**Charlotte Green Initiative (CGI) Bylaws**

Last Updated: February 24, 2016 to update changes passed on October 21, 2015 to increase the number of possible committee members. [Kaitlyn Chapman]

 **Article I. Purpose**

**Section I**: The purpose of the Charlotte Green Initiative (CGI) committee is to allocate funds from the university’s Student Green Fee to projects that will enable UNC Charlotte to use renewable energy, become energy efficient, and operate in a sustainable manner. This committee is a student-led initiative that will create campus-wide awareness, education, and consciousness for the students, faculty, staff, and visitors regarding sustainability.

**Section II**: Each student enrolled in 12 or more credit hours contributes to the money allocated by the Green Initiative Committee through a student fee defined as and henceforth referred to as the “Green Fee.” The Student Government Association (SGA) Student Affairs Committee worked with the UNC Charlotte Earth Club to pass legislation through the SGA Senate that placed a poll question to determine the willingness of students to pay the Green Fee on the fall 2007 SGA Election Ballot. Students voted overwhelmingly in favor of a fee increase and the fee began to be assessed during fall 2008.

**Article II. Organization**

**Section I**: Committee members that oversee the dispersal of the Green Fee funds will be selected from the student body. The faculty and staff of UNC Charlotte will be invited to attend meetings and will assist the committee.

**Section II**: The committee will consist of up to 11 members each semester. The number of voting members must be decided upon by the last meeting of the preceding semester.

**Section III:** The committee will be comprised of the following officer positions.

* Chair
* Secretary
* Treasurer

Additional positions if committee is greater than five

* Web Designer
* Marketing Director
* Event Planner
* Historian
* Supply Manager

**Section IV:** The first three committee positions (Chair, Treasurer, and Secretary) must be filled before seeking interest for the additional positions. Descriptions of the committee positions are as follows:

* **Chair:** Responsible for chairing the meeting and creating the meeting agendas, delegating responsibility, ensuring that the committee is progressing towards achieving its goals and updating the applicant pool.
* **Secretary:** Responsible for taking meeting minutes and publishing them to the website
* **Treasurer:** Responsible for keeping record of the distribution of Green Fee funds, project budget assistance, and publishing a detailed budget to the website.
* **Web Designer:** Responsible for updating and organizing the CGI web site with news, budget, events, and current projects.
* **Marketing Director:** Responsible for the publicity of the committee and its meetings. Responsible for updating all public avenues of communication, promoting CGI to the student masses. Also contacting alumni groups, local news and, school papers for project media.
* **Event Planner:** Responsible for finding and planning CGI events and prepping event data to be posted on the website.
* **Historian:** Responsible for formatting all data into a user-friendly portfolio of past and current projects. Along with the development of the CGI project archive.
* **Supply Manager:** Responsible for ordering necessary supplies for events or CGI projects.

**Section V**: The individuals holding the following faculty and staff positions will be actively encouraged to attend Charlotte Green Initiative committee meetings:

* Sustainability Officer
* Recycling Office Director
* Energy Manager

**Section VI**: A final roster for the committee will be established by the last day of classes of the spring semester. Students on the committee will be selected by open applications from the student body. Committee members will select a minimum of three student members after applications are submitted by a required deadline no later than two weeks prior to the end of classes. The committee will conduct interviews for the prospective members.

**Section VII:**  Applications will be accepted on a rolling basis if the committee does not have enough members. In the case of a full committee, committee members for the next semester will be determined the semester before. New applications will be considered the following semester if a position becomes available. All old applicants will be contacted by the chair to re-establish stated interest in committee members. Students who submitted old applications will be required to re-apply. Current members that must leave the committee will have their positions filled by drawing from this applicant pool.

**Article III. Committee**

**Section I**: The committee Chair must be a student and an active participant with at least one semester’s experience within the committee in order to be considered for election. The Chair will be elected at the last meeting of the spring semester prior to the next academic year. The committee understands it must have a Chair in place over the summer to assist with project updates and decisions. In the case when no candidate is qualified or willing to accept the Chair position, nominations will be taken from the committee with consideration of relevant candidate experience (e.g. leadership experience outside of CGI).

**Section II**: If members of the committee are absent from meetings for an extended period of time, the committee will decide upon a resulting action by requesting a purpose of absence from the committee member in question and voting on his or her continued involvement with the committee.

**Section III**: If a student cannot fulfill their position during their term, a replacement will be drawn from the pool of applicants from the commencement of the selection process, with a unanimous vote of the committee. If members of the committee acknowledges in advance of their position not being able to be completed in an academic year, an associate member can be chosen and approved by the committee. The associate is highly encouraged to attend the meetings prior to his or her time on the committee.

**Section IV**: The committee must submit a yearly progress report to the Vice Chancellor of Student Affairs and the Vice Chancellor’s Council.

**Section V**: The committee will report to the SGA Senate once a year in December.

**Section VI**: The committee, once a year, will issue a request for proposals in order to promote the committee and the funds available.

* The committee will decide on projects to be implemented by reviewing project ideas and voting to allocate money to a specific project.
* If a team does not take action on a project after one year of being allocated money then the project will be dropped from the CGI project list and the project must be resubmitted in order to be considered for future funding.
* The committee has the ability to cancel a decision on a project or cancel a project that has not been completed or has not been initiated by the proposed deadline.

**Section VII**: The committee will not use funds to:

* Buy carbon offsets
* Explore projects that utilize bio-diesel directly from a food source (e.g. corn, cane sugar), with the exception of reclaimed fuel sources, such as used cooking oil.
* Use funds to directly offset university energy costs.
* Implement facilities deferred maintenance.

**Article IV. Meetings**

**Section I**: The committee will meet a minimum of once every two weeks during the academic year. The committee can modify the meeting schedules at any time but the minimum number of meetings must take place. Quorum is defined as half or more committee members.

**Section II**: The Chair will coordinate at least one meeting per school year for inviting university officers (e.g. from the Sustainability Department, Facilities Management, Planning, etc.) to update the committee on university plans, projects, and programs.

**Section III**: Meeting schedules must be publicized two weeks in advance with print and online media. Meeting must be open to the public. If necessary, the committee should make accommodations to hear public voice. Recorded meeting minutes must be available to the public through online media.

**Section IV**: Project applications will be accepted up to two weeks prior to the end of classes. For each project the committee must wait a minimum of one week after presentation to make a vote on a project. The proposing project team must make a presentation about the project to the committee before voting can occur.

**Section V**: Decisions on projects will be decided upon by votes of the committee. Project decisions will be considered official only if voted by a majority. Each project voted on must be recorded in the minutes pass or rejected with members present. The voting must remain anonymous and only show the outcomes of each vote.

**Section VI**: An open forum must be held a minimum of once a year to describe current projects.

**Section VII**: For the committee to make any votes there must be a quorum present. Members not present are not allowed to vote. If there are not enough voting members the vote will be pushed to the next meeting. Only students of the committee may vote on projects presented to the group and make motions.

**Article V. Amendments**

Amendments can be made to any of the bylaws by any member presenting a case for a change during a formal meeting. Open discussion will follow the presentation, followed by a formal vote on whether or not the amendment(s) will be made. Included in the voting decision will be who is responsible for writing the revisions and when the revisions will be voted on to be included in the bylaws.