



## The Green-Campus Committee

This guidance has been designed for campuses embarking on the Green-Campus Programme. The purpose of this guidance document is to provide a basic level of assistance in forming the Green-Campus Committee. Further information and assistance in implementing the Green-Campus Programme can be gained by calling the Green-Campus Office at An Taisce on 01 400 2211 or by e-mailing [greencampus@eeu.antaisce.org](mailto:greencampus@eeu.antaisce.org).

### Getting Started

Before a third level institution can register on the Green-Campus Programme, the Green-Campus Committee need to have sufficient support from the Head of Campus, Management, Academic Departments, Students Union and other key staff.

Registration for the Green Campus Programme requires a meeting between a representative from the Green-Campus Office and the Green-Campus Committee in the institution at which the form is completed and signed and themes are agreed. The committee needs to gain the support of the president of the institute/head of campus in order to proceed with registration. In addition, the committee must be composed of both students and staff.

*The Green-Campus programme recognises that there may be work already underway within third level institutes. The environmental review will highlight these areas of good practice and ways to enhance and expand best practice can then be developed.*

The Green-Campus Programme has five main stages:

1. Pre Registration.
2. Registration.
3. Implementation of the “Seven Steps” of the Programme.
4. Applying for the Green Flag.
5. Green-Flag renewal and Programme maintenance.

The college must be registered on the Green-Campus Programme for a minimum of 1.5 academic years and have the seven steps of the programme implemented along with a sustainable functional Green-Campus committee before applying for the Green Flag Award. The progression of the Green-Campus Programme is outlined in Figure 1 and Table 1 below.

## Green-Campus Programme Methodology

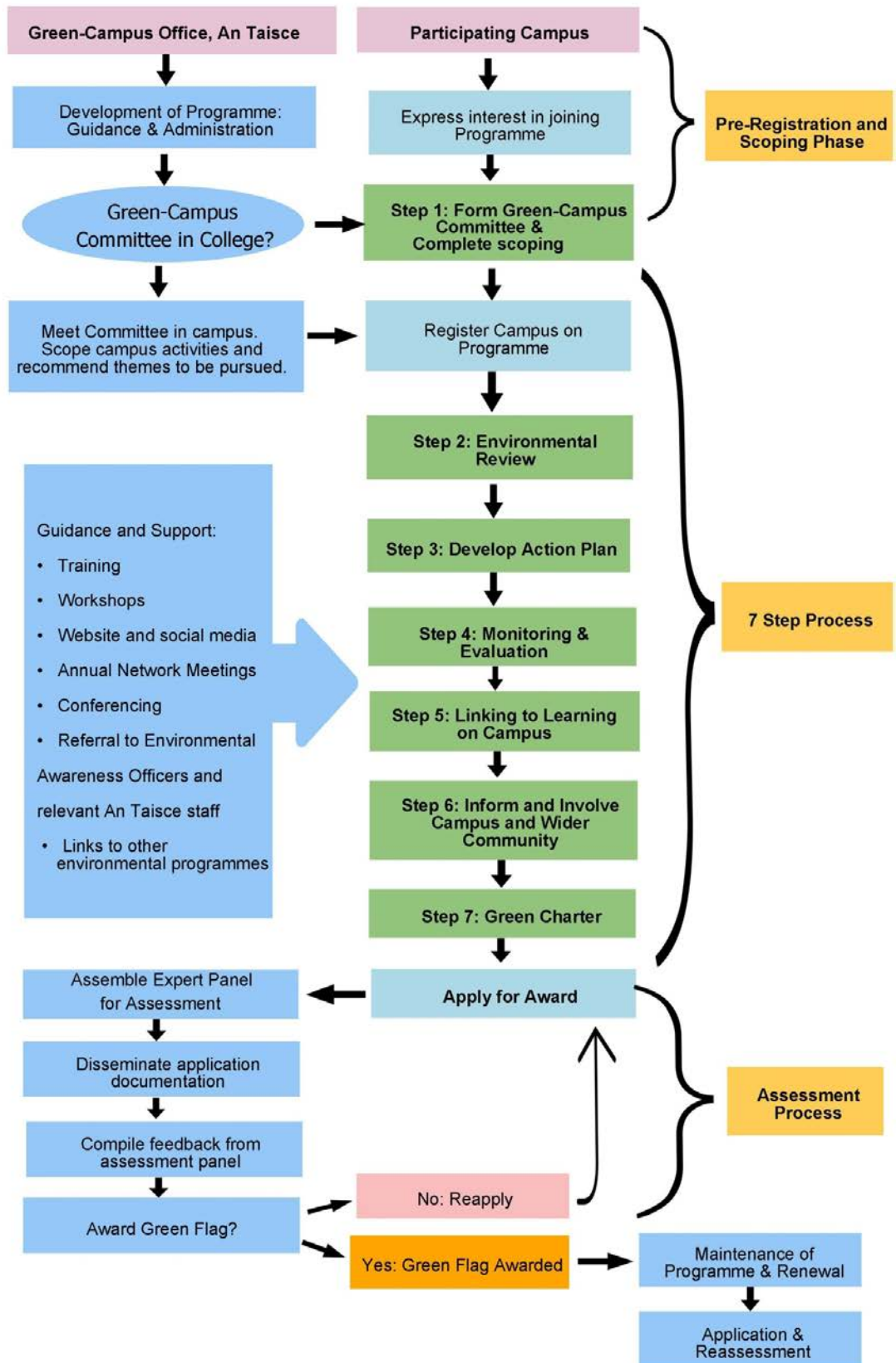


Figure 1: Green-Campus Programme Process Flow Chart

Table 1 provides a brief overview of the stages and 7 Steps of the Green-Campus Programme.

Stage	Description
Pre-registration	<p>These are the initial contacts made between the Green-Campus Office and the participating institution. If an individual contacts the Green-Campus Office they are advised to seek an existing environmental committee on campus and suggest the Green-Campus Programme to an existing body. However it may be the case that a Green-Campus Committee needs to be formed. Once a committee is formed it is important that it gains sufficient support from the President / Chief Executive Officer/ Principal, Students Union and other key staff.</p> <p>Depending on the structure of the college and the Green-Campus Committee, a multi-themed or single themed approach can be adopted. The committee consult with the Green-Campus Office before choosing an approach by conducting initial scoping of the site. Themes include: Waste Prevention and Management, Water, Energy, Travel and Transport and Biodiversity.</p>
Registration	<p>The college is formally registered on the programme once a group of interested staff and students have met to form a Green-Campus Committee and scoping has been completed. A Green-Campus Officer visits the campus where the registration form is filled in and signed. Registration must be approved by the Principal Officer of the Campus. The college must be registered on the Green-Campus Programme for a minimum of 1.5 academic years and have the seven steps of the programme implemented before becoming eligible to apply for the Green Flag Award. There must also be a sustainable, functional Green-Campus committee in place.</p>
<b>Step 1:</b> Green-Campus committee	<p>The first step of the Green-Campus programme involves establishing a viable Green-Campus Committee, within the organisational structure of the Institution. The committee may be linked to the constitution of the Students Union and/or Environmental Society or become an official statutory committee within the campus. The chairperson and vice-chairperson should also have access to top level management within the Institution. The committee should be as representative of the whole organisation as possible. It should primarily be made up of students (making up the majority of the committee members whenever possible) and should also incorporate a combination of academic and teaching staff, a member of the executive board or governing authority, non-teaching staff particularly building managers and those responsible for the facilities management onsite, contractors, and any other interested members of the campus and local community. Additional information on forming a committee is provided in the scoping guidelines within this document.</p>
<b>Step 2:</b> Environmental review	<p>The aim of the review is to identify the initial state on campus regarding the environmental management of the theme(s) under investigation. The results of the review are used to derive the action plan. The review helps to establish whether change is necessary, urgent or not required. It also assists in setting realistic targets and monitoring implementation. By thoroughly checking all potential environmental impacts on campus for the theme under investigation, the environmental review should:</p> <ul style="list-style-type: none"> <li>• Provide a clear view of the range of the campus' impacts and establish a baseline.</li> <li>• Ensure that significant areas are not overlooked.</li> <li>• Identify areas where current practice is good or areas where current practices are lacking.</li> <li>• Communicate the impacts to the campus community.</li> <li>• Help to prioritise actions to be taken.</li> </ul> <p>The Green-Campus Office can provide assistance to the Green-Campus Committee in planning the environmental review.</p>
<b>Step3:</b> Action plan	<p>Information gleaned from the environmental review is used to identify priority areas and create an action plan. Action planning involves setting achievable and realistic targets and deadlines to improve environmental performance on specific issues by listing a number of agreed environmental objectives, along with deadlines and clearly allocated responsibilities for each step. Where possible, action plans should be linked to learning on campus, show any cost implications, and specify arrangements for monitoring and evaluation. The action plan is continually amended to reflect the findings of subsequent monitoring and evaluation. The action plan can also include actions that reflect the Seven Steps of the Programme.</p>
<b>Step 4:</b> Monitoring and evaluation	<p>Monitoring and evaluation are used to assess progress made towards achieving targets identified in the action plan and to identify areas that require further attention or modified actions. It also enhances whole college awareness by highlighting the successes of the actions undertaken. Monitoring and evaluation should be developed in tandem with the action plan.</p>

<b>Step 5:</b> Links to learning on campus	Learning on campus as part of certificate, degree and postgraduate programmes should influence the way the whole college operates. Opportunities exist within Green-Campus to make learning links into a range of subjects at many levels. The Green-Campus Programme can involve the use of research findings, student projects, student and staff induction, and the use of art or media departments to produce posters, videos etc.
<b>Step 6:</b> Informing and involving the campus and wider community	The aim of the informing and involving step is to spread the Green-Campus Committee's message throughout the campus and the wider community through ongoing publicity (website, Facebook, media interaction, posters etc.) and a 'Day of Action'. The 'Day of Action' is an opportunity for students, staff and the wider community to get together to work towards achieving some of the targets set out in the action plan. On some campuses the 'Day of Action' was carried out in conjunction with local or national projects (e.g. Tidy Towns, National Spring Clean, Energy Awareness Week, Tree Week, Bike Week, etc.). Green-Campus Committees can also link with existing Green Weeks on Campus to bring local management issues to a wider audience.
<b>Step 7:</b> Green Charter	The Green Charter is essentially a "this is how we do things here" guide to environmental management on site. Most organisations will have a substantial Environmental Policy in existence with specific policy statements related to waste, energy, water and other environmental issues. This is often a large document and not easily remembered by staff or students. The differences between an environmental policy and the green charter are the former is an expression of what the campus intends to do and provides assistance at the strategic/management level; the latter is the means by which the campus community can achieve the aims through specific advice and information. The Green Charter may contain an environmental policy but essentially it should be a guidance document on how environmental issues are handled on campus. It should include contact details for the Green-Campus Committee, targets from the action plans and best practice guidance specific to the campus. The Green Charter should be a space on the website accessible to those that use the campus, students, staff and visitors, where environmental information can be published and, more importantly, updated. The Green Charter is designed to be compiled after the action plan has been implemented and the monitoring and evaluation steps have been carried out.
Application for Green Flag	The Green-Campus Committee submits a written description of the implementation of the seven steps of the Green-Campus Programme on campus. Contact the Green-Campus Office as the committee embarks on this stage!
Assessment panel	An assessment panel is assembled by the Green-Campus Office. The panel are selected based on the themes undertaken by the Campus under assessment. The assessment panel may consist of independent specialists, staff from the Environmental Education Unit at An Taisce, and Foundation for Environmental Education representatives.
Assessment assembly	The assessment assembly affords the Green-Campus Committee an opportunity to present work undertaken on campus. The committee may present the implementation of the Programme through talks, demonstrations, tours, video and other media. The assessment panel can ask questions and provide feedback, suggest further work and improvements or make recommendations to the Green-Campus Committee.
Decision to award green flag	Decisions regarding the award of the Green Flag are made by the assessment panel and the Green-Campus Office following the assessment assembly. Written feedback is received from each of the panel members and recommendations may be forwarded to the Green-Campus Committee.
Green Flag Renewal	Following the successful award of a Green Flag, the campus submits two successful written annual renewals outlining the committee's current and future work on the Green-Campus Programme. Three years after the initial Green Flag award and following two successful annual renewals, the campus is invited to submit a full application and a reassessment will be held to maintain the Green Flag award.

Table 1: Steps and Stages of the Green-Campus Programme

## Forming the Green-Campus Committee

### Aims of the Green-Campus Committee

The purpose of the committee is:

- To ensure the views of all members of the college community are heard and acted upon where possible.
- To ensure the six other steps of the programme are successfully adopted and implemented.
- To give students responsibility and to make them recognise that their ideas are valued.
- To ensure the continuity of the programme.
- To link with the institution's campus community, management and the local community.

The Green-Campus Committee aims to direct and address all phases of the Green-Campus programme. It is the driving force of the programme and should ensure that the other elements, steps and stages are carried out.

### Composition and Selection

Ideally, the committee should be as representative of the whole organisation as possible. It should *primarily* be made up of students (making up the majority of the committee members whenever possible) and could also incorporate a combination of academic and teaching staff, non-teaching staff particularly the caretakers/building managers and those responsible for the facilities management onsite, contractors, and any other interested and applicable members of the local community. Often the committee is made up of volunteers from the student body as well as lecturers and other interested members of the community.

The committee may take different forms depending on the size and operation of a campus. However, the committee should be representative of all members of the campus community and should keep records of meetings held and decisions made. The spoken word fades away while the written word remains, it is therefore important to circulate up to date information and eliminate out of date information.

#### Hints and Tips!

1. Social Media is no-cost, very easy to use and extremely student friendly! Start a Facebook page for your Green-Campus Committee.
2. Store photos, maps and comments on an image sharing website.
3. Encourage recording and photography of events: get other clubs and societies involved!
4. Google Documents and Shared Drives can be very useful to save files from year to year. Establish protocol early for data management. This will ensure smooth transitions from year to year as individuals move on and exact event/project details are forgotten.

For the committee to be effective and to enable decisions and directions to be actioned within the workings of the institution, it may need to be linked to the constitution of the college or the Students Union. The chairperson and vice-chairperson should also have access to top level management. It may also be useful to co-opt internal environmental groups or societies and a Local Authority representative. Regarding size and operation, it should be remembered that there is no set formula or rules for a successful committee. Sample Committee Constitutions are included in the following sections.

*Remember to regularly invite members of the campus community to join the committee!*

### Scoping

The following scoping guidelines are designed to assist Green-Campus Committees to maximise efficiency in working on the Green-Campus Programme. The Green-Campus Programme encourages a partnership approach to environmental management in third level institutions to achieve improved and sustainable environmental stewardship. The Programme consists of 7 steps:

1. Green-Campus committee
2. Environmental review
3. Action plan
4. Monitoring and evaluation

5. Linking to learning on campus
6. Informing and involving the campus and wider community
7. Green charter

The scoping phase is designed to strengthen the Green-Campus Committee in order to proceed with the remaining 6 steps of the Green-Campus Programme. In the scoping phase it can be useful to also analyse which groups on campus can be of assistance in implementing the seven steps. For example media and communications departments can be invaluable in the implementation of Step 5: Informing and Involving.

## Organisation

- Has the support of the President/Head of Campus been sought and gained?  
\_\_\_\_\_
- What modules or classes could be involved in Green-Campus?  
\_\_\_\_\_  
\_\_\_\_\_
- Have a look at the organisational structure of the institution. Are there departments, offices or individuals that should be invited to take part in the committee?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Is there a building and estates management team?  
\_\_\_\_\_  
What roles and responsibilities does this team have?  
\_\_\_\_\_  
How can the team contribute to Green-Campus activities on site?  
\_\_\_\_\_  
Does the team manage the entire site?  
\_\_\_\_\_
- Are there other groups, staff and students that need to be informed of this committee?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Is the campus all one site? If the campus is split into many locations, which locations will be focused on?  
\_\_\_\_\_  
\_\_\_\_\_
- Are there any external organizations such as catering companies, waste management companies, stationary suppliers, landscape contractors, etc that need to be informed of this committee and the Green-Campus Programme?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations:

## Establishing the Committee

- Who will be the coordinator/chairperson?

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- What officers are required?

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- Who calls meetings or will a schedule of meetings be devised?

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- Room booking procedures and protocols?

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- Communication with and within the committee?

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- How can the continuity of the committee be ensured?

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- Is it necessary to establish a group constitution? *See end of document for sample committee constitutions.*

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Recommendations:

## Environment and the Campus

- Who is responsible for various environmental aspects on campus e.g. waste, water, transport, biodiversity, energy?

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- List existing environmental initiatives on campus: can the committee enhance or provide support to these?

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- Past environmental initiatives: what has been done on campus, did these work? Why? Would it be useful to reinstate some of these or liaise with former practitioners?

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- Which clubs and societies could become involved in Green-Campus?

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- How can the committee acknowledge and show appreciation for contributions made by clubs, societies, departments etc towards the Green-Campus Programme?

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- Are there local community groups (not on campus) that could become involved?

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- Are there courses, classes or specific modules on campus that could be useful?

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- Is the campus compliant with all legislative and planning requirements?

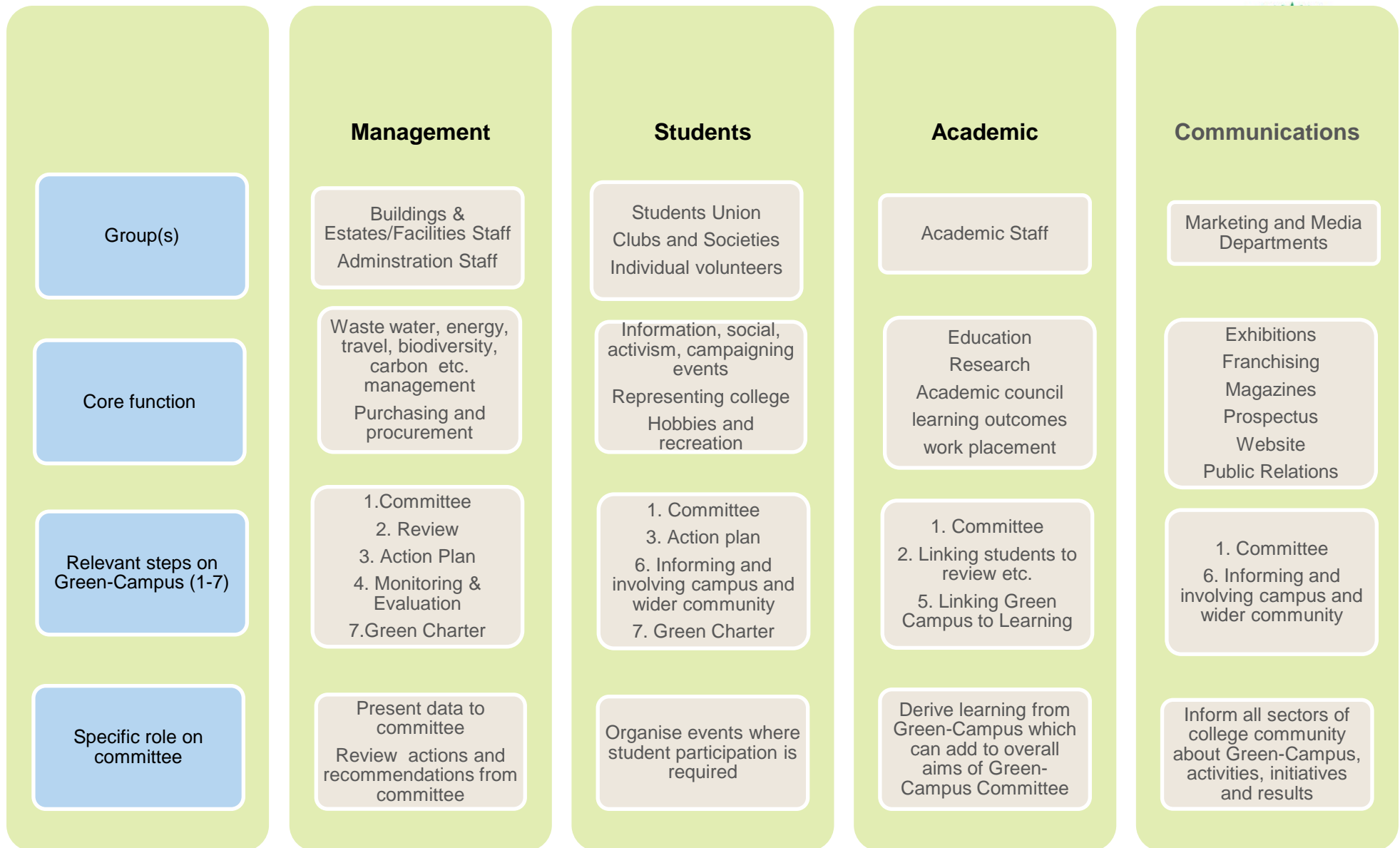
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Recommendations:





# Sample Committee Constitutions<sup>1</sup>

## Sample Constitution A



<NAME OF GROUP/ ASSOCIATION>

### CONSTITUTION

Title: The name of the group will be \_\_\_\_\_ it shall be non-political, non-sectarian and socially inclusive.

Aims: The enhancement of the physical and social environment of \_\_\_\_\_ with particular reference to:

- (a) The general improvement, enrichment and development of the environment of \_\_\_\_\_
- (b) Enhancement of the appearance and ecology of \_\_\_\_\_
- (c) The development of community spirit and pride.
- (d) The promotion of an atmosphere of good neighbourliness and active citizenship.
- (e) The encouragement of greater interaction among local people.
- (f) The development of whatever facilities are deemed necessary to cater for young and old.

Membership: Membership of \_\_\_\_\_ will be open to anyone \_\_\_\_\_. There will be no membership fee.

#### Annual General Meeting

The Annual General Meeting of \_\_\_\_\_ will be held each year in \_\_\_\_\_.

Notice of meetings will be conveyed to all members of \_\_\_\_\_ at least 10 days beforehand.

Notice of the AGM will be published in the local media at least \_\_\_\_\_.

The following business will be transacted at the A.G.M.

- "Minutes of previous Annual General Meeting
- " Annual report submitted by the Secretary
- "Financial Report submitted by the Treasurer
- " Election of Officers and Executive Committee
- " General business.

#### Executive Committee

The affairs of \_\_\_\_\_ will be managed by a Committee nominated and elected at the A.G.M. consisting at least of Chair, Secretary and Treasurer, together with at least \_\_\_\_\_ members.

The following committee positions may also be available:

- PRO
- Group Coordinators (i.e., Churches, Schools, Businesses, Clubs and Societies, Residents Associations)
- Programme Coordinators (i.e., Fundraising Anti-Litter, Wildlife and Natural Amenities, Anti-graffiti, Road, Street and Back Areas)

It will be a desirable aim to have an even male/female mix.

The Committee will hold office for a period of one year or until the following A.G.M. whichever is sooner.

The Committee will have power to co-opt not more than \_\_\_\_\_ other members and to fill vacancies.

The Committee may appoint sub-committees for specific purposes. Sub-committees may include members not on the executive committee.

Sub-committees will report their deliberations to the \_\_\_\_\_ committee.

The \_\_\_\_\_ Committee will convene on the \_\_\_\_\_ or more often if deemed necessary by the Chair.

The quorum for meetings will be \_\_\_\_\_ and consist of at least one of the following Chair, Secretary, Treasurer.

The Chair will preside over all meetings. In his/her absence, those in attendance will nominate a Chair for the meeting.

The Committee has the right to replace a member who fails to attend 3 consecutive meetings without valid reason.

<sup>1</sup> Sample constitutions adapted from Green-Communities Programme, An Taisce, Environmental Education Unit.

No decision of a Committee Meeting may be reversed except with the consent of \_\_\_\_\_ of those present and entitled to vote.

The Chair, Secretary and Treasurer shall collectively act on behalf of the Committee between meetings, subject to later ratification by the Executive Committee.

#### Special General Meeting

The Committee may at any time summon a Public or Special General Meeting of the Association, provided the procedures pertaining to A.G.M's are adhered to.

A Special General Meeting must also be arranged by the Committee following a written request signed by no fewer than \_\_\_\_\_ members, who in their requisition shall state the object of the meeting. No other business shall be transacted at that special meeting.

#### Finance & Assets

The financial year will run from \_\_\_\_\_

The funds of \_\_\_\_\_ will be kept in an approved bank/building society.

The Treasurer will keep proper accounts of the finances of the committee. All incoming funds shall be lodged without deduction to \_\_\_\_\_ bank/building account.

All monies raised by or on behalf of the committee will be applied to further the objects of the committee and for no other purpose.

All cheques or other monetary instruments will be signed by 2 members of whom at least 1 will be the Chair, Secretary and Treasurer.

The \_\_\_\_\_ Association's assets and equipment will vest in the officers for the time being, who shall hold same in trust for \_\_\_\_\_.

An independent financial examiner appointed by the committee will annually audit the accounts of the committee.

#### Voting

Decisions at meetings will be by consensus where possible

Voting on ordinary issues will require a simple majority, except in the case of previous decisions being rescinded where a 2/3 majority will be needed. The Chair will have a casting vote in the event of a tie (in addition to his vote as a member). Voting where it concerns people will always be by secret ballot. Voting on other issues will be at the discretion of the meeting.

#### Winding-up

A resolution to wind up \_\_\_\_\_ may be passed at a General Meeting specially convened for that purpose, if supported by not less than ¾ of those present and entitled to vote. This meeting will also decide on the disposal of any funds and equipment which may be in the committee's name, or how to meet any outstanding debts.

#### Amendments to Constitution

This constitution may be amended only at an Annual General Meeting by a motion supported by no fewer than 2/3 of those present and entitled to vote.

The Executive Committee shall be the sole authority for the interpretation of these rules and the decision of the Committee upon any question of interpretation or upon any matter affecting the Association and not provided for in these rules shall be binding on the members subject to appeal to a General Meeting and shall not under any circumstances be subject to appeal to any court of law.

We certify that this is a current copy of the constitution of \_\_\_\_\_ which was adopted at a Committee meeting held etc

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

## Sample Constitution B

<NAME OF GROUP/ ASSOCIATION>

Constitution

Aims & Objectives

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_ etc.

Membership

1. Membership will be open to all \_\_\_\_\_ of the \_\_\_\_\_ .
2. Officers (see below) will be elected by the members
3. New members wishing to join should do so by either making an application in writing to the Secretary or by attending a meeting of the Association.
4. All residents will be notified in advance of the date of meetings and the proposed agenda.
5. Membership fees, if any, shall be determined by the Association.
6. The officers of the Association shall be elected annually by the membership.
7. The Association shall meet regularly but not less than four times a year, one of which will be the A.G.M.
8. The Chairperson, or in his/her absence the Vice-Chairperson, shall act as Chairperson for the duration of the meeting, provided a quorum has been reached. In the absence of the Chair or Vice-Chair, an Acting Chair may be appointed for the duration of that meeting only and provided that a quorum exists.
9. A quorum, for the purpose of any properly convened meeting of the Association, shall be 5 members.
10. Officers will rotate each year with the consensus of the Association at the A.G.M. The maximum term of office for each officer shall be 5 years or otherwise as decided by the Association in general meeting.

Structure:

The Association will elect a:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Public Relations Officer.

Procedure for Meetings:

Running of Meeting:

- Correspondence, Apologies
- Adoption of minutes will be by a proposer and a seconder.
- Business of the Meeting.
- Any other business (AOB).

Minutes:

- The Minutes shall be kept by the Secretary, who shall enter therein a record of all proceedings and resolutions.

Duration of Meetings:

- Meetings of the Association shall be no longer than 2 hours in duration

Equality Statement:

1. The Association shall implement an all-inclusive, non-political, non-sectarian and non-racial approach in carrying out its objectives.
2. The Association shall strive in its composition for a balance in gender, age and geographical representation.

Annual General Meeting:

1. An Annual General Meeting of the Association shall be held each year at such place and time as the Association determines.

- Members of the Association shall be notified, at least 14 days in advance of the date, time and place of the A.G.M.

Finance:

- The Association shall appoint a Treasurer.
- All funds of the Association shall be deposited as soon as possible after receipt in such Financial Institution as the Association may, by resolution, designate.
- Please name a bank here as soon as possible
- A financial statement of accounts shall be recorded on an annual basis and in the event of the Association receiving monies or grant aid
- All cheques must be signed by 1 member of the committee and the appointed treasurer.
- A record of all expenses with attendant invoices must be kept to ensure accurate accounts.

Interpretation of the Rules:

The committee shall be responsible for the interpretation of this constitution or any rules and by-laws made there under.

Amendment of the Constitution:

Any item of this constitution can only be changed at an Annual or Special General Meeting of which no less than fourteen days notice has been given. A minimum of two thirds majority shall be required to call an Annual or Special General Meeting

We certify that this is a current copy of the constitution of \_\_\_\_\_ which was adopted at a Committee meeting held etc.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_