

# SIU Carbondale Sustainability Council Operating Papers

## Article 1 – Mission

The SIU Carbondale Sustainability Council (henceforth referred to as ‘SIU Sustainability Council’ or ‘the Council’) provides advice and recommendations to the Chancellor, through the Vice Chancellor of Student Affairs, related to sustainability for the SIU Carbondale campus. Additionally, the Council administers and monitors allocation of the SIU Green Fee for campus projects.

*According to the Association of University Leaders for a Sustainable Future, Sustainability implies that the critical activities of a higher education institution are ecologically sound, socially just and economically viable, and that they will continue to be so for future generations. A truly sustainable college or university would emphasize these concepts in its curriculum and research, preparing students to contribute as working citizens to an environmentally healthy and equitable society. The institution would function as a sustainable community, embodying responsible consumption of energy, water, and food, and supporting sustainable development in its local community and region. (www.ulsf.org/about.html)*

The SIU Sustainability Council will use this definition of sustainability as a guide in providing advice and recommendations.

## Article 2 – Responsibilities

The Council will be responsible for allocating the student initiated Green Fee (henceforth referred to as the ‘Green Fund’) and promoting campus-wide sustainability planning and assessment. The Council will also facilitate awareness of sustainability in the campus community. The Council will maintain a close working relationship with the Sustainability Coordinator, who will serve as Chair of the group. Minutes of Council action will be made available on the Sustainability webpage.

### Section 1 – Green Fund Allocation

The Green Fund Committee (henceforth referred to as ‘GFC,’ see Article 4, Section 4) of the SIU Sustainability Council shall recommend allocation of the Green Fund.

#### A. Operational budget

Operating costs such as interns, promotional materials, advertising, events, student awards, etc. should be budgeted by the Sustainability Coordinator/Chair and voted on by the Council prior to the beginning of each fiscal year. Expenditures may be proposed and revisited on an ongoing basis by the full Council as necessary. Costs may be deducted from the Green Fund or the Council’s Foundation Accounts as necessary.

#### B. Project Requirements and Preferences

Green Fund projects should:

- Advance sustainability on the SIU campus.
- Enhance environmental and societal sustainability in one or more of the following areas: energy, water, waste, buildings, transportation, purchasing, grounds, food and dining, social equity, social practices, academics and research, and education and outreach.
- Show proof of signed approval by relevant campus department(s) prior to receiving funding, and include plans for local, state, or federal permitting, if applicable.
- Include a plan for long-term maintenance and operations, as appropriate.

Preference will be given to projects that:

- Have significant student involvement or leadership role(s).
- Have education, outreach, and research components.
- Are able to obtain matching funds.
- Clearly articulate the greatest benefit to the SIU community for the least cost.
- Are collaborative in nature, involving multiple units and departments.
- Support existing campus sustainability priorities.

### **C. Accountability**

The Sustainability Coordinator shall prepare an annual report. The report shall be presented to the Vice Chancellor of Student Affairs and posted online.

## **Section 2 – Campus Sustainability Assessment and Planning**

The Council shall serve as an advisory group to the Sustainability Office in its efforts to assess campus-wide sustainability practices, develop a set of sustainability metrics (e.g. greenhouse gas emissions, waste diversion rate, and water use) and compile a sustainability plan. Areas to be assessed shall include energy, transportation, waste, water, built environment, grounds, food, purchasing, social equity, academics and research, education and outreach, and community.

## **Section 3 – Sustainability Awareness**

The Council will foster sustainability education and public awareness.

## **Article 3 – Membership**

### **Section 1 – Council Composition**

The Council will consist of nine elected members: 3 students, 3 faculty, and 3 staff. The Council shall solicit, consider, and elect replacement members.

The Council may invite guests from the campus and community to provide expertise to the Council as needed.

The Sustainability Coordinator will serve as Chair.

### **Section 2 – Terms of Service**

Student members will be appointed for one academic year, with the option of additional terms. All faculty and staff members will be appointed for two fiscal years on a rotating basis. Three members (2 staff, 1 faculty) will serve from July 1<sup>st</sup> of an odd numbered year to June 30<sup>th</sup> of the next odd numbered year and three members (2 faculty, 1 staff) will serve from July 1<sup>st</sup> of an even numbered year to June 30<sup>th</sup> of the next even numbered year.

### **Section 3 – Member Qualifications**

All students must be registered (full or part-time) SIU Carbondale students during their term of office. Faculty and staff members must be currently employed by SIU Carbondale for the entire length of their term.

### **Section 4 – Member Expectations**

Members should attend all meetings for their duration or provide a knowledgeable, voting proxy. A member may be removed from the Council for not attending two or more meetings in a semester. All members must be notified at least one week prior to a vote for removal. In the event of a removal or a member's resignation, the Council will elect a replacement by majority vote.

Members are encouraged to serve on at least one committee and actively promote the work of the Sustainability Council.

## **Article 4 – Organization**

### **Section 1 – Governance**

The Council shall govern by consensus whenever possible. In the absence of consensus, a simple majority vote of quorum (see section 2) will rule. Changes to the Operating Papers require, at minimum, a 7/9 approval vote.

The Chair may initiate voting via email when necessary.

The Fiscal Officer of the Council will be the Vice Chancellor of Student Affairs or his/her designee.

### **Section 2 – Meetings**

The Council shall determine its own meeting schedule, but must meet at least twice per semester. The Chair will notify all members of meeting time, date, and location at least one week prior to each meeting. All meetings will be open to the public except during executive session. The Chair shall prepare the agenda and facilitate meetings.

The Council shall follow basic parliamentary procedure, including but not limited to: following an approved agenda, calls for a motion and a second to that motion before voting, deliberation that is moderated by the Council Chair, the presence of a quorum (5 Council members) for all voting matters, etc. In the case of a tie due to absent members or abstentions, the Chair may vote.

Executive sessions may be held whenever necessary, and must be held for the consideration of new members or disciplinary action against a member. If the Chair or a member of the Council wishes to hold an executive session, he or she should move into executive session at the end of the meeting. A majority of the Council must be in favor of moving into executive session. The Chair will adjourn the public meeting and call the executive session to order.

### **Section 3 – Officers**

The Coordinator shall serve as Chair. A Vice-Chair may be elected to assist the Chair, and fill in for the Chair in his or her absence. A note taker may be selected to keep official minutes of Council meetings. Other officers may be elected, as needed, by the Council.

### **Section 4 – Committees**

The Council shall have one Standing Committee which is the Green Fund Committee (GFC). Additional Committees may be formed at the discretion of the Council on an as-needed basis.

All committees are expected to: elect a Chair, set committee goals, meet consistently, and engage parliamentary procedure. The Chair of each committee is expected to report on committee progress at Council meetings. The committee Chair(s) will submit the committee's minutes to the Council to be archived.

#### **A. Green Fund Committee**

- The GFC shall consist of five Council members, including three students plus one faculty and one staff member already on the Council. Students must represent a majority on the GFC.
  - The Committee will elect a Student Chair by a simple majority vote. The Fiscal Officer for the Green Fund account will be the Vice Chancellor of Student Affairs or his/her designee.
  - The Sustainability Coordinator shall be a non-voting member, but may vote in the case of a tie. He or she must be included in Committee business as appropriate and given an opportunity to provide input in meetings, especially in final

allocation decisions. He or she will administer requests for extensions and budget amendment requests for current Green Fund Projects through the Council.

- The Committee will hold up to two funding rounds each academic year. The Committee will evaluate and discuss all complete proposals. Proposals will be evaluated according to an evaluation rubric developed by the Committee and approved by the Council.
  - Funds will be awarded to the top-ranking proposals.
  - A simple majority vote will be used to finalize Committee decisions on each project's funding. Proposals approved by the Committee will be forwarded to the Council for review prior to submission to the fiscal officer.

### Conflict of Interest

To eliminate conflicts of interest, if a member of the Green Fund Committee is the principal applicant, an identified collaborator, or has material interests, they cannot cast a vote on that application.

The Green Fund Committee shall be structured as follows:

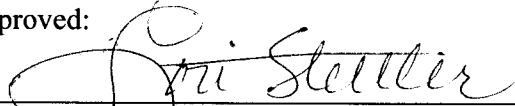
#### 1. Chair

- a. Run the Funding Rounds
  - i. Send out call for proposals
  - ii. Organize workshops
  - iii. Answer questions of potential applicants
  - iv. Send notice of receipt to applicants
  - v. Manage the spreadsheet used to track that round of funding
  - vi. Coordinate the sending of rejection/award letters.
- b. Set meeting dates and agendas
- c. Run meetings
- d. Run [greenfund@siu.edu](mailto:greenfund@siu.edu)
- e. Report Green Fund activities to the Council
- f. Communicate with the Fiscal Officer and Coordinator to manage Green Fund allocation.
- g. Designate a note taker to maintain minutes of the meetings, particularly final reasons for accepting or rejecting proposals.

#### 2. Coordinator

- a. The Sustainability Coordinator shall, in consultation with the GFC Chair, keep track of completed Sustainability Council Projects, ensuring that those accounts close and any leftover money returns to the Green Fund.
- b. Work with the Chair to create an awardee packet.
- c. Create transparency to university stakeholders by posting allocations on the Green Fund website.

Approved:

  
\_\_\_\_\_  
Vice Chancellor of Student Affairs

Date

December 6, 2015