

University of Nebraska  
Member Organization Bylaws  
Emerging Green Builders - Lincoln (EGB-Lincoln)

**ARTICLE 1: NAME**

- 1.1 The name of the organization shall be, the Emerging Green Builders, Lincoln, henceforth to be referred to as the Chapter.

**ARTICLE 2: PURPOSE**

**2.1 Vision**

The vision of the Chapter shall be

- :to **integrate** members and professionals into the green building movement;
- :to **establish** a presence with emerging green builders, educational institutions, and the green building industry;
- :to **increase** outreach opportunities to enhance communication, education, and networking for emerging green builders;
- :to **work** with the local USGBC chapter to empower and encourage emerging green builders to actively transform the industry and the marketplace towards the mainstreaming of green building.

**2.2 Mission**

The mission of the Chapter shall be:

- :to create a network of emerging green building leaders and develop opportunities for involvement through the USGBC to further generate momentum for the green building industry.

**2.2.1 Education**

- :to augment education programs in order to better prepare members for career opportunities in green building and allied disciplines.
- :to promote member participation in the establishment, implementation and review of sustainable design curricula.
- :to increase members' awareness of national issues that may affect green building and allied practices.
- :to provide a national forum for the presentation and discussion of issues and ideas of interest to green building.
- :to encourage members to gain exposure to a broad range of education in order to better serve the public.
- :to promote research in green building and allied disciplines.

**2.2.2 Practice**

- :to make members aware of available resources for continuing their post-graduate education.
- :to review and improve programs to assist members with an emphasis on life-long learning opportunities.
- :to promote professional development as a lifelong experience composed of formal education, internship, professional practice and continuing education.

:to encourage practitioners to participate in educational programs which involve members, interns and other allied professionals.

### **2.2.3 Public Awareness**

:to seek member interaction with allied professional programs.  
:to promote member involvement in public oriented activities.

## **ARTICLE 3: MEMBERSHIP**

### **3.1 Eligibility**

**3.1.1 This organization shall not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, or sexual orientation.**

**3.1.2** Any student enrolled in good standing through, The University of Nebraska – Lincoln shall be eligible for membership. Anyone not currently licensed professionally shall be eligible for membership.

**3.1.3 A student organization shall consist of at least eleven currently enrolled student members. Non-students will be allowed to participate in any member organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the fall or spring semester.**

**3.1.4** Anyone wishing to join EGB-Lincoln who is not enrolled at the University of Nebraska – Lincoln may join as a member and are entitled to all privileges except those noted in section **3.1.3**.

### **3.1.5 Member Selection**

Members shall be selected through the submission of a current EGB membership application and payment of Chapter dues.

### **3.2 Types of Membership**

#### **3.2.1 Active Member**

Any active member is one who has met the membership requirements as stated in sections **3.1.2** and **3.1.4**.

**3.2.2** Honorary members may be elected to the Chapter by a majority vote of the active members in attendance.

### **3.3 Methods of Revoking Membership**

In the event that a member commits act(s) detrimental to the best interests of the Chapter, the University of Nebraska and/or the EGB, the following steps may be taken to revoke said member's status:

- 3.3.1** The Chapter president shall prepare a letter outlining the specific charges of detrimental actions which shall be forwarded to members of the Executive Committee and to the member in question at least one (1) week before any special hearings on the case.
- 3.3.2** The Executive Committee shall hold a special hearing regarding the said charges. The member in question shall have the opportunity at this time for defense on his/her behalf. The Executive Committee shall formulate a recommendation for or against the revocation of the membership based on the outcome of a secret ballot. If there is a 2/3 vote in favor of revocation, the charges shall then be presented before the general Chapter membership.
- 3.3.3** Upon recommendation by the Executive Committee, the general Chapter membership shall hear the evidence regarding the alleged act(s). The member in question shall once again at this time have the opportunity for defense on his/her behalf. Following discussion, the Chapter members shall vote by secret ballot on the question of revocation. A 2/3 majority vote of the member present shall be required to revoke said member's membership.

## **ARTICLE 4: OFFICERS**

### **4.1 Listing of Officers**

#### **4.1.1 Elected Officers**

The Chapter shall maintain the following elected positions:  
President, Vice President, Education & Outreach Director, Secretary, and Treasurer

#### **4.1.2 Appointed Officers**

The Chapter shall maintain the following positions to be appointed by the Executive Committee:  
Marketing Director

- 4.1.3** Additionally, the position of Past-President shall be filled for the Spring semester by the former Chapter President.

### **4.2 Powers and Duties**

The Executive Committee shall be responsible to the Chapter President and act as official representatives of the Chapter.

#### **4.2.1 President**

The powers and duties of the Chapter President shall be:  
:to preside at all meetings of the Chapter, and of the Executive Committee.  
:to be responsible for the execution of all provisions of the EGB-Lincoln Bylaws and to carry out all duty enacted measures of the Executive Committee.  
:to act as official spokesperson for the Chapter.  
:to act as Chapter contact for the EGB national office.

- :to appoint committee chairpersons and committee members of standing committees and committees not otherwise provided for in the Bylaws.
- :to initiate impeachment proceedings against any member of the Executive Committee upon four (4) unexcused absences from the Executive Committee meetings.
- :to call meetings of the Chapter and Executive Committee.
- :to be an ex-officio member, with vote, of all committees.
- :to serve as Member Representative on the USGBC-Flatwater Executive Board.
- :to attend USGBC meetings as the Chapter delegate.
- :to serve as the Member Representative for the AIA-Lincoln and AIA-Omaha Chapters whenever possible.
- :to attend USGBC events at the local, regional, and national level whenever possible.
- :to assist and provide guidance with any and all matters of Executive Committee.
- :the Chapter President reserves the right to delegate any of the above responsibilities as necessary.

#### **4.2.2 Vice President**

The powers and duties of the Vice President shall be:

- :to attend all meetings of the Chapter and of the Executive Committee.
- :to act as the parliamentarian for all Chapter and Executive Committee meetings.
- :to assume the duties of the Chapter President when (s)he is unable to perform said duties.
- :to assist and provide guidance with any and all matters of Executive Committee.

#### **4.2.3 Education & Outreach Director**

The powers and duties of the Education & Outreach Director shall be:

- :to attend all meetings of the Chapter and of the Executive Committee.
- :to conduct necessary Chapter correspondence.
- :to maintain a public calendar and website of the Chapter activities.
- :to assume the duties of the absence or the inability of both the Chapter President and the Chapter Vice President to carry out said duties.
- :to assist and provide guidance with any and all matters of Executive Committee.

#### **4.2.4 Secretary**

The powers and duties of the Secretary shall be:

- :to attend all meetings of the Chapter and of the Executive Committee.
- :to keep minutes of all meetings of the Chapter and to post a copy of the minutes within three days after said meeting.
- :to keep minutes of all meetings of the Executive Committee.
- :to keep a record of attendance at all meetings of the Chapter and Executive Committee.
- :to organize the annual sale of memberships and to compile a complete list of members after the completion of the membership drive.
- :to maintain an electronic database of the member information.
- :to assist and provide guidance with any and all matters of Executive Committee.

#### **4.2.5 Treasurer**

The powers and duties of the Treasurer shall be:

- :to attend all meetings of the Chapter and of the Executive Committee.

- :to act as chairman of the finance committee and to prepare, with the assistance of the Chapter President and Advisors, a yearly budget.
- :to conduct and record all financial transactions of the Chapter.
- :to conform with the University of Nebraska regulations for the handling of member organizational funds.
- :to submit financial reports at all Executive Committee meetings and with otherwise requested.
- :to assume the duties of the Chapter President in the absence or the inability of the Chapter President, Vice President and Education & Outreach Director to carry out said duties.
- :to assist and provide guidance with any and all matters of Executive Committee.

#### **4.2.6 Past President**

The powers and duties of the Past President shall be:

- :to attend all meetings of the Chapter and of the Executive Committee.
- :to serve in an advisory capacity to the incoming officers, maintaining suitable continuity in Chapter policies and activities.
- :to plan and initiate, in conjunction with the other outgoing officers an orientation with the newly elected officers.

#### **4.2.7 Marketing Director**

The powers and duties of the Marketing Director shall be:

- :to attend all meetings of the Chapter and of the Executive Committee.
- :to serve as chair of the programs committee.
- :to plan and direct events sponsored by the Chapter, as directed by the Chapter President.
- :to promote and advertise said events. This includes signage, advertisements, and any other publicity tactics as seen fit by the Executive Committee.
- :to prepare a tentative events schedule in consultation with the Chapter President and Past President to be submitted to the Executive Committee for approval in the beginning month of each semester.
- :to assist and provide guidance with any and all matters of Executive Committee.

### **4.3 Elections**

#### **4.3.1 Qualifications**

**4.3.1.1** Each candidate for the office of Chapter President must be enrolled in at least his/her second year of University study and (s)he must have been a member of the Chapter for at least one academic year. Each candidate may also be a non-licensed pre-professional member of the community.

**4.3.1.2** Candidates for all other Executive Committee positions must be enrolled in good standing in the University or be a non-licensed pre-professional member of the community.

#### **4.3.2 Nominating Procedure**

**4.3.2.1** Any active member may nominate another active member for the executive offices of; President, Vice President, Education & Outreach Director, Secretary and Treasurer at any time designated for that purpose by the Executive Committee prior to election. Active members may also nominate themselves if said candidate fails to receive public nomination from outside parties.

**4.3.2.2** Any active member may submit a letter announcing his or her candidacy to the President of the Chapter at least twenty-four (24) hours before the election day.

**4.3.2.3** Any person interested in the positions of; Marketing Director shall submit a letter of intent which includes a brief vitae and answers to any predetermined questions set forth by the Executive Board for said positions. That letter should be turned in to the Chapter President prior to, or during the election process.

#### **4.3.3 Election Procedure**

**4.3.3.1** All regular elections shall be conducted by secret ballot.

**4.3.3.2** The candidate receiving the majority of the votes cast shall be declared the winning candidate; if such a majority does not exist, a runoff election shall be held between the two candidates having the largest number of votes.

**4.3.3.3** The election for the positions of Chapter President, Vice President, Education & Outreach Director, Secretary and Treasurer shall be conducted within the last calendar month of the closing of the Fall Semester or last Chapter meeting, whichever comes first.

**4.3.3.4** The appointment for the positions of Marketing Director shall be conducted within the first calendar month of the opening of the Spring Semester by the newly elected Executive Board.

#### **4.4 Term of Office**

##### **4.4.1 President**

The Chapter President shall serve a one-year term beginning January 1 and ending on December 31<sup>st</sup> of that same calendar year. Additionally, (s)he shall serve one semester in the advisory position of Past President. The Past President may serve up to one year in said position if (s)he feels it is necessary.

##### **4.4.2 Other Officers**

The positions of Vice President, Education & Outreach Director, Secretary and Treasurer shall serve the same term, with the exception of Past President. The positions of Marketing shall each serve a one year term beginning on May 31 and ending on May 30 of the following calendar year.

#### **4.5 Procedures to Fill Vacancies**

- 4.5.1** If the office of Chapter President becomes vacant prior to the normal termination date, the Vice-President shall assume the office of President. If within thirty (30) days, a majority of the voting members of the Executive Committee petitions to block this course of action, the Executive Committee may fill the vacancy until a special election may be held.
- 4.5.2** If any office other than Chapter President becomes vacant prior to its normal termination date, the Executive Committee shall fill the vacancy.
  - 4.5.2.1** Appointments made by the Chapter President must be ratified by a 2/3 majority vote of the voting members of the Executive Committee.
  - 4.5.2.2** The Executive Committee may elect by a 2/3 vote, a replacement from persons who apply for the position.

#### **4.6 Impeachment Proceedings**

- 4.6.1** Grounds for impeachment shall be failure to fulfill the prescribed duties and responsibilities of the office or the commission of act(s) detrimental to the best interests of the Chapter, the University of Nebraska, EGB and/or USGBC-Flatwater.
- 4.6.2** An impeachment motion may be introduced by any member of the Executive Committee or by action of the President in the case of an Executive Committee member missing four (4) Executive Committee meetings without excuse.
- 4.6.3** A person may be removed from office by a 3/4 of the voting members of the Executive Committee following impeachment proceedings. The person being impeached shall be given the right to defend him/herself during the proceedings.
- 4.6.4** A person removed by impeachment shall be ineligible to hold office for the remainder of the term of office.

#### **4.7 Recall Proceedings**

- 4.7.1** Any elected member of the Executive Committee may be recalled from office by a petition of dissatisfaction signed by thirty-five (35) percent of the group which elected that officer.
- 4.7.2** A special election for the position in question will be held within two weeks of validation of petition.

## **ARTICLE 5: ORGANIZATIONAL STRUCTURE**

### **5.1 The Executive Committee**

#### **5.1.1 Elected Members**

The Executive Committee shall consist of the following elected positions: Chapters President, Vice President, Education & Outreach Director, Secretary, Treasurer and one Representative from each class year. These officers shall have full voting power in all discussions of the Executive Committee.

#### **5.1.2 Appointed Members**

Additionally the following appointed position will serve on the Executive Committee: Marketing Director. This officer shall have full voting power in all discussions of the Executive Committee.

#### **5.1.3 Advisory Members**

The following positions may serve in the advisory capacity to the Executive Committee: Past President, Faculty Advisor and Professional Advisor.

### **5.2 Committees**

#### **5.2.1 Standing Committees shall be as follows:**

**5.2.1.1** The Finance Committee shall consist of the Treasurer, the President and the Chapter Advisors. The Treasurer shall be ex-officio chairperson of the committee. The committee shall have charge of the finances of the Chapter in accordance with **9.3**.

**5.2.1.2** The Programs Committee shall consist of the Vice President, Education & Outreach Director and Secretary. The Marketing Director shall be ex-officio chairperson of the committee. The committee shall have charge of planning and organizing lectures, workshops, and other programs relating to special interests and concerns of the Chapter. These programs shall occur at the conclusion of the general membership meetings and whenever otherwise deemed appropriate.

**5.2.1.3** The Activities Committee shall be chaired by the Marketing Director, and shall have charge of the planning and organizing of social events and activities to encourage interaction among all College levels from faculty and administration to each class year of members. The events will need to be publicized, therefore this committee will also have charge of publicizing Chapter meetings, events and other related activities.

**5.2.2** Temporary committees may be appointed to meet a special need.

**5.2.3** Committees shall meet at the discretion of the chairperson.

## **ARTICLE 6: ADVISORS**

### **6.1 Qualifications**

**6.1.1 This organization shall have one Primary Advisor, which must be a permanent Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska-Lincoln, and may have any number of Secondary Advisors, which may be permanent Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska. Only the Primary Advisor may approve expenditures of funds.**

**6.1.2** One Chapter Professional Advisor may be selected from any of the registered resident Nebraska architects, landscape architects or engineers.

### **6.2 Method of Selection**

Advisors shall be selected by a majority vote of the Executive Committee.

### **6.3 Term of Office**

Advisors shall be selected for terms of one (1) year, but may serve more than one term. This term shall run concurrently with the University academic calendar, beginning the week following Spring Final Exams.

### **6.4 Powers and Duties**

#### **6.4.1 Faculty Advisor**

The powers and duties of the Chapter Faculty Advisor shall be:  
:to attend all meetings of the Chapter and Executive Committee.  
:to provide input for and opinions of Chapter policies and functions.  
:to inform the faculty of Chapter actions and activities.  
:to solicit feedback from the faculty regarding Chapter actions and activities.  
:to server on the Finance Committee.

#### **6.4.2 Professional Advisor**

The powers and duties of the Chapter Professional Advisor shall be:  
:to attend all meetings of the Chapter and Executive Committee if available.  
:to provide input for and opinions of Chapter policies and functions.  
:to solicit feedback from the professional community regarding Chapter actions and activities.  
:to serve on the Finance Committee.

## **ARTICLE 7: RULES OF PROCEDURE**

### **7.1 Attendance Policy**

Attendance is mandatory at all Chapter and Executive Committee meetings for Committee members, unless otherwise expressed. Failure to attend any four (4) meetings of the Executive Committee, without valid excuse or representation will

result in the immediate impeachment proceedings against an officer or other Committee member unless a substitute is sent to the meetings.

## **7.2 Frequency of Meetings**

**7.2.1** Meetings shall be called on a regular basis by, and at the discretion of the Chapter President.

**7.2.2** Additional meetings may be called at the discretion of the Executive Committee by majority vote.

## **7.3 Quorum**

### **7.3.1 Executive Committee**

A quorum of the Executive Committee shall consist of 2/3 of the voting members.

## **7.4 Minutes**

### **7.4.1 Chapter**

Minutes of general Chapter meetings shall be kept by the Secretary and posted within three (3) days following the meeting date, unless otherwise noted and agreed upon by the Chapter President. The minutes shall indicate the number of members and guests in attendance, the matters before the Chapter and actions taken.

### **7.4.2 Executive Committee**

Minutes of the Executive Committee meetings shall be kept by the Secretary and distributed to Committee members within three (3) days following the meeting date, unless otherwise noted and agreed upon by the Chapter President. The minutes shall indicate members and guests in attendance, the matters before the Committee and actions taken.

## **7.5 Parliamentary Authority**

The latest edition of Robert's Rules of Order shall be the authority in ALL parliamentary questions not covered by this Constitution or the EGB Bylaws.

## **ARTICLE 8: FINANCE**

**8.1 Organizational monies will be handled by Member Organizational Financial Services, regardless of source. No part of the earnings of this organization shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. This organization shall not engage in any activities not permitted to an organization exempt from federal income tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws).**

## **8.2 Dues and Membership Fees**

Membership fees shall be set by the Executive Committee each year, before the beginning of the first general meeting in the fall semester.

**8.2.1 Alternate Funding**

All projects or events resulting in profit must be approved by the Division of Member Affairs.

**8.2.2 Handling of Funds**

**8.2.3** Organizational monies will be handled by the Member Activities Financial Services, (SOFS) regardless of source.

**8.3** The finances of the Chapter shall be in the hands of the Finance Committee as provided for in 5.2.1.1.

**ARTICLE 9: NON-CAMPUS AFFILIATION**

**9.1 Name of Affiliated Group**

**This organization is affiliated with** The United States Green Building Council, Inc., and is sponsored by the Nebraska Flatwater Chapter of the USGBC.

**9.2 Non-Financial Relationship**

The University of Nebraska-Lincoln Chapter of the Emerging Green Builders, the and the USGBC shall each exist as independently-governed bodies.

**9.3 Procedure for Affiliation**

To be considered a member chapter in “good standing”, the Chapter must be current in payment of dues and other obligations to the USGBC, and be in compliance with the EGB Bylaws.

**9.4 Financial Relationship**

The Chapter shall achieve “good standing” in the USGBC by payment of assessments as levied.

**9.5 De-affiliation**

The Chapter’s membership in the EGB shall be revoked by:  
:the termination of the design curricula at the University  
:the Chapter’s withdrawal from the EGB.  
:the Chapter’s default under the conditions prescribed under EGB Bylaws.  
:an affirmative vote of the majority of the National Executive Committee that the Chapter has engaged in conduct detrimental to the purpose and function of the EGB, provided that the Chapter has been given the opportunity to be heard before such termination shall become effective.

## **ARTICLE 10: AMENDMENTS**

- 10.1** Proposals for revision of or amendments to the Constitution may be originated by a 2/3 majority vote of the Executive Committee or by a petition signed by not less than thirty (30) percent of the active members of the Chapter.
- 10.2** Proposals for revision of or amendments to the Constitution must be announced, and publicized to the membership of the Chapter at least one week before the election for ratification.
- 10.3** Proposals of or amendments to the Constitution shall be voted upon by the members of the Chapter in a general election with a 3/4 majority required to pass. **All amendments must be approved by ASUN.**

## **ARTICLE 11: DISTRIBUTION OF FINANCES/PROPER BUSINESS ACTIVITY**

- 11.1** No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2 hereof. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Chapter shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Chapter shall not carry on any other activities not permitted to be carried on by a Chapter exempt from Federal Income Tax under section 501 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law).

## **ARTICLE 12: PROCESS FOR DISSOLUTION**

- 12.1** Upon the dissolution of the corporation, the Board of Trustees shall after paying or making provision for the payment of all the liabilities of the Chapter, dispose of all the assets of the Chapter exclusively for the purposes of the Chapter in such manner or to such organization or organizations arranged and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt under section 501 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed shall be disposed of by the Court of Common Pleas of the country in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are then organized and operated exclusively for such purposes.

## **ARTICLE 13: EFFECTIVE DATE**

- 13.1** **These bylaws are effective,** Day Month 2007, and shall take effect immediately hereafter.