



Sustainability Committee Code
ASUSF Senate

ARTICLE I (Name)

Section 1. This document shall be known as the ASUSF Senate Sustainability Committee Code.

ARTICLE II (Authority)

Section 1. This code is established under the authority give in Article X, Section 1 of the ASUSF Senate Constitution. This code shall be in effect upon majority vote of the ASUSF Senate.

ARTICLE IV (Purpose)

Section 1. The purpose of the ASUSF Senate Sustainability Committee is to address environmental issues at the University of San Francisco and to unite students to strive for a more sustainable campus. In addition, the Sustainability Committee will be dedicated to raising awareness of environmental issues, support green initiatives on campus, and create new student-driven initiatives. The Sustainability Committee will oversee the Green Initiative Fund for Tomorrow (GIFT).

ARTICLE III (Amendments)

Section 1. This code may be amended by a 2/3 majority vote of the Committee followed by approval with a majority vote of the ASUSF Senate, upon written recommendation by the Internal Affairs Committee.

ARTICLE V (Committee Authority and Responsibility)

Section 1. The chair of the committee has the responsibility to:

- a. Serve as the spokesperson of the Sustainability Committee
- b. Ensure that the duties of the committee are fulfilled
- c. Hold committee meetings at least once per week for one (1) hour
- d. Prepare agendas for committee meetings weekly
 - i. Must send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly with approval of the Senate advisor
 - ii. Make copies of agendas and corresponding materials for meetings weekly
- e. Ensure that minutes are taken and send completed minutes to committee membership within 48 hours after the meeting

- f. Have the Senate advisor sit in on at least one (1) meeting per semester.
- g. Recommend any changes to the Sustainability Committee Code

Section 2. The Committee shall prepare and present a Committee Report to Senate at least once a month

Section 3. The ASUSF Senate Sustainability Committee shall:

- a. Develop and facilitate implementation of environmental projects to be completed on the USF campus.
- b. Develop the GIFT budget proposal of no more than five major items to be funded for that year. Suitable projects will be those that have no other funding source available on the USF campus. For example, a project that could be funded through the budget of Facilities should not be considered for an initiative on which the GIFT funding will be used.
- c. Submit the GIFT budget proposal to the ASUSF Senate Finance Committee by the Funded Account budget deadline in the Spring semester as set by the Vice President of Business Administration. The Committee is responsible for attending the Budget Workshop and Budget Hearing. The Finance Committee will review the budget.
- d. Maintain outreach and solicit input from the sustainability and environmental focused organizations. Support their initiatives and events.
- e. Act as the unifying body between the sustainability and environmental focused organizations on campus, and a resource for students who want to voice their concerns about environmental issues at USF
- f. Put forth awareness and educational campaigns and initiatives throughout the academic year in order to increase student awareness of the significance of sustainability and environmentalism.

ARTICLE VI (Membership)

Section 1. The membership of the ASUSF Senate Sustainability Committee shall be:

- a. The Vice President of Sustainability shall serve as the chair of the committee. The Chair will be a non-voting member for the committee, with the exception of in the case of breaking a tie.
- b. At least four (4) ASUSF Senators appointed by the President or the Internal Affairs Committee. These members are voting members.
- c. At least four (4) members of Association appointed by the President or the Internal Affairs Committee. These members are voting members.
- d. The President may serve as an ex officio non-voting member.
- e. The Senate advisor may serve as an ex officio non-voting member.
- f. The Chair, upon consultation of the President or the Internal Affairs Committee, may add additional committee members, as deemed necessary. However, voting membership must not exceed ten (10) members.
- g. At least four (4) voting members must be present for business to be conducted. This must include at least one (1) Senate and one (1) member of the Association.
- h. Terms of appointment shall be for the academic year, ending on the last day of classes.

- i. All members shall be currently enrolled undergraduate students at the University of San Francisco and shall have a minimum of a cumulative 2.5 grade point average at the time of appointment.

ARTICLE VII (Resignations)

Section 1. Resignations from the Sustainability Committee must be submitted in writing to the ASUSF Senate Vice President of Internal Affairs.

Section 2. Each member acquiring three (3) unexcused absences from Committee meetings during the course of the year shall be considered to have resigned from their position.

Section 3. Vacancies will be filled for the remainder of the term within thirty (30) days, and in the same manner as the original appointments.

ARTICLE VIII (Meetings)

Section 1. The Sustainability Committee shall meet at least once a week for one hour during the normal academic year.

Section 2. Meeting times and locations shall be set in place at the beginning of each semester, and the meetings times must take place within the hours of 9:00am and 5:00pm and must be made based on the availability of the committee membership.

Section 3. Committee membership and standing meeting times must be established by September 1st of the Fall semester and February 1st of the Spring semester.

Section 4. The Chair may call emergency meetings, with at least twenty-four (24) hour notification to all members.

Section 5. Quorum shall consist of two-thirds (2/3) majority of the voting members, plus the Chair.

Section 6. The Chair shall establish the parliamentary procedure of the Committee. In case of conflicts from Committee members, Robert's Rules of Order, Newly Revised, will be applied.

ARTICLE IX (Limits of the Code)

Section 1. This code shall supersede all other codes pertaining to the same subject, but will not supersede any provisions of the Constitution and By-Laws of the ASUSF Senate.

*** Adopted by the ASUSF Senate on May 6, 2014.**