



Auraria Sustainable Campus Program Advisory Committee (ASCPAC) Bylaws

Section I: Name and Authority

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

Section II: Purpose and Role

ASCPAC shall represent the opinions and interests of the students of the Community College of Denver (CCD), Metropolitan State University of Denver (MSU Denver), University of Colorado Denver (CU Denver), and the Auraria Higher Education Center (AHEC) in matters pertaining to the student Auraria Sustainable Campus Program fee.

Section III: Duties and Responsibility

Duties and responsibility of the ASCPAC include providing insight and feedback regarding the priorities of the Auraria Sustainable Campus Program in an advisory capacity. The Committee is charged with ensuring that the mission of the ASCP (Auraria Sustainable Campus Program), as established through the student referendum vote in 2016, is achieved. The mission of the ASCP is:

*“Furthering the current campus **renewable energy program**; supporting alternative means of **transportation**; increasing the overall **energy efficiency** of campus buildings; increasing current **recycling and integrated waste management programs**; reducing per-capita **water use** on campus; supporting **sustainable food and agriculture systems** on campus; supporting other similar initiatives designed to **reduce the Auraria Campus’ dependence on fossil fuels and the ecological impact of the Auraria Campus overall**; and, to support education and outreach in regards to these programs”*

The ASCPAC is additionally charged with developing and/or providing feedback on recommendations to SACAB with regard to projects and programs in support of a more sustainable campus. The ASCPAC shall:

- Provide insight and feedback to the Auraria Sustainability Officer or to other proposal authors that most accurately reflect the opinion of their constituents.



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- Assist AHEC in developing plans for the effective use of student fees collected for the Auraria Sustainable Campus Program and ensuring the student voice is integrated into the planning process.
- 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.
- Assist with staffing and volunteering where possible.

Section IV: Governance and Membership

1. ASCPAC shall operate and comply with the bylaws of SACAB and the guidelines set forth by the statutory establishment of the Auraria Higher Education Center and SACAB.
2. The ASCPAC shall be comprised of three (3) voting members and one (1) chair that votes in the event of a tie. Ex-officios shall be non-voting members representing all institutions. The Auraria Sustainability Officer from the AHEC Executive Office staff shall be the advisor. This committee will also elect a Vice Chair amongst themselves by a majority vote.

Voting Members:

- One student from CCD;
- One student from MSU Denver;
- One student 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 CCD;
 - One administrative representative from MSU Denver;
 - One administrative representative from CU Denver;
 - One administrative representative from AHEC;
3. ASCPAC shall be chaired by a student representative from SACAB.
 4. Quorum shall consist of two (2) voting members. Voting procedure shall proceed in accordance with “*Robert’s Rules of Order (revised)*.”
 5. Student representatives shall have an enrollment status of at least “half-time” at their respective institutions, as defined by their institutions.



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6. The ASCPAC Chair shall notify the SACAB Chair to appoint members in the case of vacancies.
7. Each institutional ex-officio shall be responsible for verifying member eligibility.
8. As defined in SACAB bylaws, representatives shall be appointed to ASCPAC 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 ASCPAC Chair is responsible for soliciting and securing members at-large.

Section V: Term of Membership

The term of the committee membership shall be from the date of initial appointment to the conclusion of each academic year.

Section VI: Duties and Responsibilities of Officers and Members

Chair

- Coordinate meetings, discussions, motions and agendas of the committee.
- Maintain communications between ASCPAC, SACAB, the three institutions, AHEC and any other concerned and/or interested parties.
- Attend all ASCPAC meetings.
- Meet regularly with the ASCPAC advisor (Auraria Sustainability Officer)

Vice-Chair

- Aid the Chair in executing duties and responsibilities of the ASCPAC.
- Shall preside over ASCPAC meetings if the Chair is unable.

ASCPAC Members

- Report on opinions and information, maintain communication, and represent their respective constituencies.
- Provide feedback on ideas and proposals.
- Attend ASCPAC meetings and relevant events.

Section VII: Meeting Procedures

1. ASCPAC shall conduct meetings as deemed necessary.
2. Meetings shall be open to the public. ASCPAC reserves the right to meet in Executive Session as necessary, and in accordance with Colorado State Law.



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3. Quorum shall consist of two (2) voting members.
4. Any issues or actions proposed by the ASCPAC shall be passed by majority vote of those members present, except where noted otherwise in the bylaws.
5. Any proposed issues or actions passed by the ASCPAC may then go as recommendations before SACAB according to established procedure. In the event that a proposed issue or action is not passed as a recommendation through the ASCPAC, it may still be brought to SACAB if reasonable accommodations have been made to address concerns of the ASCPAC.
6. There shall be no proxy votes.

Section VIII: Sustaining Membership

1. Vacancy of membership, other than the end of a term, shall occur upon death, resignation, termination of enrollment, reduction of credit hours below half-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 ASCPAC representative of their constituency. Examples of this would include: Refusal to vote, lack of participation in discussion, reflection of sole opinion rather than that of their constituency, lack of meeting or event attendance, or other inappropriate behavior toward committee members or staff.
 - b. Accruing three (3) unexcused absences from ASCPAC meetings per semester, where applicable. The Chair, and no other authority, shall be the sole judge of whether an absence is excused.
 - c. Having accrued two (2) unexcused absences from meetings, the Chair will send a written warning to the absent member and the ASCPAC Advisor. The 3rd unexcused absence may result in removal from the committee.

Section IX: Amendments to the Bylaws

1. Any voting ASCPAC member may introduce proposed amendments during any regularly scheduled ASCPAC meeting.
2. Any amendment proposal shall be passed by a majority vote of SACAB upon presentation by ASCPAC. SACAB may also initiate amendments to the ASCPAC bylaws



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3. In the absence of an ASCPAC 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 ASCPAC from time to time. The requirements for this merging of subcommittees are outlined in the “SACAB Subcommittee Special Provisions Guidelines”. In the absence of an ASCPAC 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. These Bylaws shall not, however, be superseded by any previous Auraria Sustainable Campus Program Bylaws, as of October 26th, 2018.

Approved: SACAB – October____, 2018