

Effective Date: October 23, 2020

Sustainability Council Charter

Penn State Wilkes-Barre

PURPOSE

It shall be the purpose of the Sustainability Council to support and promote sustainability efforts at Penn State Wilkes-Barre and in the surrounding community. In furtherance of this broad purpose, the members of the Sustainability Council will specifically: educate Penn State Wilkes-Barre and local community members on sustainability; advocate for inclusion of campus wide sustainable initiatives; serve as a resource for the campus community; educate themselves as to University wide sustainability efforts and resources; and regularly collect and disseminate information about the sustainable efforts, events, and initiatives on the Penn State Wilke-Barre campus.

OBJECTIVES

- Educate the Penn State Wilkes-Barre campus community on sustainability in order to increase sustainability awareness;
- Infuse sustainability into the Penn State Wilkes-Barre curriculum;
- Foster integration of sustainable practices and efforts into all aspects of campus life at Penn State Wilkes-Barre;
- Educate the community as to the priority that Penn State Wilkes-Barre places on sustainability;
- Publicize campus efforts in furtherance of sustainability by maintaining an active and updated website;
- Promote sustainable initiatives at Penn State Wilkes-Barre by recognizing and publicizing such efforts;
- Serve as a resource and liaison between the Penn State Wilkes-Barre Community and the Penn State Sustainability Institute;
- Create a campus environment that prioritizes sustainability.

MEMBERSHIP

The Sustainability Council shall consist of representatives from faculty and staff. It will be the responsibility of each individual member to actively engage in advancing the stated purpose and objectives of the Sustainability Council. At the April meeting for each academic year, changes to membership will be considered by the serving members.

MEMBERSHIP STRUCTURE

- The Sustainability Council will include 6-8 members;
- The membership must include both faculty and staff members;
- The members will elect a Faculty Co-Chair and a Staff Co-Chair on an annual basis; and
- There are no membership term limits.

MEMBER RESPONSIBILITIES

- Attendance at Sustainability Council Meetings;
- Attendance at Quarterly Commonwealth Campus Conversations hosted by the Sustainability Institute;
- Attendance at the annual CWC Sustainability Eastern Forum Plenary;
- Active involvement in achieving the objectives and purpose of the Sustainability Council; and
- Representation of the Sustainability Council through promotion, publication, and education regarding sustainability efforts on campus and in the community.

MEETINGS

The Sustainability Council will meet monthly from September through April, but may agree to meet more frequently in order to address time sensitive issues. Council members are expected to attend all meetings. Minimum attendance of four (4) Council meetings per academic calendar year is required to maintain membership for the next academic calendar year.

STUDENT REPRESENTATION

A student representative will be invited to present at one (1) meeting of the Sustainability Council in the Fall Semester and one (1) meeting of the Sustainability Council in the Spring Semester. This representative will be asked to inform the Sustainability Council of student initiatives and concerns. It is anticipated that the student representative will be a member of the student Sustainability Group but this will not be required.

If the Sustainability Council membership includes a representative from the Student Affairs staff then that member will report on the collective efforts and concerns of students at monthly meetings.

OBLIGATIONS OF THE CO-CHAIRS

- Prior to Sustainability Council meetings, the Co-Chairs will prepare and distribute an Agenda to all Members. Each meeting's agenda will include progress reports from each member as to their efforts to further the objectives of the Sustainability Council. These standing agenda items will be in addition to any items submitted in advance for inclusion in the agenda;
- One of the Co-Chairs will take minutes at each meeting;
- The Co-Chairs will coordinate a year-end collection of sustainability data to compile a campus report to be submitted at the annual CWC Sustainability Eastern Forum Plenary.

DECISION MAKING

- Majority approval is required for any vote to pass;
- A quorum of 60% of Sustainability Council members must be present in person to vote.

TERM OF CHARTER

This Charter, having been initially approved by the founding members of the Sustainability Council on October 23, 2020, shall be reviewed at the April meeting for each academic year and will remain the controlling document of the Penn State Wilkes-Barre Sustainability Council until otherwise amended or replaced upon majority vote by the members of the Sustainability Council.