PART 13: STUDENT OFFICE OF SUSTAINABILITY (SOS)

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, commission members, and the AOS office and student coordinators 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.

PART 9: SOS EVENTS + ACTIVISM COORDINATOR

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 10: SOS EDUCATION COORDINATOR**

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 11: SOS COMMUNICATIONS + MEDIA COORDINATOR**

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 12: SOS DESIGN COORDINATOR

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.
5. Collaborate with the AOS to design TV slides, complete website updates, create media materials for distribution, creating other education and awareness related content.

PART 13: SOS OPERATIONS COORDINATOR

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.
6. Work with the AOS Equity & Food Security coordinator to schedule relevant hydroponics related events, like produce giveaways.

Part 14: AOS Waste Reduction Student Coordinator
1. Work with AOS office staff, custodial staff, and other departments to plan, pilot, implement, and operationalize campus wide composting.
2. Research waste & zero waste best practices, bringing appropriate programming options for UWEC to the attention of AOS staff and the SOS student body.
3. Creating and implementing new programming that benefits students (educational, operational, or otherwise) as appropriate.
4. Write and propose SOS legislation to fund waste-related efforts.
5. Work with the SOS Education coordinator and Communications coordinator to educate students and spread awareness of waste programming and proper waste sorting on campus.
6. Table at sustainability events as representatives of the AOS.
7. Other duties as assigned.

**Part 15: AOS Green Labs Student Coordinator**

1. Research sustainability related lab best practices.
2. Connect with relevant stakeholders across campus, such as Nursing Lab staff, the Lab Chemical Safety Team, and departmental staff who run labs such as chemistry, biology, geology, and other relevant parties.
3. Recommend and/or develop new sustainability and risk management related policies, practices, and projects as appropriate.
4. Design and implement pilot programs for lab-related sustainable policies, practices, and projects to evaluate success of programing.
5. Work with the AOS to explore and potentially pursue My Green Lab certification(s), a multiyear process requiring stakeholder engagement and building interest in sustainable lab operations.
6. Track and report any related lab or sustainability data.
7. Table at sustainability events as representatives of the AOS.
8. Other Lab Safety duties as assigned.
9. Other duties as assigned.

**Part 16: MSS/AOS Equity & Food Security Student Coordinator**

1. Research equity & sustainability best practices, bringing appropriate programming options for UWEC to the attention of AOS staff and the SOS student body.
2. Plan, implement, and assess pilot projects related to equity and sustainability
3. Network with Cultural Center student leaders, Equity in Student Matters Director, Multicultural Student Services team, and other students, faculty, and staff to ensure AOS sustainability programming is intersectional and culturally relevant
4. Attend and participate in Multicultural Student Services biweekly meetings.
5. Attending training sessions, provided by AOS, on the operations and maintenance of hydroponic machines.
6. Coordinate harvests, training, and cleaning of hydroponics and supervise hydroponics volunteers.
7. Coordinate with the SOS Operations Coordinator to plan larger events such as produce giveaways.
8. Track all hydroponics data such as number of volunteers, number of hours volunteered, students participating in service learning, weight of produce harvested, and demand for produce in Food Pantry.
9. Complete an annual report, prior to the end of position contract, evaluating the state of hydroponics program, opportunities for expansion in growing units or produce locations, if appropriate, and other aspects of the program.
10. Table at sustainability events as representatives of the AOS and MSS.
11. Other duties as assigned.

Part 17: AOS Sustainability Projects Student Coordinator
The focus of this coordinator position will change year to year to take full advantage of opportunities that benefit students. The focus of the internship will be set by the Administrative Office of Sustainability staff and approved by the commission each fall semester. Skills and knowledge common across each year include:

• Promotes a culture of sustainability at UWEC.
• Qualitative and Quantitative data collection and analyses for projects and reports such as greenhouse gas reporting, Sustainability Tracking, Assessment & Rating System (STARS) reporting, and more.
• Implementing behavior change strategies and pilot projects surrounding AOS or SOS initiatives. Example projects include transportation campaigns to reduce emissions and updating the new student sustainability orientation to be more effective.
• Working collaboratively with AOS and SOS student coordinators.
• Explore partnership opportunities within the campus community and the wider Eau Claire community to advance sustainability.
• Tabling at events as a representative of the AOS.
• Other duties or projects as assigned.

Commented [HMB]: Is the Equity & Food Security Coordinator essentially replacing the role of the hydroponics intern?

Commented [SJ9R8]: Hello Camille,

Yes =, after our conversation on Wednesday I did move the hydroponics responsibilities to this other internship idea, which I am excited about because of its direct connection to MSS.

Let me know your thoughts here or at the next SOS meeting :)

SECTION 14: STUDENT OFFICE OF SUSTAINABILITY (SOS)
PART 1: STUDENT SENATE AUTHORITY AND RESPONSIBILITIES
The Student Senate of the University of Wisconsin-Eau Claire finds it in the interest of current and future student bodies to establish and sustain a commission which recognizes that the general welfare and prosperity of future generations are contingent upon the efforts of current generations to.

SUBSECTION 1: 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 stakeholders.

PART 2: 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.
6. Administrative Office of Sustainability Student Coordinators

SUBSECTION 1: STUDENT ORGANIZATION REPRESENTATIVES
The SOS Director shall appoint members of sustainability-focused student organizations to the Commission as representatives of those organizations. These representatives shall 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.
The Administrative Office of Sustainability Student Coordinators will be interviewed and selected by the Administrative Office of Sustainability in collaboration with the directors of the Student Office of Sustainability.

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 Facilities Management, Office of Budget & Finance, Campus Sustainability, Housing & Residence Life, and up to one other faculty member.

SUBSECTION 4: TYPES OF PROJECTS
Commission members may craft proposals that relate to campus ecology, waste, infrastructure, education, travel, marketing and advertising, awards, services, events that works towards reducing the Campus’ carbon footprint.

SUBSECTION 5: MEETING AGENDA
Regular meetings shall be held according to the following format, subject to change by the Student Office of Sustainability Director:
   a. Call to Order
   b. Attendance
   c. Open Forum
   d. Reports:
      i. Director ii. Interns
      iii. Commission members report
   e. Proposal Introduction or Consideration
   f. Discussion:
      i. Delegation of projects from Director
   g. Other Business
   h. Announcements
   i. Adjournment

PART 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.

5. Administrative Office of Sustainability Student Coordinators are not considered members of the SOS executive board, will not complete office hours in the SSRC, are not required to attend SOS meetings unless presenting legislation to the commission or at the commissions’ request.

PART 4: 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.

PART 5: PRIORITIES

SUBSECTION 1: ISSUE ADVOCACY
SOS shall advocate for non-partisan issues and causes which are consistent with the fulfillment of its purpose and impact students primarily.

PART 6: ESTABLISHMENT OF PRIORITIES

SUBSECTION 1: FOCUS. The Commission shall establish a comprehensive set of priorities for every session focusing on sustainability and environmental issues and policies at the campus, local, county, state, and national levels that impact UWEC students. A portion of the priorities document should be devoted to long-term planning.
SUBSECTION 2: GUIDANCE. This priorities document shall guide SOS in its efforts throughout the session.

SUBSECTION 3: COLLABORATION. The priorities document shall be drafted in coordination with the SOS Interns, adviser(s), Student Body President and Vice President, and Student Senate Finance Commission Director by the second meeting of SOS of the session.

SUBSECTION 4: STUDENT SENATE ACTION. Once passed by the Commission, the priorities document must be approved by a majority vote of the Student Senate in order to take effect.

SUBSECTION 5: EXPIRATION. The previous session’s priorities document shall expire upon adoption of the current session’s priorities document.

SUBSECTION 6: ADMINISTRATIVE OFFICE OF SUSTAINABILITY STUDENT COORDINATOR PRIORITIES. Administrative Office of Sustainability staff will present the priorities, scope, and potential projects they plan to assign to student coordinators for approval by voting members at the beginning of fall semester annually.

SUBSECTION 7: EXPIRATION. The previous session’s Administrative Office of Sustainability Student coordinator priorities plan shall expire upon adoption of the current session’s priorities document to ensure the Administrative Office of Sustainability continues to advance sustainability projects prioritized by the student body.

PART 7: ASSESSMENT

SUBSECTION 1: MID-YEAR ASSESSMENT. A mid-year assessment report on priorities shall be given to SOS by the SOS Director no later than the third meeting of spring semester.

SUBSECTION 2: END OF YEAR ASSESSMENT. The incoming Director shall assess progress on the previous session’s priorities and provide a report of such progress to the Commission no later than the sixth meeting of the Commission.
Subsection 3: Semesterly Updates

The Administrative Office of Sustainability student coordinators will present a spring semester progress update and a final project update before the academic year concludes.

PART 8: Administrative Office of Sustainability Coordinators

In order to meet the Student Senate Mission and fulfill the purpose of the Student Office of Sustainability, four annual student coordinator positions under the direction of the Administrative Office of Sustainability will be funded annually.

SUBSECTION 1: Relationship to Student Office of Sustainability

The Administrative Office of Sustainability student coordinators will be appointed by the Administrative Office of Sustainability staff in partnership with the Student Office of Sustainability senate director or student director.

Administrative Office of Sustainability student coordinators are funded through the Student Office of Sustainability green fund. Administrative Office of Sustainability staff will present the priorities, scope, and potential projects they plan to assign to student coordinators for approval by voting members at the beginning of fall semester annually.

Student coordinators will be directly supervised by the Administrative Office of Sustainability in order to increase cooperation and administrative engagement on projects deemed important to the student body. The Student Office of Sustainability commission or the Student Office of Sustainability executive team can, at any time, request project updates from the Coordinators or Administrative Office of Sustainability staff.

Commented [DK12]: Capitalize?

Commented [WM13]: @Strehlow, Lillian Jean I think these new roles will really help us move forward in sustainability on campus! I also like how you defined how the SOS and AOS will work together in the future, this will be very helpful for future commissions. However, I’m confused about what you edited for the operations coordinator position - I don’t see any changes, unless they were really subtle?

Commented [SJ14R13]: Hello Hazel,

After our conversation on Wednesday when I realized I misunderstood Camille I created a 4th coordinator position which is the equity & food security coordinator role. I think this will also ensure the coordinator is able to pursue other tangentially related projects tied to equity.

Commented [SJ15R13]: We can talk more at our next meeting :(