Section I: Name and Authority

The name of this committee shall be the Sustainable Campus Program Advisory Committee (SCPAC). SCPAC derives its authority as a sub-committee of the Student Advisory Committee to the Auraria Board (SACAB).

Section II: Purpose and Role

SCPAC shall represent the opinions and interests of the students, faculty, administration and staff of the Community College of Denver (CCD), Metropolitan State University of Denver (Metro State), University of Colorado Denver (CU Denver) and Auraria Higher Education Center (AHEC) in matters pertaining to the student Sustainable Campus Program Fee.

Section III: Duties and Responsibility

Duties and responsibilities of the SCPAC include establishing student driven priorities for the Sustainable Campus Program and providing guidance on student fee utilization designed to achieve the categories developed by the students. These program categories include:

1. Alternative Transportation
2. Education and Outreach
3. Energy Efficiency of Campus Buildings
4. Food Garden and Green Spaces
5. Recycling and Integrative Waste Management
6. Water Efficiency

The SCPAC is additionally charged with developing recommendations and providing guidance to SACAB with regards to projects and programs in support of a sustainable campus.

SCPAC shall:

• Generate, review, and recommend the approval of guidelines and projects, which provides direction for the development, maximum utilization, and efficient provision of a sustainable campus program.
• Develop plans, review, and monitor the use of student fees collected for the Sustainable Campus Program, ensuring adherence to student categories and priorities.
• Work in partnership with AHEC staff and other relevant campus entities to implement and develop programs, while planning for the present and future campus environment.
• Explore a wide variety of sustainable campus strategies.
• Improve and expand the Sustainable Campus Program to be a comprehensive, durable and self-sustaining component of the campus environment and standards.

Section IV: Governance and Membership

1) SCPAC shall operate and comply to the bylaws of SACAB and the guidelines set forth by the statutory establishment of the Auraria Higher Education Center and SACAB.

2) The SCPAC shall be comprised of six (6) voting members and one (1) chair that votes in the case of a tie. Ex-officios shall be non-voting members representing all institutions. The Sustainability Officer from the AHEC Executive Vice President Office shall be the advisor.

Voting Members
• Two students from CCD
• Two students from Metro State
• Two students from CU Denver
• One student representative from SACAB, who serves as Chair (and votes only in the event of breaking a tie)

Ex-Officio Non-voting Members
• One administrative representative from the Student Facilities Services Division and who shall provide oversight on the appropriate usage of student fees.
• One representative from each institution including CCD, Metro State, and CU Denver.
• One administrative representative from the Facilities Management Division, who shall provide technical guidance and expertise.

3) The SCPAC shall be chaired by the student representative from SACAB or in the event of absence the Vice Chair shall preside over SCPAC meeting.

4) Quorum shall consist of four (4) voting members, unless there are less than 6 appointed members at any time. In that case, three voting members shall constitute quorum. Voting procedures shall proceed in accordance with “Robert’s Rules of Order”

5) Students shall have an enrollment status of at minimum, “part-time,” at their respective institutions, as defined by their institution.

6) The SCPAC Chair shall notify the SACAB Chair to appoint members in the case of vacancies.

7) Each institution shall be responsible for verifying member eligibility by institutional ex-officio.

8) As defined in SACAB bylaws, representatives shall be appointed to SCPAC by a majority vote of SACAB. The student governments of each institution are encouraged to nominate students for consideration by SACAB for appointment to the committee. In the event that appointments have not been made, or are otherwise not possible, the SCPAC Chair is responsible for soliciting and securing members at-large.

Section V: Term of Membership
The term of committee membership shall be for one (1) year, from July 1st of the year appointed, and ending the following June 30th.

Section VI: Duties and Responsibilities of Officers and Members

CHAIR
- Coordinate and attend meetings, discussions, motions and agendas of the committee.
- Maintain communications between SCPAC, SACAB, all concerned and interested parties, and the members of the Auraria Campus Community.
- Ensure SCPAC representation on all relevant committees and boards concerning sustainability.

Vice-Chair
- The Vice-Chair shall be nominated and confirmed by majority of the members
- Shall aid the Chair in executing duties and responsibility of the SCPAC
- Shall be a voting member of the committee
- Shall preside over SCPAC meetings if the chair is unable to attend or is unwilling to act

SCPAC MEMBERS
- Report opinions of, maintain communications with, provide reports and information needed to, and represent their respective constituencies.
- Attend SCPAC meetings and relevant events.

Section VII: Meeting Procedures
1) SCPAC shall conduct meetings as deemed necessary.
2) Meetings shall be open to the public. SCPAC reserves the right to meet in Executive Session as necessary, and in accordance with Colorado State Law.
3) Quorum shall consist of a simple majority of the members appointed and shall be necessary to conduct any official business.
4) Any issues or actions proposed by SCPAC shall be passed by a majority vote of those members present, except where noted otherwise in the bylaws.
5) Any proposed issues or actions passed by SCPAC shall then go as recommendations before SACAB according to established procedure.
6) There shall be no proxy votes.

Section VIII: Sustaining Membership
1) Vacancy of membership shall occur upon death, resignation, termination of enrollment, reduction of credit hours below part-time status, or removal from office.
2) Vacancy of membership shall be filled according to Section IV – Governance & Membership.
3) A member may be removed from office for malfeasance and/or inability or refusal to perform the duties of the office or position.
4) SACAB may remove sub-committee members by a majority vote in the following circumstances:
   a. Inability or refusal to perform the duties as an SCPAC representative of their constituency.
• Accruing three (3) unexcused absences from SCPAC meetings per semester, where applicable. The chair shall be the sole judge of whether an absence is excused.
• Having accrued two (2) unexcused absences from meetings, the Chair will send a letter or email warning to both the absent member and SACAB.

Section IX: Amendments to the Bylaws
1) Any voting SCPAC member in written form at any regularly scheduled SCPAC meeting may introduce proposed amendments.
2) Proposed amendments to these bylaws shall be tabled for a two (2) week period while they are reviewed by SCPAC. They are then subsequently forwarded to SACAB for consideration.
3) Any amendment proposal shall be passed by unanimous vote of the voting members of SACAB upon presentation by SCPAC. SACAB may initiate amendments to SCPAC bylaws in the absence of an SCPAC subcommittee or when deemed in the best interest of the Campus Community.

Section X: Special Provisions
In the interest of maintaining active and efficient representation, and in recognition that multiple projects may have crossover impact, SACAB reserves the right to combine any and all subcommittees, including SCPAC from time to time. The requirements for this merging of subcommittees are outlined in the “SACAB Subcommittees Special Provisions Guidelines.” In the absence of an SCPAC committee, SACAB retains direct responsibility for the performance of the duties and responsibilities outlined in SECTION III of these bylaws.

Section XI: Superseding Clause
The approved SACAB Bylaws may supersede these bylaws. They shall not, however, be superseded by any previous SCPAC Bylaws, as of June 29, 2012.

SACAB Approved June 29, 2012, Alisha Idrees presiding Chair.