
**ACADEMIC SUSTAINABILITY PROGRAM
BYLAWS**

I. Introduction

Governance of the Academic Sustainability Program (ASP) shall be conducted in compliance with these bylaws. The rules and policies contained in the Auburn University Faculty Handbook supersede these bylaws.

II. Program Affiliate Membership

1. Program affiliate membership in the Academic Sustainability Program shall be open to all faculty and staff who have an interest in sustainability.
2. All Executive Committee members (faculty and staff) are also program affiliates.
3. The list of program affiliates will be drawn from periodic mailings to all faculty and staff at Auburn, invitations from Executive Committee members, and invitations from other program affiliates.
4. All program affiliates and members of the Executive Committee will have voting status.

III. Duties of Program Affiliates

1. Program affiliates will be responsible for teaching, outreach, and other activities sponsored by ASP.
2. Program affiliates will establish a change in program bylaws, program policies, and selection of the director by majority vote of those present.

IV. Director

1. Eligibility: To qualify for the position of Director a program affiliate must be tenure-track or non-tenure track faculty at Auburn.
2. Term
 - a. The Director serves for a three-year term. The term begins the first day of the academic year following the election.

- b. A faculty member may serve no more than two consecutive terms as Director. At least one interim term must separate each two terms in office.
- c. If the Director does not complete the full term, the CLA Dean with the advice of the Executive Committee will appoint an Interim Director to complete the unexpired portion of the term.

V. Election

1. Process

- a. The Director shall be elected by a majority vote of the Program Affiliates and Executive Committee members who attend the meeting in which the election takes place or vote virtually.
- b. If eligible for reelection, the Director indicates to the Executive Committee whether they will run during the first week of March.
- c. If the Director is not running for re-election they set the date for and administer the election. If the Director is running for election, an Executive Committee member who is not running for the position sets the date for the election, invites Program Affiliates and Executive Committee members to vote, and administers the election. The Executive Committee may request by majority vote that the CLA Associate Dean for Academic Affairs set the date for, invite Program Affiliates and Executive Committee members to vote, and administer the election if there is nobody on the Executive Committee available.
- d. Nominations must be made by the third week of March, at which point the Director or an Executive Committee member must inform the CLA Associate Dean of the candidates.
- e. The election for Director will take place anytime during the first week of April.
- f. One week before the election, candidates submit to the person administering the election a one-page curriculum vitae and a one-page statement of objectives for the program. The person administering the election distributes the curriculum vita and the statement of objectives to Program Affiliates and members of the Executive Committee. At the election, candidates can address those

present to describe their objectives for the program. The meeting can occur online or in-person.

- g. If no eligible candidate declares a candidacy or if no candidate is elected, another round of nominations can be made by the fourth week of March, with an election during the third week of April. If no eligible candidate declares candidacy or no candidate is elected during the second round, the Director will notify the Associate Dean.
- h. Executive Committee members and Program Affiliates eligible to vote in an election for Director may decide by majority vote of those present at any regular or special meeting of the Executive Committee to propose to the Associate Dean that an outside search for the Director be initiated.

2. Voting:

- a. The Director shall be elected by secret ballot at a meeting with the time and location announced at least one week in advance. Executive Committee members and Program Affiliates voting in absentia must submit their vote or proxy by election day.
- b. To be elected, a candidate must receive a majority of the votes cast.
- c. If no candidate receives a majority and the conditions for a two-candidate runoff are not met, another vote shall be taken with the candidate receiving the least number of votes dropped from the ballot, until one candidate gets a majority.

VI. Duties of the Director

- 1. Budgets: manage the program's budget, including gift accounts and scholarships.
- 2. Personnel: hire and evaluate support personnel, performance evaluation of ASP faculty and staff, steward third-year reviews and applications for promotion and tenure of probationary faculty, and enhance the quality of the workplace. The Director keeps the Executive Committee informed about staffing issues and needs, including temporary and adjunct faculty.
- 3. Manage the Department's non-monetary resources such as equipment and office space.

4. Curriculum: develop course schedules, manage enrollments, encourage curricular development and advancement, and approve and manage electives.
5. Committees: Ensuring the appointment of members of the committees. The Director will serve as an ex-officio member of all committees.
6. Complete the academic reporting of the STARS assessment for the university in collaboration with the Office of Sustainability.
7. Support faculty teaching classes in the Minor in Sustainability Studies.
8. The Director is responsible for initiating and maintaining fundraising activities.

VII. Executive Committee

1. Membership of the Executive Committee
 - a. The Executive Committee shall be composed of the ASP Director, four tenure-track faculty from at least three different colleges, the Director of the Office of Sustainability, and one full-time ASP faculty.
2. The chair of the Executive Committee shall be the Director of the Academic Sustainability Program.
3. Duties of the Executive Committee
 - a. The Executive Committee must be consulted in decisions including but not limited to the following topics: overall curriculum planning and changes, budget allocations, major expenditures, program planning, and fundraising.
 - b. Meetings of the Executive Committee shall be convened by the Director at least once per academic year.
 - c. A vote of the Executive Committee is required for major curriculum changes, the annual budget, and program evaluation.

VIII. Committees

1. Committee Structure: The Executive Committee is a standing committee of the Program.

- a. Additional standing committees may be established by a majority vote of the Executive Committee.
 - b. Ad-hoc committees may be established by the Director, the Executive Committee, or a majority vote of the faculty members of the Program.
 - c. Committees that fail to meet in any twelve-month academic year shall be considered to have been abolished.
2. Staggered terms of membership on standing committees shall be for three academic years.
 3. Committee membership shall be recommended by the Director to the Executive Committee early in the fall semester for ratification.
 4. All committees will have either 3 or 5 members.

IX. Program Meetings

1. Program Affiliates and the Executive Committee will meet at least once a year, at which time a full presentation of the budget will be made.
2. Meetings shall be called at least one week in advance.

X. Voting Procedures

1. All motions shall be adopted by a simple majority of those voting.
2. Voting shall normally be by a show of hands or online, except when the vote is on a personnel or policy issue or when requested by any active, voting member present at the meeting, whereupon the vote shall be by secret ballot.
3. Votes may also be taken by electronic polling or email ballot.

IX. Approving and Changing the Bylaws

1. A new article of the bylaws or an amendment of a previously approved bylaw shall be adopted by a two-thirds vote of those voting.

Approved by the Academic Sustainability Program Executive Committee, Nov 1, 2023