

Internal Advisory Board (IAB) Bylaws
Institute for Sustainability and Global Impact (ISGI)



Article I -Name

The name of this Internal Advisory Board shall be Institute for Sustainability and Global Impact (ISGI) Advisory Board. The Advisory Board is responsible to the Executive Director of ISGI, and the Vice President of Administration and Campus Operations, which comprises the Institute.

Article II - Purpose

The Advisory Board functions in an advisory capacity to the ISGI to inform and shape the Institute's long term strategy. UT Arlington is committed to sustainability development and has developed a set of environmental goals and key approaches for performance improvement in the area of energy efficiency, green buildings, waste management, transportation, and water conservation. By providing broad-based advice and guidance to the Institute on pressing environmental issues, sustainability in operations, outreach, education, research and collaboration, this esteemed group will play a key role in fostering UT Arlington's leadership position in the area of sustainability and global environmental impact and advance the goals of the Strategic Plan.

Article III- ISGI Mission Statement (work in Progress)

- **Articulating** and exemplifying UT Arlington's university-wide commitment to sustainability
- **Supporting** the University's Strategic Plan, which aims to enhance quality of life by developing more sustainable communities that focus on the natural, built, economic, cultural and social environments
- **Building** upon the four cornerstones of education and outreach, strategic planning, research and operations
- **Connecting** scientists, scholars, humanists, engineers, technologists, policymakers, business leaders, students and communities

Article IV – Membership

- The ISGI Advisory Board shall consist of up to 10 members recommended and appointed by the Executive Director of ISGI, and the Vice President for Administration and Campus

Operations. The members of the Advisory Board will be comprised of faculty members representing different colleges/departments on campus, representative from Student Congress, Campus Operations, and Office of Research.

- Members of the Advisory Board shall receive no additional compensation for their services as Advisory Board members and will serve on a volunteer basis only.
- Appointment will be for a term of 4 academic years. However, members may be re-appointed for one additional four-year term.
- 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.
- Officers will be elected by a simple majority. Officers will serve a two year term and may be re-elected. Officers will include a chair, vice chair, and a secretary and will be elected at the first meeting of the academic year.

Article V - Organization

- Meetings will be held at a minimum bi-annually on the last Tuesday in September and first Tuesday in March each year, and more frequently as the Board deems appropriate. Special meetings of the Board shall be held as determined by the Board or upon request
- Members are expected to attend all meetings or notify the Chair of their absence and proxy votes or written input on matters before the Advisory Board. More than two unexcused absences during a term are grounds for Board removal.
- Attendance in person or through the aid of technology of a Board members entitled to vote at a meeting of the Advisory Board shall constitute a quorum. The quorum for a meeting shall be at least fifty (50) percent of the board members
- The Advisory Board chair will develop an agenda for each meeting.
- Meeting sessions may be limited to approximately two hours.
- Each qualified Board member shall have one vote which said vote may not be cast by proxy. So long as a quorum is in attendance at a meeting of the Advisory Board, all actions taken by the Board shall be by a majority vote of those then present at the meeting.

Article VI- Officers Duties:

The Chair shall:

- Call regular meetings and develop agenda in consultation with other Board members
- Distribute agenda and draft minutes of previous meeting electronically to all committee members no less than 7 calendar days prior to each scheduled meeting
- Preside over meetings
- Provide reports as required or necessary

- Report upcoming openings on the Board and hold elections for the Board office positions during the February meeting
- Report membership list and officers for the upcoming year by May 1

The Vice-Chair shall:

- Preside over meetings in the absence of the Chair
- Monitor membership rotation and report to the committee chair

The Secretary shall:

- Take accurate minutes of each committee meeting
- Provide committee members with approved meeting minutes within 15 days following each meeting
- maintain a current roster of the members, and keep record of member attendance at meetings.

Roles and Responsibilities of the Advisory Board

- developing an understanding of the business, market and industry trends in the area of sustainability and encourage and support the exploration of new ideas and research opportunities
- provides broad-based expertise, insights, and ideas to inform and shape the institute's strategy and act as a resource for ISGI
- assist in fund raising and endowment
- promote the institute to the external community, businesses, and other government entities

