PART 13: STUDENT OFFICE OF SUSTAINABILITY

The names of the Directors of the SOS Commission shall best represent the needs and interests of students relating to sustainability:

Student Office of Sustainability – Student Sustainability Director
Student Office of Sustainability – Senate Sustainability Director

Both the Student Sustainability Director and Senate Sustainability Director shall accept the following responsibilities:
1. Oversee SOS-sponsored work being carried out over summer.
2. Prepare larger programs and projects for the upcoming session over the summer. This may include proposal-writing, collaborating, and making contacts and plans.
3. Report to Student Body President or Vice President at the beginning of summer and end of summer. Hire SOS Coordinators (Executive Board) before the beginning of fall semester, hire and dismiss as needed.
5. Vote on proposals before the SOS Commission only if the vote is equally divided.
7. Author resolutions and bills to be submitted to Student Senate which affect sustainability policies and practices.
8. Draft a Legislative Priorities Summary (LPS) in collaboration with the SOS Executive Board and commission members and present it to the Student Senate.
9. Consult with the Administrative Office of Sustainability to collaborate on strategic projects for the allocation of the Green Fund and beyond.
10. Thoroughly understand limitations and guidelines for Green Fund spending and facilitating Green Fund expenditure proposals.
11. Delegate sustainability projects, assign additional tasks, and oversee the overarching work of SOS Coordinators and Commission members.
12. Serve on relevant campus and city committees pertaining to sustainability, to potentially include the City of Eau Claire’s Transit Commission, the City of Eau Claire’s Sustainability Advisory Committee, the Putnam Park Commission, the Chancellor’s Advisory Council on Sustainability and Climate Action, and the Science Building Planning Committee.
13. At least one director should attend the Equity in Student Matters Commission as a regular commission member.

SUBSECTION 1: SENATE DIRECTOR OF SUSTAINABILITY

1. Prepare SOS Commission meeting agendas and send all meeting documentation, including minutes and legislation, via email at least 24 hours before each commission meeting.
2. Serve as a member of the Executive Board of Student Senate.
3. Serve two regular office hours in the Student Senate Office.
4. Maintain the 5-year spreadsheet of the Green Fund budget allocations.
5. Communicate regularly with partner organizations, including but not limited to: Administration, Housing, Facilities, and Admissions.
6. Present the SOS Internal Budget to the Finance Commission during the annual Organized Activity Budget process.
7. Consult with the Director of Budget and Resource Planning as needed to ensure responsible allocation of the Green Fund.
8. Be the student administrative representative and point person for campus sustainability.
9. Coordinate sustainability and climate civic engagement events with Student Senate and the SOS Commission.

SUBSECTION 2: STUDENT DIRECTOR OF SUSTAINABILITY
1. Provide information and guidance to, and work collaboratively with, the SOS Coordinators and commission members.
2. Serve at least two regular office hours in the Student Sustainability Resource Center.
3. Be the student representative and point person for student sustainability initiatives.
4. Serve as the primary liaison between the SOS and student body.
5. Serve regular office hours in the Student Sustainability Resource Center to collaborate with Executive Board members, Commission members, and students at large.
6. Coordinate campus-wide engagement with sustainability and climate initiatives.
7. Work with the Operations Coordinator to manage the Student Sustainability Resource Center.
SUBSECTION 3: SOS EXECUTIVE BOARD
1. The Student Office of Sustainability Executive Board consists of the faculty advisor, the SOS Directors, and all coordinators hired by the Senate Sustainability Director and Student Sustainability Director.
2. The SOS Executive Board officially meets twice per week; once before Commission meetings, and once separately to discuss updates, projects, and asks of one another.
3. All student members of the SOS Executive Board must fulfill regular hours in the Student Sustainability Resource Center, to be determined by the Executive Board. Peak traffic times in the Davies Student Center should be considered when determining hours.
4. Coordinator responsibilities vary based upon current projects and initiatives; while coordinators have specific roles outlined in the following position descriptions, they also work on additional projects as needed.

PART 1: SOS EVENTS + ACTIVISM COORDINATOR
The SOS Events + Activism Coordinator shall accept the following responsibilities:
1. Attending UW Divestment Coalition (UWDC) meetings and events as a core organizer.
2. Help foster the environmental movement at UWEC, working with members of SEED, Conservation Club, and other climate and sustainability stakeholders in the wider Eau Claire community.
3. Lead the UW-Eau Claire chapter and recruit students from UWEC to join UWDC and/or other current environmental activism organizations.
4. Pursue other environmental activism opportunities on behalf of the SOS.
5. Coordinate, plan, and lead the Earth Day and Earth Week activities during Spring semester.
6. Work with the other Student Senate Commissions, including the University Activities Commission, for event planning and marketing.

PART 2: SOS EDUCATION COORDINATOR
The SOS Education Coordinator shall accept the following responsibilities:
1. Produce engaging, clear text for SOS events, social media, speeches, and any other forms of communication.
2. Work with the Communications + Media and Design Coordinators to create informational social media posts.
3. Provide information and presentations to the SOS Commission, classes, and other organizations about sustainability topics.
4. Work with other campus organizations to promote sustainability to students.
5. Collaborate with Student Senate Commissions to promote sustainable initiatives and integration.
6. Coordinate the Excellence in Sustainability Grad Cord at the end of each semester.
7. Work with the Operations Coordinator to design sustainability roundtable discussions in the SSRC.

PART 3: SOS COMMUNICATIONS + MEDIA COORDINATOR
The SOS Communications + Media Coordinator shall accept the following responsibilities:

1. Collaborate with Education and Design coordinators for weekly social media content and develop a posting schedule to increase SOS visibility to students.
2. Market ongoing SOS programs, events, and initiatives through the website and media platforms.
3. Collaborate with local city organizations to promote publication coverage, hiring positions, and other content for media outlets.
4. Take minutes during weekly Commission meetings, update them on the SOS SharePoint and Athena webpage in collaboration within 24 hours.
5. Serve as a liaison between SOS and campus, city, and county-level stakeholders in sustainability policy.
6. Ensure that students are aware of and empowered to take part in ongoing SOS programs, especially utilizing and promoting the Student Sustainability Resource Center.

PART 4: SOS DESIGN COORDINATOR
The SOS Design Coordinator shall accept the following responsibilities:

1. Organize digital assets including the official logo of the SOS and the Brand Manual.
2. Seek opportunities to apply design skillset to projects and initiatives, such as the Student Sustainability Resource Center.
3. Create professional graphics for use in print and on social media.
4. Collaborate with the Education Coordinator and Communications + Media Coordinator on social media content.

PART 5: SOS OPERATIONS COORDINATOR
The SOS Operations Coordinator shall accept the following responsibilities:

1. Maintain the calendar for the Student Sustainability Resource Center (SSRC) with Executive Board Office hours, upcoming events, and space reservation requests from students, faculty, or staff.
2. Work to keep the SSRC up to date with digital information needs and campus outreach efforts.
3. Serve as the primary “caretaker” to the SSRC, including any maintenance requests or continual care of plants and tower gardens.
4. Ensure the SSRC has continuous programming in the space during the business week of the academic calendar, and during the summer, if possible and applicable.
5. Coordinate sustainability “roundtables” with campus leadership, sustainability Graduate Assistants, and the Student Office of Sustainability Executive Board for direct campus outreach programming.
SUBSECTION 1: STUDENT OFFICE OF SUSTAINABILITY COMMISSION

PART 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES
The Student Senate of the University of Wisconsin-Eau Claire finds it in the best interest of current and future student bodies to maintain a commission which recognizes that the general welfare and prosperity of future generations rely on our pursuit of sustainability and climate action today. The Student Office of Sustainability shall be designated with the authority to fulfill Student Senate’s responsibilities concerning sustainability.

PART 2: STUDENT OFFICE OF SUSTAINABILITY COMMISSION
The purpose of the Student Office of Sustainability shall be fulfilled through:
1. Engaging in outreach efforts to educate the Student Office of Sustainability Commission on what current students are concerned about.
2. Encouraging the student body to adopt environmentally conscious behaviors.
3. Recommending to University administration actions to take concerning sustainability.
4. Making effective and efficient use of allocating the Green Fund.
5. Working cooperatively and collaboratively with campus stakeholders.

PART 3: MEMBERSHIP.
The Student Office of Sustainability membership shall consist of:
1. The Student Sustainability Director.
2. The Senate Sustainability Director.
3. The SOS Coordinators, who will serve as non-voting members.
4. A minimum of four voting members, and a maximum of 12 voting members. At least one voting member must be a Student Senator.
5. The Faculty Advisor and Administrative Advisor.

SUBSECTION 1: STUDENT ORGANIZATION REPRESENTATIVES: The Student Sustainability Director shall make an effort to appoint members of sustainability-focused student organizations to the Commission as representatives of those organizations. These representatives may serve as voting members on the Commission.

SUBSECTION 2: SOS COORDINATORS: The Communications + Media, Education, Events + Activism, Design, Education, and Operations Coordinators are interviewed and selected by the incoming SOS Directors with consultation of the faculty advisor.
SUBSECTION 3: 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 the Administrative Office of Sustainability, Facilities Management, Office of Budget & Finance, Housing & Residence Life, and up to one other faculty member.

SUBSECTION 4: TYPES OF PROJECTS: Commission members may craft proposals and take on projects that relate to campus ecology, waste, infrastructure, education, travel, marketing and advertising, services, events that work toward reducing the campus carbon footprint. Commission members may also pursue other means of contributing to a growing campus culture of sustainability, such as community organizing.

PART 3: GREEN FUND
The Student Office of Sustainability shall annually recommend a per-semester fee based on FTE enrollment during the Organized Activities Budget process as described in Chapter IV, Section 2, Part 3 of these bylaws.

The Green Fund and expenditures shall be tracked, accounting for five years ahead for spending. All initiatives and their costs should be accounted for in this document.
PART 4: PRIORITIES. The SOS Commission shall establish a Legislative Priorities Summary (LPS) for every session, subject to semesterly revision and periodic review, focusing on goals for projects and programs, advocacy, campus sustainability and climate action, and long-term planning. This priorities document shall guide the SOS in its efforts throughout the session.

SUBSECTION 1: COLLABORATION. The priorities document shall be drafted in coordination with the SOS Coordinators, adviser(s), Student Body President and Vice President, and Student Senate Finance Commission Director by the third meeting of the SOS of the session.

SUBSECTION 2: STUDENT SENATE ACTION. Once passed by the SOS Commission, the priorities document must be approved by a majority vote of the Student Senate.

SUBSECTION 3: ASSESSMENT. The outgoing Directors shall assess progress on their session’s priorities and provide a report of progress to the Commission by the final meeting of the SOS.