

SUSTAINABILITY COMMITTEE BYLAWS

UNT HEALTH SCIENCE CENTER

ARTICLE I NAME

The name of this committee will be referred to as the “UNT Health Science Center Sustainability Committee” or the “Sustainability Committee” within the university. Any reference to “committee” in this document shall refer to the Sustainability Committee. The committee was established on November 15, 2012.

ARTICLE II MISSION & PURPOSE

The mission of the committee is to promote sustainability within the campus community and larger Fort Worth community and support our university’s mission to create solutions for a healthier community. The Sustainability Committee will support the Office of Sustainability’s efforts and UNTHSC’s mission by striving to improve the environmental health and quality of life for our campus community, Fort Worth population, and beyond for present and future generations. The committee’s purpose is to:

- Advance sustainable practices on campus through education, events and activities, outreach, and operations in partnership with the Office of Sustainability.
- Enhance communication among the campus community regarding sustainability efforts and practices.
- Provide suggestions regarding sustainability improvements on campus and review documents from the Office of Sustainability.
- Vote on campus initiatives that use funds from the Environmental Service Fee.

ARTICLE III MEMBERSHIP & TERMS

Section 1 – Committee Composition: The committee shall be comprised of faculty, staff, and students from various departments and schools within the university in order to represent a broad range of campus experiences and affiliations. The committee is not to exceed 45 people. In the event that more than 45 people are interested in serving on the committee, the Office of Sustainability shall select the 45 members in the following priority:

1. Student representatives.
2. Previous faculty and staff members of the committee based on attendance and involvement.
3. Faculty and staff from a variety of departments and programs.

Section 2 – Faculty & Staff Representatives: Faculty and staff will serve on the committee for one year terms from September 1st to August 31st after which they will be recruited each year by campus

communication systems unless they serve in a chair or co-chair role (see Article III Section 4). There is no limit to the number of terms a faculty or staff member may serve.

Section 3 – Student Representatives: Students will serve on the committee for a one year term from September 1st to August 31st with the option to serve one additional term. Each school’s student government every fall semester will appoint between one to three students to serve on the committee using their own appointment procedures. In the event that a student is no longer able or willing to serve on the committee during the term, a new student from the same school shall be appointed by his or her student government.

Section 4 – Chair & Co-chairs: There shall be one chair and up to two co-chairs of the committee who must be a UNTHSC faculty or staff member. These positions will be two year terms from September 1st to August 31st. If applicable, from May 1st to July 1st, the committee will accept nominations for the chair and co-chair(s) positions. A member may nominate someone on the current committee or him or herself to serve in one of these roles. After nominations are made and the persons agree to serve, they will be approved by the committee during the last meeting of the term which will occur no later than August 31st. These positions can be reelected with no term limit.

Section 5 – Secretary: The secretary will serve a one year term from September 1st to August 31st. The committee will ask for a volunteer to serve in this role, and if no volunteer comes forward, the chair will appoint a member. The secretary will be appointed at the last meeting of the term for the ensuing year. This position can be reelected with no term limit.

ARTICLE IV SUBCOMMITTEES

Section 1 – Overview: Within the Sustainability Committee, there shall be subcommittees that are tasked with more specific goals that align with the overall mission and purpose of the Sustainability Committee. A member can suggest the addition of a subcommittee any time, and it can be added with the approval of the committee at the next scheduled committee meeting. The currently established subcommittees are as follows:

- **Bylaws Subcommittee** – reviews and updates the bylaws for final review by the committee.
- **Campus Outreach Subcommittee** – focuses on motivating and educating the campus to adopt sustainable practices including energy efficiency measures, water conservation, etc.
- **Community Garden Steering Committee** – oversees the garden on campus in partnership with the Office of Sustainability
- **Earth Day Subcommittee** – plans and promotes the annual Earth Day Event held in April each year.
- **Recycling Subcommittee** – develops programs and initiatives to make our recycling program more efficient.

Section 2 – Structure: Each subcommittee shall select their own chair(s) to organize and facilitate the subcommittee. The subcommittee shall also select a secretary to keep minutes for their subcommittee

meetings. If the subcommittee has budgetary needs, a treasurer must be appointed for the current term to meet the requirements under Article VI Section 2. The chair(s), secretary, and treasurer will serve a one year term from September 1st to August 31st.

ARTICLE V MEETINGS

Section 1 – Sustainability Committee: The Sustainability Committee shall meet twice in the fall, spring, and summer for a total of six meetings each term. The chair of the committee will determine the times and dates for the meetings with input of the co-chair(s).

Agenda item requests should be sent to the chair at least one week before the meeting. Minutes will be kept for each meeting by the secretary of the committee. The agenda and the previous meeting minutes will be sent to the committee at least two days prior to the meeting. The committee will approve the minutes at the beginning of each meeting. Minutes and agendas will be made available electronically.

Section 2 – Attendance: All members are expected to attend the meetings barring a scheduling conflict or emergency. The member should contact the chair to notify him or her of any absence and make every attempt to find a proxy. If a vote takes place during the meeting, the proxy will vote in place of the absent member (see Article VII).

Section 3 – Subcommittees: The subcommittees shall meet at the discretion of the chair(s) of each subcommittee. Each subcommittee must make the meeting minutes electronically available before the next scheduled Sustainability Committee meeting. If needed and at the committee chair’s discretion for each Sustainability Committee meeting, a designated member of the subcommittee shall give an update on the subcommittee’s tasks and goals.

ARTICLE VI BUDGET

The Sustainability Committee’s budget comes from the Environmental Service Fee, a fee collected from students each semester. The fee was proposed and adopted by the students in 2010 and began to be collected in spring of 2011 as authorized in accordance with Texas Education Code Sec. 54.5041. Students pay a maximum of \$30 annually for the fee, and the fee generates approximately \$50,000 per year. The last date of collection for this fee is the summer of 2016.

Section 1 – Budget Allocation: The Office of Sustainability will allot the committee’s budget in August each year based on current funds in the account. The committee shall use these funds in accordance with the legislation. The fee may be used to:

1. “provide environmental improvements at the institution through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, planning and maintenance, or irrigation; or

2. provide matching funds for grants to obtain environmental improvements described (in Article VI Section 1.1)” (Texas Education Code Sec. 54.5041).

Section 2 – Subcommittee Expenses: Subcommittees may form a budget at any time during the term. When an expense is needed, the subcommittee’s treasurer must submit the Budget Request Form to the Budget Subcommittee which will review the request and assure compliance with the legislation and that the committee has adequate funds. Any expense over \$300 must go before the Sustainability Committee for a vote of approval by the entire committee. The subcommittee treasurer must contact the chair of the committee at least a week in advance of the meeting to be added to the agenda. The subcommittee may only spend what has been approved either by the Budget Subcommittee or by committee vote.

Section 3 – Subcommittee Fundraising and Donations: If a subcommittee holds fundraising events or receives donations of any kind, it may use the funds or donations in any way that the subcommittee sees fit in accordance with university policies. It does not have to receive approval from the Sustainability Committee as described in Article VI Section 2.

ARTICLE VII VOTING PROCEDURE

All committee members are eligible to vote with the exception of the sustainability professional from the Office of Sustainability who shall only vote as a tie-breaker. Each vote counts equal weight and the majority will decide the vote. Voting shall be conducted during the committee meetings. In the event that a member is absent, they may appoint a proxy to attend the meeting and vote on his or her behalf.

ARTICLE VIII AMENDMENTS

Amendment suggestions and recommendations must be submitted to the Bylaws Subcommittee from July 1st to August 1st each year. The Bylaws Subcommittee will accept and review them, then submit a revised version to the entire committee for review. The Sustainability Committee will vote to adopt the amendments at the first meeting of the new term. If no amendment suggestions are made, the bylaws will remain as is for the ensuing term.