

CLEMSON UNIVERSITY ENVIRONMENTAL COMMITTEE BY-LAWS

Article I – Name

The organization shall be known as the Clemson University Environmental Committee (CUEC).

Article II – Mission

CUEC's mission is to further an environmental agenda for the Clemson University campus by seeking ways to minimize needless consumption of material and energy, coordinating information, education, and research related to the campus environment, and to establish Clemson University as a national leader in incorporating environmental principles into campus operations and design.

Article III – Membership

Members will be appointed at the request of the CUEC Chair by the appropriate official. Appointees will come from positions where they have planning and/or functional operating responsibilities. Appointment terms will vary according to position, but should not be less than one academic year. One representative plus one designated alternate will be appointed from each of the following areas:

- College of Agriculture, Forestry, & Life Sciences
- College of Architecture, Arts, & Humanities
- College of Business & Behavioral Science
- College of Health, Education, & Human Development
- College of Engineering & Science
- University Libraries
- Dining Services
- Public Service and Agriculture (PSA) & Land Management
- Campus Planner
- Clemson Environmental Institute
- Environmental Health and Safety
- University Facilities
- Graduate Student Government Association
- Municipal Services
- Students for Environmental Awareness
- University Housing
- CU Student Government
- Procurement Services
- Public Affairs
- University Recycling
- Director of Capital Projects
- Athletics
- Staff Senate
- Faculty Senate
- CU-ICAR
- Sustainability Coordinator

Designated alternates will be voting members when the representative is not in attendance.

Article IV – Officers

A. The Committee will establish its own rules of procedure and will elect its own officers.

B. The Chair and Chair-elect shall serve for a one-year term. The Coordinator shall serve for a two-year term in the same office and can be reelected to a second term in the same office to afford continuity.

C. The duties of the officers shall be as follows:

1. The Chair shall preside at all meetings of the CUEC. He/she shall be the official spokesperson for the organization in matters relating to its goals, objectives, and official business as has been approved by the membership. The Chair is the presiding officer of the CUEC and, as such, is responsible for the overall administration of affairs of the CUEC. The Chair shall appoint subcommittees as he/she deems necessary. The Chair shall be an ex-officio member of all subcommittees.

2. The Chair-elect shall assume the duties of Chair in his/her absence or incapacity and will perform such duties as the Chair will delegate. He/she will automatically assume the position of Chair at the end of the fiscal year. The Chair-elect is responsible to orient new members to the committee and shall encourage attendance by existing members.

3. The Coordinator shall maintain a record of all meetings of the CUEC. The Coordinator shall distribute meeting notices and minutes and handle all correspondence of the CUEC under the direction of the Chair.

Article V – Meetings and Agenda

A. Meetings will be held monthly from September through May and at the call of the Chair.

B. Agenda items for consideration should be submitted to the Chair at least 10 days before the meeting.

C. The meeting notice and an agenda will be sent at least one week in advance of the meeting.

D. To maintain fair and orderly meetings Roberts Rules of Order will be utilized as appropriate to operate the meetings of the committee.

Article VI – Nominations and Elections

A. Nominating Officers

The Chair shall appoint a nominating subcommittee of three members of the CUEC at least 30 days prior to the last meeting of the academic year. The slate will be distributed to the CUEC membership in a timely manner prior to the election. Additional nominations from the membership will be accepted if:

- 1) prior consent of the nominee has been obtained, and;
- 2) the nomination is placed in writing to the Chairperson of the Nominating Subcommittee by a deadline set by that Subcommittee.

The slate shall include biographical information on all nominees.

B. Election

Balloting will be by majority, paper vote at the last meeting of the academic year. The nominating subcommittee will count the votes. Majority is defined as the greatest number of votes received. Officers shall resign/assume responsibilities at the beginning of the each new fiscal year.

Article VII – Subcommittees

A. Subcommittees will be formed at the request of the Chair and should periodically address the following:

1. Campus Planning, Design & Construction

Role: Keep CUEC updated on LEED, LEED certification, and master planning.

2. Resource and Life Cycle

Role:

- 1) Keep CUEC updated on recycling program and solid waste disposal.
- 2) Keep CUEC updated on energy consumption and water supply issues.
- 3) To examine and report about campus practices in procuring hazardous

products and the role of purchasing in eliminating / reducing waste disposal.

3. Campus Public Relations Outreach

Role: Provide information to campus and community about CUEC.

4. Academic and Student Life

Role:

- 1) To examine the current coverage of sustainability in courses and to foster an awareness of where sustainability can be included in courses and the curriculum
- 2) To coordinate with student groups and encourage student participation in sustainability issues on campus and in the community.
- 3) Coordinate with the Rutland Ethics Center.

5. Environmental Audit Subcommittee

Role: To conduct an environmental audit at Clemson University.

Article VIII – Attendance at CUEC Meetings

Every CUEC member or an alternate shall be expected to attend at least 6 meetings each year. Any member failing to comply with this provision of the By-Laws, in any academic year, shall be considered resigned. Contact will subsequently be made with the appropriate official to acquire a new representative.

Article IX – Amendments of By-Laws

These By-Laws may be amended from time to time by a two-thirds vote of the CUEC membership present and voting at any regular or called meeting provided that the proposed Amendment(s) be distributed to all members at least 10 days prior to the meeting at which a vote on such item is taken.

Accepted by the CUEC on November 16, 2005.

Most recent CUEC By-law changes unanimously approved by CUEC on May 8, 2008.

End