



United States Green Building Council (USGBC)
Pennsylvania State University



Constitution

United States Green Building Council - Pennsylvania State University

Date of Origin: May 20, 2015

Introduction

United States Green Building Council - Penn State Chapter exists to cultivate awareness and encourage green lifestyle within our members through integration and education. We encourage our members to live sustainably through active engagement of student body and providing social environment for the members to gain a better understanding of sustainability.

Article I: Purpose

1. To embody and cultivate awareness of the living environment through integration and education.
2. Provide experiential learning environment
3. Promote sustainable lifestyle
4. Raise awareness about sustainability through community involvement

Article II: Membership

1. In accordance to the rules of the Office of Student Activities, membership of this club is open to any student with potential value to the organization and to the Penn State community, without regards to any other characteristics intrinsic to their identity.
2. Active members:
 - a. Are registered students.
 - b. Other persons including employed faculty and staff of the University shall be eligible to be Associate Members.

- c. Must pay dues in the amount set by the Treasurer, by the deadline set by the Treasurer.
 - d. Must attend at least two meetings and one event by the end of a semester.
 - e. The active status of students that do not fulfill the requirements of active members will be revoked.
3. At least 10 active members must be maintained at all times.
4. Only active members may vote, preside, officiate, or solicit funding on behalf of the club.
5. New Membership and Recruitment will be given full disclosure during recruitment, including but not limited to the disclosure of:
 - a. USGBC Constitution
 - b. A list of member responsibilities
 - c. Schedule of New member events and activities
 - d. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organization (These document will be available upon request by the Office of Student Activities).
6. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
7. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal law.
8. Mediation procedures:
 - a. In the case of violations of constitutional policies and/or a conflict between members within the organization, the highest ranking officer that is not involved in the conflict, with the assistance from the advisor (if applicable), will facilitate an informal mediation.
 - b. The mediator shall:
 - i. Arrange for a mediation meeting outside the regular organization business meeting.
 - ii. Explain their role as the impartial party and the objectives of the mediation.
 - iii. Allow each party to express their views by allowing the conversation to go where the parties wish it to go.

- iv. Not suggest resolutions but rather leave the responsibility for the resolution with the parties involved.
- v. Facilitate goal setting to reach a win-win resolution.

Article IV: Meetings

Section 1: Officer Meeting

1. Once every two weeks or deemed necessary
2. Former officers who remain current Penn State students shall be considered Emeritus members of the Executive Committee. They may participate in Executive Committee meetings as non-voting *ex officio* members.

Section 2: General Meeting

1. General meeting shall be held once per month
2. Specific dates and meeting place will be determined by the Executive Committee.
3. The tentative meeting schedule shall be announced at the beginning of each semester and communicated via the electronic mailing list and the website.
4. Meetings can be decided or changed by any Executive officers with approval from the President.

Article V: Voting Procedure

1. 50% of active members must attend the meeting, be it for voting, amendments, and other items.
2. If at least 50% of active members are not present, the meeting will be canceled, or otherwise reorganized by current officers.
3. The voting is valid if more than 50% of the present active members approves.
4. President who acts as a tiebreaker may not vote.

Article VI: Finances

1. All organizational funds are to be handled exclusively through the Associated Student Activities (ASA) office.

2. This organization will not have an off-campus account, as required by University laws.
3. Dues shall be collected during the first three meetings of each semester or by special arrangement with the Treasurer

Article VII: Elections

1. Nominations and elections will take place from the first through the third week of April, or when an unexpected vacancy arises. These occasions will be broadcasted through the club listserv, and posted on USGBC's official social pages and website.
2. All active members, including past officers, may nominate themselves or someone else for a position. Members may run for two positions at most, but may only hold one position if elected.
3. Students that are nominated and plan to run for a position must be a full-time student registered in the University Park Campus.
4. Students on their last year of studies, are not eligible to be nominated and/or run for any officer position.
5. No one involved in conducting election may be an official candidate.
6. Procedures:
 - a. Members will be notified two weeks before election is held.
 - b. Speeches will be given right before votes are cast.
 - c. Results are announced at the end of the elections.
 - d. When two candidates reach a tie, the President will vote as a tiebreaker.
7. New officers will assume office as soon as elections are over and will serve until the next election at the end of the academic year, or whenever they resign from their position as a student officer.

Article VIII: Amendments to the Constitution.

1. Should cause for a new amendment arise, the President will consult other student officers and discuss until an agreement is reached.
2. With the amendment taking effect, any active member is able to propose a constitutional amendment at the conclusion of any meeting.
3. If the amendment passes, the revised Constitution shall be sent to the Office of Student Activities for approval.

4. If an agreement to amend the constitution is not reached, hence the constitution will not change.

Article IX: Parliamentary Authority

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order USGBC may adopt.

Article X: Accessibility

1. A copy of the constitution will be distributed through club listserv and will also be available in the Penn State ANGEL website.

Article XI: Advisor

1. The advisor must be a full-time faculty or staff member at the Pennsylvania State University, and that s/he should be chosen by the organization.
2. New advisors will be consulted and decided whether s/he will become an advisor by officers with the consent of active members.
3. The club advisor is responsible for:
 - a. Supervising USGBC activities and plans
 - b. Becoming the mediator in a case where there is a conflict between USGBC members where it cannot be resolved by the officers.

Article XII: Co - Advisor

1. The co-advisor must be a full-time faculty or staff member at the Pennsylvania State University, and that s/he should be chosen by the organization.
2. The club co-advisor is responsible for:
 - a. Assisting advisor in supervising USGBC activities and plans
 - b. Assisting advisor as a mediator in a case where there is conflict between USGBC members where it cannot be resolved by the officers.