

UF Green Building Learning Collaborative



BYLAWS

ARTICLE I – Name

The name of this Advisory Board shall be UF Green Building Learning Collaborative (the “Collaborative”).

ARTICLE II – Mission Statement

Serve as a learning collaborative for students, faculty and industry to foster sustainability leadership and stewardship through participation in applied projects that address sustainability through the planning, design, construction, and operations of green building.

Article III - Purpose

The UF Green Building Learning Collaborative Advisory Board (the “Advisory Board” or “Board of Directors”) functions in an advisory capacity to the University of Florida, College of Design, Construction and Planning. The Advisory Board assists with raising funds, recruiting students, securing internships and scholarships, assists with finding professional positions for program graduates, and providing in-kind contributions to the Collaborative programming. It has no legislative, administrative or programmatic authority and is **advisory only**. The Advisory Board is an integral part of the experiential programming for Sustainability in the Built Environment students; bridging the gap between the student experience, campus administration, industry, and the “real world”.

Article IV – Objectives

The primary objective of the Advisory Board is to support the goals and policies of the Collaborative:

- a) Prepare students for leadership in sustainability and the built environment.
- b) Facilitate student mentoring opportunities by industry partners.
- c) Assist students in developing marketable skills through hands on experience.
- d) Create opportunities for students to participate in applied sustainability projects focused on green building.
- e) Assist students in locating and applying for and securing professional positions.

Article V – Membership

Section 1. Membership

- a) The members of the Advisory Board shall be industry representatives, faculty, and community leaders. Ideally, industry should make up at least 75% of the Advisory Board.
- b) The number of Advisory Board members shall consist of a minimum of 20 and a maximum of 25 Advisory Board members, as fixed from time to time by resolution of the Advisory Board. The minimum and maximum number of Advisory Board members may

be increased or decreased from time to time by amendment of these bylaws, provided the Advisory Board shall always have at least three (3) Officers.

- c) Members of the Advisory Board shall receive no additional compensation for their services as Advisory Board members.
- d) An annual dues of \$2,500 are encourages from board member's organization.

Section 2. Term of membership

- a) Advisory Board Members serve on a volunteer basis only.
- b) Any member may resign from the Advisory Board by giving written notice to the Chairperson. The resignation will be effective immediately upon receipt of such notice.
- c) Appointment will be for a term of four years.
- d) Any member may be removed by a vote or agreement in writing by a majority of members. The notice of the meeting of the members to remove a member or members shall state the specific members to be Removed and reason for removal.

Section 3. Member Responsibilities

- a) Each member is expected to attend in-person annual (fall and spring semesters) meetings and to participate in programming activities.
- b) Board member missing more than two meetings without an excused absence can be a ground for removal from the board.
- c) Each member is expected to study the issues or problems which come before the Advisory Board in order to contribute to the resolution process.
- d) Board members are encouraged to fund raise and recommend opportunities for fund raising.
- e) Board members are encouraged to share information regarding internship and employment opportunities with the students of the program.

Section 4. Officers

- a) Officers will be elected by a simple majority. Officers will serve a one year term and may be re-elected.
- b) A vacancy, however occurring, in any office may be filled by the Board of Directors for the unexpired portion of the term
- c) The candidate shall be nominated from nominations taken from the floor.
- d) Voting shall be done by closed ballot or via email.
- e) Officers will include a chair, vice chair, and secretary.
- f) Officers will be elected at the first meeting of each new academic year (fall semester).

Section 5. Officer Duties

- a) The duties of the Chair include, but are not limited to, presiding at meetings, overseeing student engagement, maintaining contact with the University, and to serve as the immediate "voice" of the Advisory Board.
- b) The duties of Vice-Chair include, but are not limited to, performing duties of the Chair in his/her absence, which may include setting up meetings (venue, time, etc.), and taking minutes of all meetings.
- c) The duties of the Secretary include, but are not limited to, attending programs, submitting budget requests for program activities, keeping an accurate record of all transactions, and follow up on funding raising opportunities.

Section 6. Impeachment of Officers

- a) Should the need of impeaching an officer or officers arise based on disorderly conduct, failure to meet minimum requirements to be an Advisory Board member, or abuse towards

the Advisory Board, a two-thirds majority of the Advisory Board is needed to impeach the officer(s).

Article VI - Organization

Section 1. Advisory Board Operation

- a) Meetings will be held in-person semiannually (fall and spring semesters).
- b) Written or oral notice stating the place, day, and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered to each member entitled to vote at such meeting not less than ten (10) days before the date of the meeting, either personally or by electronic transmission.
- c) The Advisory Board Chair will develop an agenda for each meeting.
- d) Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
- e) Any motions/decisions requiring a vote will be based on Quorum of third of board members present. Each member shall be entitled to one (1) vote upon each matter submitted to a vote at a meeting of the members. Any matter to be voted on by the members may be done through electronic means, including, but not limited to, internet-based voting.
- f) Meeting minutes will be recorded for each meeting. They will be distributed to each member and appropriate school officials.
- g) At least one meeting will be designated for review of strategic planning.

Section 2. Subcommittees

- a) Subcommittee membership is on a volunteer basis.
- b) Subcommittees may be of any size, but will usually include three or four members.
- c) Subcommittees will elect their own chairs.
- d) Subcommittees will provide updates at board meetings.

Article VII – Amendments

Section 1. Amendments

- a) Proposed amendments to these bylaws shall be submitted in writing and read at the next meeting and shall be acted upon at the following meeting.
- b) These By-laws may be amended by a majority of two-thirds of those members present at the meeting.

Section 2. Ratification

- a) A two-thirds majority of those present at the first meeting of the newly formed organization will be necessary to ratify these By-laws.

*** Draft Language if necessary***

Governance. The Collaborative shall be governed and operated in accordance with the laws of the State of Florida, the regulations and requirements for conduct of the University of Florida as adopted from time to time by University of Florida Board of Trustees and these Bylaws. In the event that there is a conflict between any of the governing documents, the documents will govern in order of priority as listed above.