**Penn State Scranton Sustainability Council (PSSSC) Charter**

**2023-24**

**Mission**

The Penn State Scranton Sustainability Council (PSSSC) encourages initiatives and offers programs and recommendations that incorporate sustainable practices and sustainability education into every action on campus, including teaching, research, operations, and community engagement.

The purpose of the PSSSC is to strategically advance the University's sustainability goals from within the Scranton campus community by implementing and supporting initiatives that address all of the United Nations Sustainable Development Goals (SDGs).

**Objectives**

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

**Membership**

The Sustainability Council shall consist of representatives from faculty, staff, and students. 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 membership is to include faculty, staff, and student members;
* The members will elect a Faculty Co-Chair and a Staff Co-Chair on a biannual basis, with each position elected in alternate years to maintain continuity; and
* There are no membership term limits.

**Member Responsibilities**

* Attendance at Sustainability Council Meetings;
* 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.

**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;
* One of the Co-Chairs will attend the Sustainability Institute’s Sustainability Council Leadership Team Meetings throughout the year.
* 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 May 31, 2023, shall be reviewed at the April meeting for each academic year and will remain the controlling document of the Penn State Scranton Sustainability Council until otherwise amended or replaced upon majority vote by the members of the Sustainability Council.