



CONSTITUTION OF THE CASCADIA EMERGING GREEN BUILDERS

ARTICLE 1 PURPOSES

SECTION 1. MISSION

The mission of the Cascadia Emerging Green Builders is to provide students and young professionals' affordable and accessible resources for integration into the growing green building industry as active and qualified employees and professionals.

SECTION 2. SPECIFIC OBJECTIVES

The primary purposes of the Cascadia Emerging Green Builders shall be to provide educational and career development opportunities to students and young professionals that promote the conservation, regeneration and stewardship of natural resources through sustainable building practices. Sustainable building practices include protecting and restoring natural ecosystems, eliminating the use of toxins, conserving materials and natural resources, reducing energy consumption, reducing the demand for municipally supplied water while safeguarding water quality, enhancing indoor environmental quality and reducing the effects of global warming, while promoting beauty, cultural heritage and social equity. To fulfill this purpose, specific objectives shall include:

- ⇒ To align EGB fully with the mission of the Cascadia Chapter and National U.S and Canadian Green Building Council EGB networks as well as organizations in the community with similar objectives.
- ⇒ To work collaboratively with local Universities to further education on green building practices in university level curriculum.
- ⇒ To provide educational lectures, materials, tours, fairs, and other resources on green building matters, such as those stated above, to better prepare and educate students and young professionals for careers in the green building industry.
- ⇒ To promote active involvement and build a supportive network within the green building industry for job and internship opportunities with local environmentally conscious firms.
- ⇒ Any other purposes which may be determined by the Cascadia EGB Core Committee from time to time and that which promotes the conservation, regeneration, and stewardship of natural resources through sustainable building.

ARTICLE 2 MEMBERSHIP

SECTION 1. MEMBERS

The membership of the Cascadia Emerging Green Builders consists of individuals that have completed an application and have paid up to date dues through the Cascadia Region Green Building Council or the National U.S. or Canadian Green Building Councils.

SECTION 2. REPRESENTATION

Each member will be entitled to one vote on each matter submitted to a vote of the membership by the decision of the Cascadia EGB Leaders Group. The Leaders Group, at its discretion, may decide to bring any issue to a member vote, where a simple majority will determine the results.

Cascadia Emerging Green Builder members will be allowed to vote for Cascadia Chapter elections and other issues brought to vote as deemed by the Board of the Cascadia Chapter if they are official EGB members and have paid up to date dues through the Cascadia Region Green Building Council.

SECTION 3. ENTITLEMENTS

All Cascadia EGB current members will be entitled to EGB discounts as agreed upon by the Cascadia EGB Leaders Group and Cascadia Chapter for Cascadia events. In order to receive discounts for US Green Building Council events Cascadia EGB members must meet the requirements of EGB by the US Green Building Council. They are entitled to knowledge of status of their own membership, participation in EGB committees and consideration for Cascadia EGB Chair positions.

ARTICLE 3 EGB LEADERS GROUP CHAIRS

SECTION 1. DESIGNATION OF THE EGB LEADERS GROUP

The Cascadia EGB Leaders Group shall consist of **Regional Chairs**, local **Branch Chairs**, **Committee Chairs**, **Board Liaison**, **Secretary** and **Treasurer**. The Regional Chairs, Branch chairs, Committee Chairs, Board Liaison, Secretary and Treasurer will together be known as the Cascadia EGB Leaders Group. Descriptions of all Leaders Group positions are as follows.

Regional Chairs shall consist of one chair representing each region of Cascadia; Oregon, Washington, British Columbia and Alaska. If any Regional Chair is to change regions during their term of service, they will be allowed to finish out their term as Chair representing their region of election if desired. **Branch Chairs** will consist of one or two chairs from each branch of the Cascadia EGB within one of the regions mentioned above, and will serve as EGB representatives on their local Cascadia Chapter Steering Committee. **Committee Chairs** serve under their local Branch Chair on the committee that provides the best focus for their individual energy and provides leadership opportunities for them and other EGB members. **Secretary Chair** sits on the Leaders Group Executive Committee and supports communication across Cascadia Branch and Regional boundaries. **Treasurer Chair** sits on the Leaders Group Executive Committee and communicates fundraising and financial reporting to staff and across Cascadia Branch and Regional boundaries. **Board Liaison** sits on the Leaders Group Executive Committee and serves as EGB representative to the Cascadia Board. **All EGB Leaders Group Chairs will be required to serve on one or more of Cascadia EGB Committees.**

SECTION 2. DUTIES OF REGIONAL CHAIRS

It shall be the duty of the Cascadia EGB Regional Chairs to:

- (a) Be available to support efforts of Branch Chairs in their region for advise, planning, and contacts for what is considered a reasonable amount of time by a majority vote of this committee, and respond promptly to inquires from Branch Chairs in their region.
- (b) Annually coordinate communication between Branch Chairs in their region including those efforts towards events, initiatives and goals of organizational excellence.
- (c) Attend majority of Cascadia Chapter Board meetings and gatherings annually within their region. (If acceptable by the Cascadia Board)
- (d) Attend majority of Cascadia EGB Leaders meetings and gatherings annually.
- (e) Keep abreast of National EGB efforts and Initiatives by attending National EGB Leaders Conference Calls.

A Regional Chair's primary focus is on Organizational Excellence and maintaining open and clear lines of communication between EGB branches in their region, EGB members and the Cascadia Chapter, and between the Cascadia and National Leaders Group. If a Regional Chair is unable to fulfill the duties listed above for their Region then they shall resign their Chair to another EGB member as an Interim candidate to be held until the next election.

SECTION 3. DUTIES OF BRANCH CHAIRS

It shall be the duty of Cascadia Branch Chairs to:

(a) Be available to support efforts of Student and Satellite groups in their area for what is considered a reasonable amount of time by a majority vote of this committee, and respond promptly to inquires from EGB members in their region.

(b) Sit as EGB representative on their local Cascadia Branch Steering Committee.

(c) Attend majority of Cascadia EGB Leaders meetings and gatherings annually.

(d) Initiate, plan and carry out programming in collaboration with Cascadia Chapter Branch if applicable.

(e) Keep Regional Chair informed of EGB Branch events and Initiatives.

A Branch Chair's primary purpose is to facilitate planning of events and initiatives in their area and collaborate with their local Chapter, Regional Chair, EGB members, the National Leaders Group, local Universities and other organizations in the community with similar objectives. If a Branch Chair is unable to fulfill the duties listed above for their branch and there exists a willing candidate, they shall resign their Chair to another EGB member as an Interim candidate to be held until the next election.

SECTION 4. DUTIES OF OFFICERS

The **Treasurer** shall assure that the Committee's funds are kept safe and accurate through communication with the Cascadia Chapter. All funds of the Cascadia EGB must be kept by the chapter and disbursed through their accounts. At no time will EGB procure their own bank account or other means of storing funds outside of the Cascadia Chapter. All bills and receipts for EGB funds must go through the Leaders Group Treasurer for approval. The Treasurer will keep full and accurate accounts of receipts and disbursements of EGB funding. It will also be the duty of the Treasurer to follow up with outstanding sponsorships if applicable.

The **Secretary** shall be responsible for drafting, organizing and revising Leaders Group Executive Documents and presenting them before the Executive Committee for approval. The Secretary shall take and disseminate minutes from EGB Annual Leadership summits/retreats and other meetings of the Leaders Group in a timely manner. The Secretary will also be responsible for sending out Leaders Group Thank you letters, meeting agendas, email notifications for meetings or initiatives, setting up Leaders Group conference calls, and lead efforts to write proposals and grants. The Secretary may delegate minute taking to a recording secretary but shall review and approve minutes before they are disseminated.

Board Liaison can only be filled by a current or former elected Regional Chair representing the EGB to the board during board meetings. If a Regional Chair is unable to attend a board meeting, then another Regional Chair will be allowed to attend in their place. They will be responsible for reporting back to the Leaders Group on the activities of the Chapter and how the Cascadia EGB can best work with the Chapter to further common goals. It is also the responsibility of the Board Liaison to make known EGB concerns and issues to the Cascadia Chapter Board of Directors. The Board Liaison will be allowed to give the board updates on EGB events and issues but will not have a voting seat. The EGB board liaison may be invited to organization events and may participate in meetings and other programs as determined by the Cascadia Board of Directors.

SECTION 5. QUALIFICATIONS

Cascadia EGB Leaders Group Chairs are required to qualify as Students or Young Professionals within five years of graduation, unless otherwise defined as EGB members by U.S. or Canadian Green Building Councils.

The officers of the Leaders Group shall be the Regional Chairs, Branch Chairs, Secretary, and Treasurer. There may be other such officers with such titles as may be determined from time to time by the Leaders Group. One Leaders Group member should not hold more than one office at any given time. Only Leaders Group chairs shall serve as officers. Only Leaders Group officers may serve on the Cascadia EGB Executive Committee.

SECTION 6. POWERS

The Cascadia EGB Core Committee has the power to remove any individual from the Leaders Group by a majority vote. EGB Leaders Group also reserves the power to amend this constitution by a majority vote as long as it remains in accordance with the original mission and it's supporting Green Building Council Chapter.

SECTION 7. TERM OF OFFICE

To be determined at a later date.

SECTION 8. REMOVAL AND RESIGNATION

An individual may be removed from office or committee for any reason determined by a majority vote of the Leaders Group. Any Leaders Group member that cannot fulfill their duties may be asked to leave the group to be replaced by another member as an interim chair until the next elections.

SECTION 10. MEETINGS

An annual Leaders Summit or retreat is to be held by the Leaders Group. Written notice of the Leaders Summit or retreat will need to be given out to all Leaders Group members at least 1 month in advance. It is the responsibility of the Regional and Branch Chairs to establish a date, time and place for the Summit. The Summit or retreat is to serve as a unifying event to reconcile the distances between Oregon, Washington, British Columbia and Alaska and to discuss any relevant organizational elements or initiatives. Oh yeah, and to have a good time and get to know each other!

All other meetings are to be determined by Leaders Group and volunteer committees.

SECTION 11. PROXIES & QUORUM

At any meeting, a chair of the Leaders Group shall be allowed to give proxy to any other Leaders group member upon their absence.

A quorum shall consist of a majority of the Leaders Group members. Every act or decision done or made by a majority of the group present at a meeting duly held at which a quorum is present is the act of the Leaders Group.

SECTION 12. VACANCIES

Vacancies on the Leaders Group shall exist if an interim Chair cannot be found. An interim chair will be elected if available by the Leaders Group members of that region, and will serve until the following elections.

ARTICLE 4 ELECTIONS

SECTION 1.

To be determined at a later date.

ARTICLE 5 COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

The Executive Committee consists of Cascadia EGB Regional Chairs, Branch Chairs, Board Liaison, Secretary and Treasurer to maintain consistency throughout the EGB by focusing on projects and initiatives that are relevant throughout all Cascadia EGB committees

- Elections

- Constitution and EGB Structure, minutes (secretary)
- National EGB relationships (Co-Chairs)
- Membership toolkits and benefits
- EGB/Chapter revenue account (treasurer)

SECTION 2. EDUCATION AND EVENTS COMMITTEE

The Education and Events Committee is responsible for developing and implementing creative, educational events and opportunities as well as increasing membership.

- Lectures, Tours, monthly dinners
- Seasonal Event Series
- Membership drives and initiatives
- Exam Prep/Toolkit Development
- Green Resources (Book Exchange, EGB Resource Library etc.)

SECTION 3. CAREER DEVELOPMENT COMMITTEE

Career Development Committee focuses on connecting the academic and professional community and encouraging people to get involved from both sides of the career divide

- Maintain and develop University contacts and networks
- Work on greening curriculum with local universities
- Develop internship, mentor and career placement programming
- Career Fair and Job postings
- Student and Young Professional EGB Toolkit
- Informational meetings and presentations
- Creating a network of Sponsors and Partners

SECTION 4. MARKETING & TECHNOLOGY COMMITTEE

Marketing & Technology Committee works on keeping the community and EGBers updated and aware of the going-ons of the EGB

- Keep EGB blog and website updated with current events, opportunities and announcements relevant to EGBers
- Create marketing materials such as flyers, posters, and email announcements as well as materials for sponsorship (getting logos)
- Keep Chapter staff up to date on EGB events and announcements to include in Cascadia newsletter at the beginning of each month.

SECTION 5. DESIGN COMPETITION COMMITTEE

The USGBC Natural Talent Design Competition is held annually and provides an applied learning experience in the principles of integrated design, sustainability, innovation, and social consciousness; all of which are components of the LEED Green Building Rating System. Participants will compete in a local competition (which is designed by the Design Competition Committee), the top winner of which will move on to compete for a national award at Greenbuild.

- Research and select sites for design competition program. This includes researching sites to actually be built on
- Establish local design requirements, criteria and Challenge as well as developing local judging criteria
- Secure funds and sponsorship for prize money, educational series, award ceremonies, and work with chapter to attain travel fair for design competition winners
- Coordinate with other committees to produce marketing materials, announcements, University partnerships, and educational programs to support competition teams.

SECTION 7. OTHER COMMITTEES

Other committees may be added as developed by Regional Chairs and Executive Committee as long as they address the EGB Core Objectives and mission as stated in this constitution.

SECTION 3. MEETINGS AND ACTION OF COMMITTEES

Meetings and actions of committees shall be overseen by EGB Branch Chairs. All committee actions must adhere to this Constitution and follow the initiatives of the Leaders Group. Each Branch shall have a committee consisting of a chair for each committee as recognized in Article 5 of this constitution. Committees will consist of a chair for each committee and any number of volunteers that would like to further the mission and goals of the Cascadia EGB.

ARTICLE 6 HISTORY & DOCUMENTS

SECTION 1. REQUIRED DOCUMENTATION

The Leaders Group shall keep a record of EGB history and documents and for the sake of longevity provide the Cascadia Chapter with at least one copy of each of the following documents:

(a) Minutes of all Leaders Group meetings, and conference calls including the time and place of holding such meetings, and the names of those present and the proceedings thereof, as well as any important decisions or ideas that were presented there in.

(b) Quarterly statements of all EGB Fund withdrawals and deposits, including Date, location, To/From organization, amount, and reason for.

(c) A record of its members and elected Chairs proceeding back to it's founding Chairs indicating their names and organizations, if applicable, the class of membership held by each member and the termination date of any membership or electoral chair.

(d) A master list of EGB Goals, events, projects, initiatives and accomplishments for the year including all three regions of Cascadia; Oregon, Washington and British Columbia.

(e) A copy of the Leaders Group Constitution as amended to date, which shall be open to inspection by the members, if any, of the EGB at all reasonable times during office hours.

ADOPTION OF CONSTITUTION

We, the undersigned, are current Leaders Group members of the Cascadia Emerging Green Builders, and we consent to, and hereby do, adopt this Constitution, consisting of -- preceding pages, as the Constitution of the Cascadia Emerging Green Builders. The Constitution was reviewed and signed in by the following members of the Cascadia EGB Leaders Group

Dated: _____

Signed

Oregon Chair, Cascadia Emerging Green Builders

Signed

Washington Chair, Cascadia Emerging Green Builders

Signed

British Columbia Chair, Cascadia Emerging Green Builders

Signed

Secretary, Cascadia Emerging Green Builders

Signed

Treasurer, Cascadia Emerging Green Builders

Signed

Portland Branch Chair, Cascadia Emerging Green Builders

Signed

Seattle Branch Chair, Cascadia Emerging Green Builders

Signed

Vancouver Branch Chair, Cascadia Emerging Green Builders

Signed

Victoria Branch Chair, Cascadia Emerging Green Builders