council will be limited to one and one-half hours in length.

Special meetings may be called by the Council Chair, upon request of Council members or the University Administration.

All faculty, students, alumni, trustees and staff of the University are welcome to attend regular or special Sustainability Council meetings and are encouraged to do so. Council meetings shall proceed from an agenda, and non-Council members wishing to address items on the agenda must inform the Council Chair in advance of the meeting. Only members of the Council have voting privileges.

A majority of the total membership of the Council (excluding vacant positions), shall constitute a quorum for the transaction of business.

Committee recommendations, resolutions and other action items shall be approved by the Council by majority vote of a quorum of Council members.

Each Council member is responsible to attend meetings as scheduled by the Council. If a member does not attend three or more consecutive

meetings, the Council shall assume the member has relinquished her position on the Council.

ARTICLE V - COMMITTEES

The formation of a committee shall be approved by a majority vote of the Council. Each committee shall have a specific task or objective. Each committee will have a specific term and, absent action by the Council, will cease to exist at the end of that term.

Committees shall act as forums for the gathering of information, study and consideration of issues and activities and shall make recommendations to the Council. All proposals and recommendations of committees shall be made to the Council at the monthly meeting and approved by a majority Council vote.

Members of a committee may consist of both members and non-members of the Council who are faculty, students, trustees, alumni and staff of the University of Denver. Membership on a committee will be on a volunteer basis. All committee members must indicate their willingness to serve to the Chair of the committee. Each designated committee chair shall be responsible for maintaining a list of current committee members and notifying the Council Chair and Council members of committee membership.

A list of Sustainability Council committees, their tasks and objectives, their membership and their terms shall be posted by the Council Webmaster on a Sustainability Council web site.

Each committee member is responsible to attend meetings as scheduled by the committee chair. If a member does not attend three or more consecutive meetings, the committee shall assume the member has relinquished his position on the committee. Each committee shall have a chair who will be responsible for the budgetary, administrative and project coordination of all committee functions. The committee chair will also preside over all committee meetings and be responsible for the general report-out of committee activities to the Council at the monthly Council meeting. The committee chair shall initially be appointed by the Council and subsequently be elected by the committee members.

ARTICLE VI – VOTING

The Council and its committees shall strive whenever possible to make decisions openly and by consensus. However, whenever any issue before the Council or one of its committees appears contentious, the Council Chair, committee chair or any two voting members of the Council or

committee may request a secret ballot. Secret ballots will take place immediately, during Council or committee meetings by circulation of paper ballots or electronically. Should a vote take place electronically, the Chair or committee chair will designate an appropriate anonymous process. Votes will be tabulated by committee chairs for secret ballots taken during committee meetings and by the Council Chair and two council members for secret ballots taken during Council meetings.

ARTICLE VII - AMENDMENTS TO BYLAWS

An amendment to the Bylaws may be proposed by the Council members in writing to the Council Chair two weeks prior to a regularly scheduled meeting. After review by the Council, the proposed amendment must receive an affirmative vote of two-thirds of the Council members responding.