University of Wisconsin-Eau Claire

Student Office of Sustainability

Bylaws

• Student Office of Sustainability Commission • Student Senate •
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Article 1. Purpose

Section 1.01: Purpose

The Student Office of Sustainability (SOS) is a Commission of Student Senate at the University of Wisconsin-Eau Claire. The SOS uses a collaborative model to allocate the Green Fund in order to make UW-Eau Claire a more sustainable campus. The SOS funds projects, programs, and events addressing the various sustainability areas of transportation, energy, waste, climate change, water, food systems, campus ecology, education, and outreach.

Article 2. Commission Organization

Section 2.01: Membership

The voting members of the SOS Commission shall be composed of the following:

- One Director of the Commission, who shall be called the SOS Director
- Up to six Student Senators
- Up to five Non-Senators
- No more than eleven voting members
- The SOS Director shall be considered a Senator or Non-Senator in the total count, depending on their status as a Student Senator

Section 2.02: Qualification Requirements for Student Members

All student members of the Commission must be currently enrolled as students at the University of Wisconsin-Eau Claire for a minimum of six credits and must maintain a cumulative GPA of at least 2.0, exclusive of summer and winter session.

Section 2.03: Director

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

Section 2.04: Interns

The Communication, Event, and Management Interns are interviewed and selected by the incoming Director, by a process of their determination in consultation with the outgoing Director and at least one advisor. SOS Interns are non-voting members of the SOS Commission.

Section 2.05: Member Appointments

All members of the Commission other than the SOS Director are recommended to the President for appointment to the Commission by the Director through a process of his or her determination. At all times, the Commission must consist of a minimum of five total voting members. At the
start of a new Student Senate session when a new SOS Director is appointed, all members must re-apply to be considered for re-appointment to the Commission.

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 both SOS Accounts and must be a paid faculty or staff member of the University. Additional advisors may include but may not exceed a staff person from Facilities Management, Office of Budget & Finance, Campus Sustainability, Housing & Residence Life, and up to one other faculty member.

Article 3. Roles and Responsibilities

Section 3.01: Attendance Policy

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

Section 3.02: Student Commission Members Responsibilities

As members of the Commission, and in recognition of the important duties of the Commission, all members shall be expected to accept the following responsibilities:

- Understand the policies that guide the allocation of the Green Fund
- Adhere and understand the policy of viewpoint neutrality, as expressed in Section 4.02 of these bylaws
- Comprehend the budgetary process
- Be informed about campus sustainability and SOS programs
- Contribute to the work of the Commission as a representative of the student body
- Complete all duties assigned by SOS Leadership in a timely, thoughtful, and thorough manner

Section 3.03: Student Office of Sustainability Director Responsibilities

The SOS Director shall accept the following responsibilities:

- Prepare meeting agendas and minutes
- Chair Commission meetings
- Provide necessary information and guidance to the Commission and the Interns
- Create a detailed record of any Green Fund allocation
- Present the SOS Internal Budget to the Finance Commission during the annual Organized Activity Budget process.
- Author the Budget Bill for introduction to Student Senate at the end of Spring
- Serve as a member of the Executive Board of Student Senate
Serve regular office hours and provide information to interested parties
Manage, direct, hire, and dismiss SOS Interns and Eco-Reps
Be the student representative for campus sustainability
Be ultimately responsible for the successful execution of sustainability projects
Author the major resolutions and bills to be submitted to Student Senate which affect sustainability policies and practices
Lead, plan, and execute the major project of the year
Complete the strategic management duties outlined in the SOS Director’s Manual

Section 3.04: Sustainability Intern Responsibilities

The three SOS Interns shall accept the following responsibilities:

- Attend all Commission meetings and SOS Leadership meetings unless unavailable due to excused absences at the discretion of the SOS Director and/or University Policy
- 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
- Organize and coordinate sustainability events
- Promote sustainability projects and sustainable practices on campus
- Have broadly represented expertise in sustainability initiatives
- Facilitate projects as assigned by the Commission or SOS Director
- Complete the strategic duties outlined in the appropriate SOS Intern’s Manual
- Responsible for maintaining record of all expenditures, and transmitting receipts to the general advisor

Section 3.05: Communication Intern Responsibilities

The SOS Communication Intern shall accept the following responsibilities:

- Coordinate, plan, and distribute the monthly SOS Newsletter
- Maintain the SOS website by adding information and updates as needed to keep current and organized
- Promote SOS events, activities, and other sustainability news and information on the SOS Facebook page
- Market ongoing SOS programs
- Take and post relevant photos on the SOS Facebook page
- Coordinate classroom presentations at the start of each semester

Section 3.06: Events Intern Responsibilities

The SOS Events Intern shall accept the following responsibilities:

- Coordinate and plan the SOS film series for the academic year
• Coordinate, plan, and lead the Earth Day and Earth Week activities during Spring semester
• Be in charge of setting up contracts for major events and film rights
• Coordinate all events and conference details
• Work with the other Student Senate Commissions, including the Public Relations Commission and the University Activities Commission, for event planning and marketing

Section 3.07: Management Intern Responsibilities

The SOS Management Intern shall accept the following responsibilities:

• Manage the SOS Eco-Reps
• Report Eco-Rep activities to the Director and the Commission
• Manage the assessment of ongoing programs
• Author an end of the academic year report that summarizes the data gathered from ongoing SOS programs
• Communicate regularly with sustainability related and/or interested student organizations

Section 3.08: Advisors

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

• Serve as a resource for SOS Leadership and Commission members, as well as institutional memory
• Help formulate recommendations and make suggestions

Article 4. Commission Procedures

Section 4.01: Open Meeting Policy

All SOS Commission meetings shall be in accordance with Wisconsin Open Meetings Law.

Section 4.02: Viewpoint Neutrality Statement

It is the guiding principle of the SOS Commission that all funding decisions will be made without regard to race, color, creed, religion, national origin, ancestry, gender, gender identity or expression, sexual orientation, disability, political affiliation, age, or veteran status of either the organization requesting funds or its individual or collective membership. Allocation decisions and the expenditure of approved allocations must conform to constitutional requirements, including the decision of the United States Supreme Court in Board of Regents v. Southworth, 529 U.S. 217, 120 S. Ct. 1346 (2000), existing Wisconsin Statutes, Attorney General's opinions, Board of Regents’ regulations, UW System Policy Papers, and State Department of Administration and Office of State Employment Relations regulations.
Section 4.03: Quorum

A quorum is defined as more than fifty percent of appointed Commission members present. For purposes of determining a quorum, the SOS Director shall be considered a voting member.

Section 4.04: Voting

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

Section 4.05: 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) Open Forum
D) Director’s Report
E) Interns’ Reports
F) Proposal Consideration and Approval
G) Any Other Business
H) Announcements
I) Adjournment

Article 5. Funding Criteria

Section 5.01: General Funding Policies and Guidelines

(5.01.1) All SOS funding must comply with the University of Wisconsin System Financial Administration Policies Regarding Student Segregated Fee Expenditures (F50).

(5.01.2) The Green Fund is to be used to enhance campus sustainability through projects, programs, student stipends, and events.

(5.01.3) A portion of the Green Fund should be used for large capital expenditures in collaboration with Facilities Management and other relevant parties.
(5.01.4) The Green Fund should concentrate on areas that benefit all students.

(5.01.5) The Green Fund shall be consistent with the Master Plan.

(5.01.6) Utilizing the Green Fund for the following uses is normally considered inappropriate:

- Equipment or services used by faculty/staff for personal, instructional, research, or other purposes; and
- Staff and faculty salaries, stipends, or benefits

(5.01.7) A small portion of the Green Fund may be used by SOS leadership or Commission members to attend a conference on campus sustainability for the purpose of generating ideas.

(5.01.8) Any project, program, event, or Eco-Rep funding requires completion of the SOS proposal form.

**Section 5.02: Policy on Questionable Use of Funds**

(5.02.1) If the Commission budgets for or allocates funds to a purpose that is normally considered inappropriate or is of questionable appropriateness, the Commission must keep a rationale of how the expenditures benefit students on file for future audits.

(5.02.2) Any expenditure that would normally be deemed inappropriate that is approved by the Commission must pass the Student Senate with a four-fifths vote.

(5.02.3) Usage of Green Fund supported services by faculty and staff should be subject to a higher usage fee than students when applicable.

**Section 5.03: Records**

It is the responsibility of any unit, department, office, organization, or individual receiving SOS funds to keep all records, documents, and receipts in the case of a possible audit. The length of time each type of record is to be retained shall be in accordance with University records retention standards.

**Article 6. Internal Budget**

**Section 6.01: Formation**

(6.01.1) Each year the Director shall work with the Interns, SOS board, and advisors to compile its internal budget for consideration of the Finance Commission for the current fiscal year. The SOS Commission must approve the internal budget by a majority vote prior to submittal to the Finance Commission.

(6.01.2) The internal budget shall be reviewed by the Sustainability Advisor and Facilities Management Administrator before passage.
(6.01.3) The bill will contain budget lines for carryover/deficit, stipends, services & supplies, travel, continuing projects, and unallocated/reserve for additional projects.

(6.01.4) All Senators are required to meet with the SOS Director regarding the budget for the coming fiscal year prior to its passage.

**Section 6.02: Finance Commission**

The SOS Director shall present on the current fiscal state and the current fiscal budget of the SOS and be available for questions during the Finance Commission hearings. The Finance Commission shall reserve funds as approved by the student body via resolution in the Organized Activities Budget.

**Section 6.03: Project Oversight**

The Commission shall have full discretion to fund all projects and allocations in its fiscal year budget as approved by the Finance Commission in the Organized Activities Budget. Any additional projects or allocations not included in the fiscal year budget, approved by the SOS Commission, shall go to the Finance Commission for final approval.

**Section 6.04: Capital Reserve Account**

The commission may allocate funding to a capital reserve account. The funds allocated to this account shall be used for extraordinary initiatives that cannot be funded within a fiscal year’s allocation. Projects funded out of the capital reserve account must be approved by the SOS Commission and the Finance Commission. Student Senate shall be briefed on projects funded by the capital reserve account.