Public Relations Commission Bylaws
Drafted: 11/14/2012

Article 1: Purpose

Section 1.01 - Purpose
The Public Relations Commission (PR) is a standing commission of the Student Senate of University of Wisconsin-Eau Claire. The PR Commission shall promote awareness of and participation in Student Senate and Student Senate’s commissions, as well as monitor student feedback and enhance the channels of communication.

Article 2: Organization and Responsibilities

Section 2.01 - Composition
The Public Relations Commission shall be comprised of staff, commission members and the director, and shall be charged with:
(a) Promoting Student Senate and Student Senate standing commission activities and services to the UW-Eau Claire Student Body and community.

Section 2.02 - Staff
The staff of the Public Relations Commission shall be comprised of one Director, one Web Coordinator, and one Graphic Design Intern both under the Director’s authority.
(2.02.1) The Public Relations Commission Director shall be appointed by the UW-Eau Claire Student Senate President, with the advice and consent of the Senate.
(2.02.1.1) The PR Director shall have the following responsibilities:
(1) Chair the PR Commission
(2) Recruit Student Senators to ensure a full and representative body
(3) Promote awareness of Student Senate elections by:
   (a) Advertising voting in the campus media, along with other election information during and prior to the week of elections
   (b) Sending out an informational email to all students the first day petitions for office are available.
(4) Promoting and advertising Student Senate and Student Senate standing commission events, programs and services in consultation with that commission’s director and staff. All marketing, advertising and promotional costs will be paid out of the General Operations Budget subject to approval by the executive board with the exception of those for Student Office of Sustainability Projects which will be paid out of the SOS Budget.
(5) Enhancing communication between Student Senate and campus and local media.
(6) Issuing press releases and communication weekly of the Student Senate agenda items to campus, local media and the News Bureau.
(2.02.1.2) The PR Director shall receive an amount equal to 50% of the President’s stipend.

(2.02.2) The PR Web Coordinator shall be appointed by the UW-Eau Claire Student Senate President in consultation with the PR Director.

(2.02.2.1) The PR Web Coordinator shall have the following responsibilities:
   (1) Maintaining and updating the Student Senate website.
   (2) Operating, in consultation with the PR Director, social media outlets for Student Senate and its commissions.
   (3) Maintaining email distribution lists.
   (4) The Web Coordinator shall work closely with the secretary to keep all the minutes, agendas, bills, resolutions, and documents up to date on the website.
   (5) Any other duties assigned by the PR Director.

(2.02.2.2) The PR Web Coordinator shall directly report to the PR Director to better coordinate public relations efforts. The Web Coordinator shall be a member of the Public Relations Commission.

(2.02.2.3) The Web Coordinator shall receive an amount equal to 20% of the President’s stipend.

(2.02.3) The PR Graphic Design Intern shall be appointed by the UW-Eau Claire Student Senate President in consultation with the PR Director.

(2.02.3.1) The PR Graphic Design Intern shall have the following responsibilities:
   (1) Designing effective promotional materials for Student Senate and its commissions, using various mediums and formats.
   (2) Any other duties assigned by the PR Director.

(2.02.3.2) The Graphic Design Intern shall directly report to the PR Director to better coordinate public relations efforts. The Graphic Design Intern shall be a member of the Public Relations Commission.

(2.02.3.3) The Graphic Design Intern shall receive an amount equal to 20% of the President’s stipend.

**Section 2.03 - Membership**

A maximum of 9 voting members may serve on the Public Relations Commission. The commission membership must be majority Student Senators.

(2.03.1) The Public Relations Director shall be counted as either a Senator or Non-Senator voting member as determined by their current status.

(2.03.2) The Web Coordinator shall serve in a non-voting capacity, and their commission participation shall not count towards the 9 member cap.

(2.03.3) The Graphic Design Intern shall serve in a non-voting capacity, and their commission participation shall not count towards the 9 member cap.

(2.03.4) All student members of the commission must maintain compliance with the Student Senate constitutional requirements for senator involvement.

(2.03.5) The Public Relations Commission Director shall encourage a liaison from all campus media and any other campus and community-wide news media to sit on the Commission.
(2.03.6) PR Commission Members shall serve as liaisons to each other commission of Student Senate for the purpose of communicating and implementing the promotional campaigns of each commission to the Public Relations Commission.