

STUDENT OFFICE OF SUSTAINABILITY BYLAWS

Article 1. Purpose

Section 1.01: Purpose

The Student Office of Sustainability (SOS) is a standing subunit of the Student Senate of the University of Wisconsin-Eau Claire. The SOS is to fund and manage sustainable projects, monitor policies, research and assess environmental issues, provide recommendations affecting issues of environmentalism, and spearhead the student movement of sustainability.

Article 2. Organization

Section 2.01: Composition: The SOS shall be made up of the SOS staff, Board, and advisors.

Section 2.02: Staff

(2.02.1) The Staff shall be made up of the Director of the Student Office of Sustainability and duly appointed interns.

Section 2.03: Board Membership

(2.03.1) Membership of the Student Office of Sustainability shall be composed of the following:

- Five to eleven students, at least three of which must be Student Senators, Directors, or Executives.
- The Director of the SOS, ex-officio, non-voting
- Sustainability Interns, non-voting
- Advisors in a non-voting capacity
- The number of appointed members must always be an odd number

(2.03.2) The Student Office of Sustainability Board shall be an official Student Senate special committee pursuant to the Student Senate Bylaws 9.05.

Section 2.03: Qualification Requirements for Student Members

All student members of the SOS must be currently enrolled as students at the University of Wisconsin-Eau Claire for a minimum of six credits and must maintain a cumulative G.P.A. of at least 2.0.

Section 2.04: Director of the Student Office of Sustainability

The Student Body President shall appoint the Director of the SOS, with the advice and consent of the Student Senate.

Section 2.05: Member Appointments

All members of the board and staff other than the Director are recommended to the President for appointment by the Director through a process of their determination. At the start of a new Student Senate session when a new Director is appointed, the new director shall inform all members that they must re-apply to be considered for re-appointment.

Section 2.06: Advisors

There will be a general advisor to the SOS to advise the group on history, events and networking with other groups. This person will be the chief administrator of accounts and must be a paid faculty or staff member of the University. A member from the office of Budget and Finance will

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serve as an advisor to the SOS. Additional advisors may include but may not exceed: a staff person from Facilities, Office of Budget & Finance, the Sustainability Fellow, Housing & Residence Life, and up to one other faculty member.

Article 3. Roles and Responsibilities

Section 3.01: Attendance Policy

Board members are required to be at all regular meetings. Excused absences will be tolerated at the discretion of the Director. In the event of two unexcused absences, the member will be subject to removal by the Director.

Section 3.02: Student Members Responsibilities

Members of the board members shall accept the following responsibilities:

- Comprehend the internal budgetary process
- Contribute to the work of the Board as a representative of the student body
- Complete all duties assigned by the Director in a timely, thoughtful, and thorough manner
- Contribute to weekly meetings by providing ideas and voting on proposals
- Aid in the execution of sustainability projects

Section 3.03: Director of Student Office of Sustainability

The Director shall accept the following responsibilities:

- Prepare meeting agendas and minutes in accordance with Wisconsin Open Meetings Law
- Chair all meetings
- Provide necessary information and guidance to the Board and Staff
- Create a detailed record of all Environmental Endeavors Account fee allocation and deliberations
- Present the SOS Internal Budget to the Finance Commission during the annual Organized Activity Budget process
- Make presentations to the Student Senate as deemed necessary by the President or Student Senate
- Serve as a member of the Executive Board of Student Senate
- Serve regular office hours and provide information to interested parties
- The Director will be paid a stipend of 50% of the Student-Body President. This stipend will be paid out of the SOS Internal Budget.
- Director is to manage, direct, hire, and dismiss interns of the Student Office of Sustainability
- The Director has ultimate responsibility for the successful execution of sustainability projects
- Oversee, supervise, and execute projects assigned to the Director
- Work with interns, advisors, and the board to develop a project rubric to assess quality and viability before, during, and after project completion
- Coordinate and conduct outreach to student organizations and other constituencies to receive ideas for sustainability projects
- The Director, along with the primary advisor shall have expenditure authority within non-reserve line items within the SOS Budget.

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Section 3.04: Sustainability Interns

There shall be three sustainability interns with the following qualifications and responsibilities:

- Research local, state, national, and international best practices regarding sustainability
- Propose policies and initiatives to enact these practices on campus
- Generate proposals from varying areas of sustainability (energy, water, food, transportation)
- Facilitate projects as assigned by the board or Director
- Research outside funding sources
 - Pursuing grant writing
 - Seeking business and non-profit sponsorship for projects
- Writing resolutions and bills to be submitted to the Student Senate which affect environmental policies and practices
- Organize and coordinate environmental events
- Promote sustainability projects and sustainable practices on campus
- Be reviewed by the Director and board every other month of the regular academic year
- Perform at least one office hour per week outside of events and meetings
- Serve for a term not surpassing one year, with shorter internships able to be approved by the Board
- Be nominated by the Director to the Student Body President and confirmed by the Student Senate
- Receive a stipend to be approved by the board in the internal budget, with the amount for each intern not surpassing 50% of the Director of the Student Office of Sustainability
- One intern shall be preferred to have public relations and/or web development experience.
- One intern shall be preferred to have accounting experience

Section 3.05: Advisors

The advisors have no voting rights but are expected to support the work of the SOS in the following ways:

- Serve as a resource for the Student Office of Sustainability as well as institutional memory
- Help formulate recommendations and make suggestions

Article 4. Board Procedures

Section 4.01: Open Meeting Policy

All Student Office of Sustainability meetings shall be in accordance with Wisconsin Open Meetings Law.

Section 4.02: Quorum

A quorum is defined as more than fifty percent of members present. When the Board is determining the internal budget a minimum of half the voting student non-Senator members must be in attendance.

Section 4.03: Voting

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(4.04.1) Voting by the board shall be accomplished in accordance with the latest edition of “Robert’s Rules of Order” unless otherwise indicated in these articles.

(4.04.2) There shall be at least one week between introduction of funding proposals/projects and their approval vote.

Section 4.04: Meeting Agenda

Regular meetings shall be held according to the following format, subject to change by the Director:

- A) Call to Order
- B) Attendance
- C) Director’s Report
- D) Interns’ Reports
- E) Proposal Consideration and Approval
- F) Any other Business
- G) Announcements
- H) Adjournment

Section 4.05: Project Approval

The board must approve all projects and expenditures from the unallocated/reserve category by majority vote. Projects approved shall be assigned by the Director to either themselves or to an intern. Projects remain open to amendment during consideration.

Section 4.06: Staff Review

Every other month the board shall conduct reviews of the sustainability interns job performance and submit them to the Director and Student Body President for review. As these deal with personnel matters, the reviews shall be considered private and sealed. The intern being reviewed may request the reviews, but the names of the reviewers shall remain confidential. The Director shall also be reviewed every other month by the board. These reviews will be forwarded to the Student Body President and Vice President for consideration. These reviews will be similarly confidential, and may be released to the Director.

Article 5. Internal Budget

Section 7.01: Formation

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Each spring the Director shall work with interns and advisors to compile its internal budget for consideration of the Student Senate for the coming fiscal year. The internal budget must be approved by the Board by a majority vote prior to submittal to the Student Senate in a bill form. The bill will contain budget lines for carryover/deficit, stipends, services & supplies, travel, continuing projects, and unallocated/reserve for additional projects. The Student Senate shall approve the budget by a majority vote and the budget shall take effect on July 1 of each year.

Section 7.02: Finance Commission

While the Finance Commission does not have direct approval over the internal budget, during Finance Commission hearings the Director of the SOS shall present on the current fiscal state of the Student Office of Sustainability and be available for questions. The Finance Commission shall reserve funds as approved by the student body via referendum in the Organized Activities Budget.

Section 7.03: Project Oversight

Projects or allocations in excess of \$10,000 approved by the board that were not included in the approved annual SOS budget shall go to the full Student Senate for approval in a majority vote. The board shall have discretion to send a project of under \$10,000 by a simple majority vote.

Article 5. Bylaw Amendment

Section 5.01: Amendments to these bylaws may be voted on by the board by a 2/3 vote and forwarded to the Student Senate for their approval and implementation.