



Chapter Charter

US Green Building Council Nevada Chapter

April 14, 2008

Revision #5

Rev. No.	Date	Description
1	Jan. 28, 2005	Charter, Section 5.2 & 5.3, Green mixers added, Program task list added, milestone dates updated Charter Section 6: Administrative policies updated
2	Sept. 15, 2005	Charter, Section 6.3: added E-mail policy
3	June 7, 2006	Bylaws, Section 5.04 & 5.05: Board Member Terms & Election
4	January 15, 2007	Chapter Development Strategy, Communication, Membership and Programs Committee Goals updated
5	April 14, 2008	Chapter Development Strategy, Communication, Membership and Programs Committee Goals updated



U.S. Green Building Council Nevada Chapter

Contents

1.	Executive Summary	3
2.	Chapter Strategic Plan	4
2.1.	Mission	
2.2.	Vision	
2.3.	Core Values	
3.	Chapter Development Strategy	4
3.1.	Objective	
3.2.	Path Forward	
4.	Financial Plan	5
5.	Committee Action Plans	7
5.1.	Executive Committee	
5.2.	Communications Committee	
5.3.	Membership Committee	
5.4.	Programs Committee	
5.5.	Government Affairs Outreach	
5.6.	Private Sector Outreach	
5.7.	Education Outreach	
5.8.	Resources Committee	
5.9.	LEED Users Group	
5.10.	Emerging Green Building (EGB) Committee	
6.	Chapter Business Policies	15
6.1.	Charter	
6.2.	Annual Report	
6.3.	E-mail Policy	
6.4.	Board Elections	
6.5.	Duties of the Officers and Committee Chairs	
6.6.	Travel Policy	
6.7.	Expense Reimbursement Policy	
7.	Chapter Background	20
7.1.	History	
7.2.	Founding Members	



U.S. Green Building Council Nevada Chapter

1. Executive Summary

The U.S. Green Building Council – Nevada Chapter (NV Chapter) is a new and growing organization in the Nevada business community. Formed to bring focus on sustainable development and green building in Nevada, our diverse membership is increasing rapidly.

The NV Chapter exists to make a positive difference in the built, natural, and social environments of the State of Nevada. We value collaboration in our relationships, respect our environment and culture, and realize that the whole of our organizational message is greater than the sum of each of our voices.

We are on track to becoming an active and influential organization promoting and contributing to significant advances in the built, natural, and social environment of our regional community. Further, the vision is that the chapter will regenerate and improve itself over time.

Our core values are based on Collaboration, Environmental Stewardship, Education, Networking and Diversity, coming together to form the organizational vision for our community. The NV Chapter's mission is "To promote and advance healthy, sustainable, socially responsible, and economically viable built environments through collaboration, diversity, education, networking, and environmental stewardship."

From the beginning, each of the members of the Organizing Group Steering Committee felt passionately that "making a difference" in our community was the core reason behind the need to organize and support a USGBC chapter in the Las Vegas Region. After 3 years of existence of the Las Vegas Regional Chapter, the Chapter expanded to a Northern Nevada branch and became the Nevada Chapter in 2007.

Our community is one of the fastest growing in the country, with significant environmental and cultural challenges of water quantity, air quality, and quality of life. The regional community of Las Vegas is significantly different from the global perception of "Vegas" or "The Strip." Although the *Vegas* portion of our community still remains the key economic engine, our Las Vegas *regional* community continues to grow rapidly toward a physical reality of two million residents.

Beyond the growth of our community, there exists a diverse and vibrant community spirit set in the unique environment known as the Mojave Desert, the smallest and driest of the North American deserts. Our community is actively seeking a discovery of the "soul" of Las Vegas beyond The Strip. Embodied in this search are many people and organizations that care about the evolution of our regional community, not just about growth of scale and economic viability, but also growth towards environmental and social awareness and responsibility.

Our reason for being as a chapter of the USGBC is to promote and make significant and appropriate differences to this process of discovery of our regional physical and cultural State of Nevada. This document outlines a strategic plan, including an events calendar, budget, key committee action plans and chapter bylaws that together form the nucleus from which we will achieve our goals.



U.S. Green Building Council Nevada Chapter

2. Chapter Strategic Plan

2.1. Mission

We exist to make a positive difference in the built, natural, and social environments of the State of Nevada. We will promote healthy, sustainable, socially responsible, and economically viable built environments through collaboration, education, networking, diversity and environmental stewardship.

2.2. Vision

We are an active and influential organization promoting and contributing to significant advances in the built, natural, and social environment of our regional community. We strive for continuous regeneration in our people, products and programs.

2.3. Core Values

- **Collaboration** – We will forge and maintain collaborative public and private partnerships with agencies and organizations that support our goals.
- **Education** – We provide education, programs, and research to advance the understanding and capacity of our regional community for the built, natural, and social environments.
- **Networking** – We will provide opportunities to exchange information to support and nurture each other and to enhance our contributions to the built, natural, and social environments of our region.
- **Diversity** – We value diversity of our membership, and the varied perspective and voice each of us bring to the organization.
- **Environmental Stewardship** – We promote responsible practices for the built, natural, and social environments including spirit, health, and sense of Place for today and future generations.

3. Chapter Development Strategy

3.1. Objective

Develop activities for the Nevada Chapter that establishes us as a Leader among USGBC Chapters. These include both individual and committee actions to further the Chapter's effectiveness in the State of Nevada in the implementation of Sustainable building practices.

3.2. Path Forward

- Embrace the 2010 Imperative and the 2030 Challenge thru Chapter Forums, newsletters and educational programs that reach All Design Professionals in our Communities.
- Develop and enhance our partnerships with other Associations which can provide platforms for knowledge enhancement and progress in the number of sustainable projects in our Region.
- Hold event Roundtables with Public Agencies, Contractor groups, Non-Profit sector and Real Estate and Banking entities to provide a forum for improvements in regulation, contractor acceptance, non-profit alliances and financial partnerships that promote Green Building practices.



U.S. Green Building Council Nevada Chapter

- Found a yearly Regional Conference in Las Vegas to feature Sustainable practices and foster partnerships that infuse knowledge and promote new ideas in the Region.
- Continue the Regional Leadership Awards program that honors individuals, companies and agencies for excellence in Advocacy, Community, LEED, Organization, Education and Research.
- Increase Chapter Membership to 300 by December 2007. Bring the local LEED AP Community into the Chapter as local members through targeted meetings for LEED USERS.
- Assist Northern Nevada – Sierra Green Building Association to form a USGBC Chapter or join as an Affiliate.
- Work towards hiring a part time or full time executive that can manage the day to day activities of the Chapter and accelerate the implementation of successful sustainable building practices in the region.

4. Finance Plan

4.1. Purpose

This Finance Plan is established to guide all financial and budgeting decisions for the USGBC Nevada Chapter.

4.2. Role

Financial and budgetary planning is essential to proactively generate and track all revenue, both for operating the local chapter and to maintain a healthy reserve. The Finance Committee will establish a Financial Policy to balance revenue generation with allowable expenditures.

The Board will delineate policies and procedures that are in alignment with the Strategic Plan fundamentals. We will ensure the consolidation of an approved budget with close monitoring and sound financial practices, for the purpose of maximizing benefits for our members.

4.3. Strategic Goals

- Develop and maintain financial vehicles for the Chapter in accordance with State Law and 501 C (3) Federal guidelines. File all necessary state and federal documents in a timely manner.
- Work closely with Committees to develop funding mechanisms to meet the financial needs of the chapter.
- Assist Committee Chairs with prompt payment of expenditures to maintain good account standing with all creditors.

4.4. Policies

The Board shall establish the Financial Policy for the Nevada Chapter. The Financial Policy will define categories for revenue, allowable or non-allowable expenditures, and establish the procedures for payment of legitimate expenditures.



U.S. Green Building Council Nevada Chapter

4.5. Fiscal Year: January 1st thru December 31st.

4.6. Budget Process

During the budget planning process, a standard template will be circulated to each Committee Chair which will be returned to the Treasurer within the time allotted. The Strategic Plan for revenue generation will also be reviewed and modified to meet the reasonable and necessary expenditures requested by Chapter committees. Board of Directors' approval must be obtained and the Approved Budget will be incorporated into financial reports as part of progress tracking throughout the next Fiscal Year.

4.7. Finance Report

The Treasurer will submit a monthly Financial Report to the Board of Directors which will include all account transactions, budget vs. actual, and balance sheet.

4.8. Accounts

The checking and investment accounts will be maintained by the Treasurer. Two signatures will be required on all checks. Signers will be given electronic access to the account for review purposes. Electronic payments will not be permitted.

4.9. Federal Tax Identification: #77-0631091.

4.10. Incorporation

Incorporation documents have been filed in the State of Nevada, file #C13948-04. Yearly document filings will be performed by the Treasurer to maintain active status including Annual Filing of Officers to the Nevada Secretary of State.

4.11. Tax Documents

Tax documents will be filed annually at both Federal and State levels as required for a 501C (3) corporation.

4.12. Reserve Fund

An amount equivalent to 100% of the annual Chapter budget shall be contributed to a Reserve Fund by the end of 5th fiscal year after incorporation. Contributions shall be in accordance with Federal and State laws on an annual basis or when deemed necessary by a majority vote of the Board. Reserve Funds shall be maintained in a separate account.

4.13. Revenue

Revenue sources shall include but not be limited to:

- Membership Dues, local and national
- LEED Workshops
- Chapter Seminars & Conferences
- Sponsorships & Grants
- Friends of the Chapter

4.14. Travel & Expenditures

Expenditures are defined as costs incurred that benefit the Chapter. All expenditures shall be approved by the Treasurer and Committee Chair. The Chapter will not be responsible for any un-approved financial commitment.



U.S. Green Building Council Nevada Chapter

Travel expenditures may include accommodations, transportation, and other reasonable and pertinent expenditures. All expenditures will be reimbursed as set forth in the Chapter Travel & Expenditures Policy.

4.15. Regulation

No member shall profit from dealings with the Chapter. Unauthorized expenditures will not be reimbursed. Abuse of the finance policy, include falsifying expenditure reports to reflect cost not incurred by the member, can be grounds for legal investigation. No member is allowed to sign any contract that has financial obligations without prior approval of the Board of Directors.

4.16. Mailing Address – Contact Information

USGBC Nevada Chapter
Attn: Treasurer
PO Box 96473
Las Vegas, Nevada 89193-6473

Voicemail: 702-991-9094

info@usgbcnv.org

www.usgbcnv.org

4.17. Audits: Conducted by a CPA as deemed necessary by the Board.

5. Committee Action Plans

5.1. Executive Committee

5.1.1. Purpose

We consist of the Officers of the Nevada Chapter and are engaged in the long range planning that will propel the chapter to greater heights in the community as well as foster development in the USGBC organization.

5.1.2. Goals

- Elections: Recruit Officers that will ensure continuity and a smooth succession for the leadership of the Chapter. Recruit new Board members to maintain diversity, guide committees and develop future leaders.
 - Operations: Review and recommend improvements to fundamental chapter operations including the following:
 - Finance – Assure that revenue and expenses are aligned with the maintenance of proper reserves
 - Committees – Review committee progress, make recommendations for improvement.
 - USGBC National – Assure that the Nevada Chapter is positioned in line with the USGBC concerning policies, events and advocacy efforts.



U.S. Green Building Council Nevada Chapter

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- Fundraising: Develop and implement fundraising plans and programs that will meet the needs of the chapter and provide ongoing value to our donors. Fundraising goals include:
 - Executive Director – recruit and retain a full time Executive Director for the Nevada Chapter.
 - Marketing & Outreach – fund programs that will increase our regional influence and appeal.
 - Research – Fund research programs that define and implement sustainable practices particular to the State of Nevada.
- Policy: Develop new policies for the Nevada Chapter. Modify existing policies as needed.

5.1.3. Meetings

The Executive Committee will meet monthly before the Board meeting.

5.2. Communications Committee

5.2.1. Purpose

We provide communication tools to serve members, further the awareness of the Chapter and foster inter-group communications.

5.2.2. Positioning

Our organization's basic purpose is to achieve a sustainable built environment, including green buildings and healthy communities in Southern Nevada. Positioning the organization as a leader in the community is valuable to achieving our vision. To maximize effectiveness the organization must become:

- **Provider of Value** – reinforces the credibility of our message and programs.
- **Forward-thinking** - Agile and proactive in all aspects of our identity
- **Efficient** - overcome the perception that “building green” is too expensive
- **Mainstream and Professional** - a source of information that all parties find credible
- **A Hub and Information Source** - the “go-to” organization for green building news & knowledge

5.2.3. 2007 Committee Goals

- Update technology – Develop List Serve for E-News
- Improve website – expand Links, Events Calendar
- Establish Press Releases that can impact Media and Organizations in our Region.
- Improve interaction with USGBC National

5.2.4. Strategies & Tools

- **Newsletter:** Develop, produce and distribute a monthly newsletter that will raise awareness of Chapter events, finances, and committee updates, regional and national news and USGBC updates. Integrate the newsletter with the website.
- **Website:** Administer and improve the USGBCNV website to develop a strong active resource for current events, contact information and valuable green building resources for all users. Maintain website strictly in accordance with USGBC policies and practices.



U.S. Green Building Council Nevada Chapter

NEVADA

- **Press Releases:** Develop and issue press releases for events likely to garner publicity and support for the Chapter and our related goals. Establish and maintain ongoing relationships with the media that help us reach our target audiences. Collaboratively create and distribute consistent, informational news releases, feature stories, trend stories, technical articles, and interviews with member experts and leaders. Information will be selectively dispersed to the appropriate media channels based on content and desired effect.
- **USGBC Liaison:** Establish and maintain ongoing relationships with USGBC National personnel, other chapters, industry leaders and others to expand the benefits of networking beyond our immediate region. Maintain contact with these groups to obtain and disseminate information that will benefit NV Chapter members. This will necessitate Chapter Steering Committee participation and may include the development of a regularly scheduled Southwest Regional Chapter Teleconference
- **Advertising:** Develop and administer targeted advertising campaigns to meet the goals of the Nevada Chapter as specifically requested by committees and approved by the Board.
- **Collateral Materials:** Design & distribute literature in support of the chapter's mission, services and products. This will be done in conjunction with specific requests from committees.
- **Organization Identity:** Create Chapter Forms in accordance with the USGBC Chapter Style Guide for internal and external written communications. Implement the use of Chapter identity materials for memos, letters, brochures, agendas and calendars, signage. Etc.
- **Surveys:** Conduct surveys both internally and externally for feedback, and to evaluate our effectiveness.
- **Exhibits:** Market the organization, its mission, products and services through conferences and trade shows using an exhibit booth system developed in conjunction with other committees.

5.2.5. Audience: Chapter members, USGBC National & other chapters, selected non-members, media.

5.3. Membership Committee

5.3.1. Purpose

We conduct activities to recruit new members and retain current members for both the local Chapter and the national USGBC. We strive to develop a diverse membership in accordance with USGBC principles.

5.3.2. 2007 Goals

- Expand local Chapter Membership to 300 by December 2007.
- Make membership enrollment easier – provide new member sign up opportunities at Chapter functions.



U.S. Green Building Council Nevada Chapter

NEVADA

- Develop Member Benefits Packet – New Member Welcome Packet.
- Improve Green Mixers as fund raisers and social gatherings.

5.3.3. Recruitment

- Member Packets: Maintain USGBC membership packets and other USGBC literature and have them available at all events. Include Local Chapter membership information.
- Contact Cards: Develop and implement the use of contact cards at all functions allowing members to submit names of potential new members. Maintain follow up to these contacts.
- Recruitment: Attend special events, workshops, conferences and trade shows to recruit new members to both USGBC national and our local chapter. Target groups, companies and individuals.
- Membership drive: Develop, coordinate and maintain an annual membership drive to increase membership and get existing members involved in recruitment.
- Introduce new members to our chapter and make them feel comfortable and in tune to our organization. Spotlight new members and their companies in the chapter newsletter.

5.3.4. Retention

- Member Benefits: Develop and implement member programs. Work with other committees to demonstrate benefits to returning members.
- Directory & Database: Develop and maintain a membership directory and database.
- Member Survey: Develop and implement a satisfaction survey allowing members to provide feedback to the chapter.

5.3.5. Green Mixers

- Plan, facilitate and implement Membership mixers used as social gatherings to provide a forum for green building principles and practices.
- Mixers will generally be held two to four times per year according to the schedule determined by the Membership Committee with input from the Board.
- Mixers may be orchestrated to promote:
 - Membership - Local Chapter and USGBC National.
 - Fundraising – Sustaining members in concert with other committees and/or Board.
 - Recognition – Opportunities to honor Chapter members who have contributed significantly.
 - Networking – Opportunities for members to develop relationships and discuss market transformation using green building principles and practices.



**U.S. Green Building Council
Nevada Chapter**

5.4. Programs Committee

5.4.1. Purpose

We develop promote and execute chapter programs that educate people and promote green building principles, strategies and benefits in Nevada.

5.4.2. Role

- Educate local Chapter members on green building issues and promote sustainability within our local environment.
- Assist in Professional Development of our local USGBC members and the community.
- Assist Membership Committee to provide networking opportunities for chapter members and non-members at program events.
- Assist USGBC with LEED Workshops to advance training of LEED Accredited Professionals.
- Partner with other organizations to develop joint programs that meet the goals and principles of the USGBC.

5.4.3. 2008 Goals

- Seek out Quality Speakers from other Regions to enhance Monthly Membership meetings – Lunch & Learn programs.
- Enhance partnerships with other Associations thru co-sponsored Roundtable discussions – Town Hall meetings.
- Hold a movie night for Chapter Members and guests.
- Invigorate Program Committee with new members and new ideas.

5.4.4. Programs & Events

Type	Frequency	Responsibility	Cost
Membership Meetings	Monthly	Program Chair	NVC members – \$10.00 Non members -\$20.00
Green Mixers	Quarterly	Membership Chair	Cost varies
Seminars	Periodic	Programs	Cost varies
LEED Workshops	Periodic	Programs	USGBC sets cost
Conferences	Annual	TBD	TBD

5.4.5. Local Programs – Monthly Meetings

- Obtain speakers for at least four to six months in advance. Confirm each speaker in writing.
- Book meeting location for the calendar year. Change locations with input from the Board.
- Locate and confirm caterer for each meeting based on approved budget.
- Notify Communications team to get event information in Chapter Newsletter and on Website Calendar.



U.S. Green Building Council Nevada Chapter

NEVADA

- Location setup: Arrive at location early to prepare signage, registration tables, audiovisual equipment, etc.
- Meeting Introduction: Program Chair to arrange for brief announcements and speaker introduction. Meeting sponsors should be thanked at beginning and end of the meeting.
- Charges and Payment: Program Chair should review and approve all invoices and arrange for prompt payment.

5.4.6. Regional & National Programs

- LEED Workshops:
 - Develop a yearly schedule with USGBC
 - Assist USGBC with meeting locations, catering etc. as needed.
 - Circulate announcements, flyers, etc.
 - Support USGBC at the event with personnel as needed.
- Seminars
 - Develop and coordinate partnerships with other groups to bring co-sponsored programs on Green Building to Nevada.
 - Promote revenue sharing with NVC.
 - Circulate announcements, flyers, etc.
 - Support at the event as needed.

5.4.7. Audience: Primarily Building Industry Professionals, but may include the General Public from time to time.

~~5.5. Outreach~~

~~5.5.2. Purpose~~

~~The Outreach Committee was established as a forum for transfer of information between public and private sector to accelerate the successful implementation of green building programs.~~

~~5.5.3. Objectives & Strategies~~

- ~~• Promote LEED™ Silver Certification as the minimum standard in public sector buildings to improve the social, economic and environmental responsibility in building construction.~~
- ~~• Facilitate the implementation of the green building programs in residential, commercial and industrial applications in the Las Vegas Region~~
- ~~• Facilitate dialogue that leads to a Regional Planning Commission for Sustainable Environments who will develop a Regional Green Master Plan for Southern Nevada.~~
- ~~• Develop, and utilize a presentation that is useful to government agencies citing the benefits of green building standards including LEED™ certification.~~
- ~~• Obtain the participation of Public Agency officials and on the Government Affairs Committee to develop a conduit for the emergence of green building technology.~~



U.S. Green Building Council Nevada Chapter

NEVADA

- Focus on Public Agency membership in the USGBC and active participation in the Las Vegas Regional Chapter. Follow up with Public Officials and employees to ensure they remain a vibrant active component of our Chapter.
 - Foster successful LEED™-certified public projects thru communication, cooperation and oversight.
 - Create a timeline for successful achievement of the various goals and objectives of the Committee.
- 5.5.4. Audience:** State and local governments in Southern Nevada. Agencies, Developers, Contractors, Associations and Designers involved in private development in the Las Vegas Region.

5.6. Education Outreach

5.6.2. Mission

Education Outreach provides resources to Educational Institutions that will advance knowledge of sustainable building principles and practices in the Las Vegas Region.

5.6.3. Vision

We believe that thru the education of our children that we can create a heightened awareness of the impact of buildings on our health and environment. Thru this knowledge we can create future generations who utilize sustainable practices as a fundamental approach to living on our planet.

5.6.4. Goals & Objectives

- **K thru 12:** Establish partnerships and provide resources and speakers to our K thru 12 public and private school systems, with a priority emphasis on Clark County School District.
 - Sponsorships: Sponsor Science Fairs to promote projects on indoor air quality & recycling.
 - Career Technical Education: Develop Career days program featuring speakers on green building topics in conjunction with Earth Day.
 - Curriculum: Develop modules in conjunction with CCSD that can be used in primary, middle and secondary schools by Science Teachers.
- **Higher Education:** Develop contacts and provide resources and speakers to higher education facilities, specifically the CCSN system and UNLV.
- **Regional & National:** Forge alliances with other organizations and USGBC Chapters on environmentally sustainable issues related to primary and secondary education.

5.6.5. Audience: Curriculum staff, teachers and other educators.

5.7. Resources Committee

5.7.1. Mission

The Resources Committee will build a knowledge base to establish the Chapter as the "go-to" leader on local green building issues. We will serve the Chapter membership with resources that enhance their ability to implement sustainable practices using LEED.

5.7.2. Goals & Strategies

- Website: Develop resource tool for the website for all who are interested in green building practices in the region.
- Presentations: Get speaker presentations posted on website.



U.S. Green Building Council Nevada Chapter

NEVADA

- ~~Case Studies: Get from LEED users group and post.~~
- ~~LEED Marketing: Develop documents that assist professionals who wish to implement LEED programs with clients.~~
- ~~**5.7.3. Audience:** Chapter members and LEED users in the Southern Nevada Region.~~

~~5.8. LEED Users Group~~

~~**5.8.1. Mission:** The LEED Users Group was formed to provide a forum for LEED Accredited Professionals to exchange ideas and develop consensus on Regional issues that will improve the LEED process.~~

~~5.8.2. Goals and Objectives~~

- ~~Develop Case Studies for registered and certified LEED-NC projects in Southern Nevada.~~
- ~~Develop the use of LEED-EB for existing buildings and provide suggestions on how to improve the product.~~
- ~~Provide periodic meetings for LEED AP-s to address issues relating to the process of registering and certifying projects thru the USGBC.~~

~~**5.8.3. Audience:** LEED Accredited Professionals in the Las Vegas Region.~~

~~5.9. Emerging Green Builders (EGB) Committee~~

~~**5.9.1. Purpose:** The EGB Committee is intended to form a connection between our chapter and the students at the University and Community College level. The EGB is a USGBC Committee aimed at integrating students and young professionals into the green building movement primarily through the local Chapter network.~~

~~5.9.2. Goals and Objectives:~~

- ~~Collaborate and communicate closely with Chapter~~
- ~~**5.9.3. Audience:** UNLV and Community College of Southern Nevada students~~



U.S. Green Building Council Nevada Chapter

6. Chapter Business Policies

Purpose

These policies provide a standardized approach for the management and maintenance of business functions necessary for the operation of the Nevada Chapter. These duties shall be administered by the Board of Directors as directed by Officers of the Board.

6.1. Chapter Charter

The Chapter Charter is the Business Plan for the growth and development of the Nevada Chapter. The Board shall review and update the Chapter Charter annually to reflect current business practices. All changes shall be approved by a vote of the Board. The updated Chapter Charter shall be submitted to USGBC National with the Annual Chapter Report.

6.2. Annual Chapter Report

The Annual Chapter Report shall be submitted in accordance with USGBC National Policy in February of each year. The report shall contain the following:

- Executive Summary
- Major Accomplishments
- Financial Report
- Committee Reports
- Chapter Charter - update



U.S. Green Building Council Nevada Chapter

NEVADA

- Call for all Board Meetings. Develop agendas and action plans.
- Delegate duties related to the Administrative functions of the Chapter.
- Assure that Committees are functioning in accordance with the Chapter Charter.
- Communicate with outside groups, agencies, etc. to set up and provide unique opportunities for green building and NVC Chapter members.
- Serve as designated representative for communications with the Council, or designate a Board member
- Attend Chapter Leadership training and Chapter Retreat
- Act as voice for chapter once the board has come to consensus
- Serve as spokesperson for Chapter
- Identify and encourage future leaders
- Promote membership in the USGBC and Chapter
- Delegate the coordination of efforts between committees.
- Delegate other duties from time to time.
- Serve as Ex-Officio member of the Board after term is complete.

6.5.2. Duties of the Vice President

The Vice President shall work closely with the President to develop the knowledge and skills to ascend to the Presidency. Additionally the Vice President shall be responsible for:

- Call for all Executive Committee (Officers) meetings
- Perform President's duties when necessary by request or due to absence.
- Chair Committee as needed by the Chapter.
- Attend Chapter Leadership training
- Lead Chapter strategic planning effort
- Promote membership in the USGBC and Chapter

6.5.3. Duties of the Treasurer

The Treasurer shall work to assure that all financial functions of the Chapter are properly maintained and that the Chapter functions meet the guidelines of the current budget and Financial Plan as outlined in this Charter.

- Oversee the Chapter budgeting process, including budgeting and accounting for expenditures, and assists the Board in exercising its fiduciary duty
- Assures that an annual independent audit is conducted (usually by a group of members until the Chapter is large enough to warrant an audit by a Certified Public Accountant) and reported to the full board
- Promotes membership in USGBC and Chapter
- Bank accounts: maintained and reconciled.
- Financial Report: submitted monthly to the Board
- Mail Box: Visit on a regular basis. Distribute mail to proper persons. Pay yearly fees.
- Telephone: Review & pay monthly bill.
- Web Domain Registration: renew as required.
- Taxes & Incorporation: File documents as required.



U.S. Green Building Council Nevada Chapter

NEVADA

6.5.4. Duties of the Secretary

- Record Board meeting minutes and distribute.
- Update the Chapter Charter on an annual basis
- Develop & submit the Annual Chapter Report to USGBC.
- Maintain current and updated "Conflict of Interest" forms as required by USGBC national.
- Maintain, organize, and file chapter data and documents, which include but are not limited to:
 - Chapter Retreat documentation, data, and resources
 - Chapter Toolkit
 - Chapter Guidelines
 - Chapter Help Desk data (reviewed monthly for current pertinent data)
 - Current LEED Users list as developed by the USGBC
 - Local Legislative and advocacy initiative and policies
- Provide other services as deemed necessary.
- Promotes membership in USGBC and Chapter

6.5.5. Duties of the Committee Chairs

Committee Chairs serve one- or two-year, renewable terms and are assigned by the Chapter Board of Directors

- Call for Committee Meetings. Develop and maintain a regular schedule.
- Maintain meeting agenda and minutes
- Provide leadership and guidance to move forward committee action plans.
- Develop committee members to maintain continuity.
- Submit monthly report to Board of Directors.
- Submit Committee Annual report to Secretary for inclusion in the Chapter Annual Report.
- Promote membership in USGBC and Chapter

6.6. Chapter Travel Policy

6.6.1. Purpose

The Chapter Travel Policy is designed to promote travel to USGBC National functions that require the presence of a local Chapter representative. The policy sets forth guidelines for the review and pre-approval of Travel plans as well as the documentation and reimbursement of travel expenses.

6.6.2. Approval

Approval for Chapter Travel shall be as follows:

- Travel plans shall be presented to the Board and approved in advance of the scheduled trip.
- Travel plans shall include the name of the sanctioned USGBC event, travel dates, person traveling and estimated costs.
- Only travel to USGBC national functions that require attendance of a Chapter Officer, Director or designated member may be considered for reimbursement under this Policy.
- Reimbursable travel costs shall include:
 - Transportation – airline tickets, airport parking, taxi, rental car, gasoline
 - Hotel – room plus tax and fees only
 - Meals
- The Board shall approve up to 100% of reimbursable travel expenses by majority vote. Approved travel plans shall be reflected in the meeting minutes.



U.S. Green Building Council Nevada Chapter

NEVADA

- If Chapter funds allow it, travel expenses for the President and Vice President for the Greenbuild Conference will be paid for by the Chapter, with the exception of them being reimbursed by their firms or if they aren't attending the conference or if they willingly refuse to be reimbursed.

6.6.3. Reimbursement

- Approved travel expenditures shall be reimbursed as follows:
- If Chapter funds allow it, travel expenses for the President and Vice President for the Greenbuild conference will be paid for by the chapter, with exception of them being reimbursed by their firms or if they aren't attending the conference or if they willingly refuse to be reimbursed.
 - Fill out a Chapter Expense Report. Submit to Treasurer.
 - List only approved expenditures.
 - Include all original receipts for all expenditures.
 - Treasurer shall review the expense report to assure conformance with approved travel plan.
 - Check shall be issued within 10 business days of the receipt of a valid expense report.

6.7. Expense Reimbursement Policy

6.7.1. Purpose

This policy provides a standardized approach for Chapter Members to obtain financial reimbursement for personal expenses incurred during official USGBC Nevada Chapter functions including supplies purchased for the sole purpose of benefit for the Chapter. The policy sets forth guidelines for approval, submittal, review & reimbursement of expenses qualified under this policy.

6.7.2. Approved Expenses

The following types of expenses are deemed reimbursable under this policy provided the purchased material is used solely for the benefit of the USGBC Nevada Chapter and used at official USGBC Nevada Chapter events.

- Food and beverages for Chapter meetings, seminars, etc.
- Catering services for Chapter programs, social events, fundraisers, etc.
- Copies of notes, presentations, and Chapter documents for distribution at meetings.
- Materials purchased for use at exhibits, programs, etc. used to promote USGBC Nevada.
- Equipment purchased for use during official Board meetings.
- Other expenses deemed reasonable and necessary for approved Chapter functions.

In no case shall any Chapter or Board member benefit financially from any reimbursable expense incurred for official Chapter functions.

6.7.3. Reimbursement

Expense reimbursements shall follow the guidelines listed below:

- Obtain expenditure approval from Board before purchase.
- Purchase only approved items.
- Submit original receipts for all expenditures to Treasurer.
- Reimbursement check shall be issued within 10 business days.
- Treasurer shall verify that all purchases are within budget and approved by Board or Officer.



U.S. Green Building Council Nevada Chapter

NEVADA

- Treasurer shall maintain a copy of all expense records in the Chapter files.

7. Chapter Background

7.1. History

Recognizing the absence of an organization with a focus on sustainable development and green building in Southern Nevada, Greg Guy from Construction Testing and Engineering, Inc. and Ray Lucchesi and Lance Kirk from Lucchesi, Galati Architects started bringing local building industry professionals together to build a Southern Nevada USGBC chapter.

In January 2003, a Steering Committee was formed to explore the concept. The USGBC - Las Vegas Organizing Group held its first official meeting on March 13, 2003. The Steering Committee met every two weeks. A communication plan was developed followed by programs, finance and membership.

Members were surveyed to select a new name for the Chapter and to solicit program ideas. . The Organizing Group held its first Membership Meeting in July 2003. Two names, "Southern Nevada" and "Las Vegas Regional" emerged as the front runners for the new chapter. The name "Las Vegas Regional" was selected by vote of the members in January 2004.

The Provisional Chapter Submittal was developed in the winter of 2003-2004 through a collaborative effort. The document was submitted in February 2004 and USGBC granted Provisional Chapter Status on April 15, 2004. The Chapter was incorporated in the State of Nevada on May 26, 2004. Our 501 C (3) application was submitted to the IRS in February 2004 after careful review by both the USGBC staff and Houldsworth and Russo, CPA, our independent auditor.

There is great diversity in the local membership including: architectural and engineering firms, contractors, builders, material suppliers, non-profits, educational institutions and local government. A few of our more prominent members include Nevada Power Company, Clark County, Clark County School District (CCSD) and the City of Las Vegas.

7.2. Founding Members

Chris Barnard

Michael Crowe, AIA, NCARB

Don Davis

Lance Kirk, Assoc. AIA

Raymond Lucchesi, AIA

Steve Rypka

Emily Sanchez

Cary Tsai, Assoc. AIA

Pamela Vilkin

Rich Warren P.E.



**U.S. Green Building Council
Nevada Chapter**

Approved this 14th day of April, 2008
By unanimous vote of the Board of Directors

Pamela Vilkin _____
President

Deepika Padam _____
Vice President

Gail Stranske _____
Secretary

Gail Stranske _____
Treasurer