PART 9: STUDENT DIRECTOR OF THE EQUITY IN STUDENT MATTERS (ESM) COMMISSION

1. The Student Director of the ESM Commission shall be the primary liaison from the Equity in Student Matters Commission to the student body.

2. Co-chair all ESM Matters Commission meetings.

3. Be primarily responsible for outreach to marginalized students and their respective organizations for involvement, communication, and receiving requests for initiatives.

4. Formulate a monthly report or newsletter for core EDI departments and organizations regarding ESM activities and projects.

5. Be a voting member of and actively attend the Student Organization Commission and the Communications Commission.

6. Must have a recurring, weekly check-in with the ESM Senate Director.

7. Maintain any ESM social media accounts created by previous ESM Directors.

8. Serve two regular, weekly office hours and provide relevant commission information to interested parties.

9. Share responsibility with the ESM Senate Director to:

   a. Plan all events for ESM commission to include a monthly recruitment and outreach event.

   b. Serve on all appropriate administrative committees related to equity, diversity, and inclusion.
c. To direct and formulate a Commission Policy and Priorities Summary for the ESM Commission with the Senate Equity Director.
d. Facilitate the ESM Organized Activity renewal process and all relevant internal budget procedures.

PART 8: SENATE DIRECTOR OF THE EQUITY IN STUDENT MATTERS (ESM) COMMISSION

1. The Senate Director of the ESM Commission shall serve as the ESM Commission liaison to the Student Senate.
2. Write legislation that is reflective of the needs and interests of students that fall under the EDI services and programs.
3. Consult on projects and legislation with ESM members, Senators, and Directors to support equity, diversity, and inclusion goals of UWEC.
4. Chair Equity in Student Matters Commission meetings in the absence of the ESM Student Director.
5. Receive compensation consistent to the Student Equity Director.
6. Serve on all appropriate administrative committees related to equity, diversity, and inclusion.
7. Consult with the Assistant Chancellor of Equity, Diversity, and Inclusion and Chancellor’s EDISA staff on a monthly basis.
8. Work with the Student Equity Director to formulate a Commission Policy and Priorities Summary for the ESM Commission.
9. Be a voting member of and actively attend the Finance Commission.
10. Must have a recurring, weekly check-in with the ESM Student Director.
12. Serve two regular, weekly office hours and provide relevant Commission information to interested parties.

13. Share responsibility with the ESM Student Director to:
   
a. Plan all events for ESM commission to include a monthly recruitment and outreach event.

b. Serve on all appropriate administrative committees related to equity, diversity, and inclusion.

c. To direct and formulate a Commission Policy and Priorities Summary for the ESM Commission with the Senate Equity Director.

d. Facilitate the ESM Organized Activity renewal process and all relevant internal budget procedures.

PART 7: POLICY FORMULATION AND ASSESSMENT

SUBSECTION 1: CONSULTATIONS: Each semester, the Student Equity Senate & Student Directors of the ESM Commission and the student organization commission representatives shall consult with one another to determine the needs of each respective Student Organization receiving representation on the ESM Commission, and what specific policies and actions they wish to see from Student Senate or the ESM Commission to those needs. The ESM Commission will meet with respective campus areas, organizations, and departments/offices or hold an open forum to gather input on campus climate issues/needs. The ESM Commission will also hold a public forum to gather input on campus climate issues.
SUBSECTION 2: COMPILATION: Once all input has been gathered, the Student Director and the Senate Director of the ESM Commission shall compile that input on specific policies actions into a priorities summary for the ESM Commission.

SUBSECTION 3: DELIBERATIONS: Once compiled, the Co-Directors Student Equity Director of the ESM Commission shall present their priorities summary to the ESM Commission for their consideration. Once they approve, the Senate Equity Director of the ESM Commission will transmit and introduce the priorities summary to the Student Senate for its consideration.

SUBSECTION 4: ASSESSMENT: The priorities summary for a given semester shall be reviewed by the ESM Commission at the beginning of the following semester to assess the progress made on the priorities included within it.

PART 8: EQUITY IN STUDENT MATTERS FUND

The Equity in Student Matters Organized Activity Budget is to serve the following purposes:

1. **ESM Senate Director & Student Director Stipend Compensation Co-Director Payroll**
   a. Compensation shall amount to 50% of the President’s stipend. This compensation shall amount in 50% of the President’s stipend.

2. Supplies
   a. Supplies are at the discretion of the Student & Senate Director with collaboration with the Student Senate Program Manager and the commission advisor.
3. Travel

   a. Travel funds should only be used towards independent lobbying and advocacy efforts outside of general Student Senate business

4. Designated Organized Activities Previously Funded Through the Finance Commission

   a. Examples may include, but are not limited to, Pow-Wow, Centering Native Voices, Culture Core, FireBall, Q-Fest Film Festival, Squirmy & Grubs, and Services for Students with Disabilities Book Club Lunch & Learn.

SUBSECTION 1: ALLOCATION PROCESS AND TIMELINE

Each fall, the Equity in Student Matters Commission, with assistance from the Budget and Resource Planning Office and ESM advisor, shall develop a budget to support its operations and Student Initiative fund. Below is the process by which the ESM commission shall attain its allocable segregated fee funding for the next fiscal year:

1. Communicate with each organized activity on their requested amount—each organized activity shall deliver a budget proposal to the ESM Commission Co-Directors.

2. Assign Equity in Student Matters commission members to Both Co-Directors will serve as liaisons for each organization.

3. The ESM Co-Directors will organize each organized activity budget into a singular budget known as the ESM Organized Activity Budget, which will include the Student Initiative Fund, Director Payroll, Travel, etc. This process will be no later than the second week of October.

4. Once budgets have been received from each Organization (no later than the second week in October), the Equity in Student Matters Commission will hear
presentations from each Organized Activity requesting funding by the end of that same week. This is not a request that has to be voted on, but rather, informational for the Equity in Student Matters Commission prior to their presentation to the Finance Commission.

4. The commission leadership shall develop a full Equity in Student Matters fund based on the funding request from other organizations, the estimated amount needed for supplies, travel, and Director payroll, as well as the funding for the Student Initiative Support fund. This shall be done with the assistance of the Finance Director.

5. Present full ESM fund to the Finance Commission during the Organized Activities funding process.

6. Once the Organized Activity budget is finalized by the Student Senate, the Equity in Student Matters Co-Directors will notify each Organization of their final funding amounts.

7. After ESM Co-Directors present to finance and receive their final allocation, the Equity in Student Matters Commission will hear presentations from each Organized Activities and their respective funding according to the ESM Budget Narrative. Each Organized Activity will be required to present the purpose of their program/activity as well as a budget defining what the budget will be used for.

a. Should the Finance Commission vote down any part of the ESM fund, the ESM directors may, with the support of representatives from the relevant organizations, appeal the Finance Commission’s decision.

PART 9: STUDENT INITIATIVE SUPPORT FUND
The Student Initiative Support Fund derives from the annual Organized Activity request process from the Finance Commission and allocable segregated university fees. The fund serves as a means to alleviate burdens placed on student organizations for multicultural and otherwise marginalized identities to provide supplemental programs and activities. This programming can come in various forms, including, but not limited to, the following:

1. Student involvement in professional development conferences
2. Campus events and community building efforts
3. Other mechanisms for inciting EDI-related change and visibility for the UW-Eau Claire campus

SUBSECTION 1: PROCESS

For an organization or coalition to request Student Initiative funding, they must meet the following requirements and procedures:

1. Have a member of that organization attend commission meetings regularly, no less than 50% of regularly scheduled business. If the requester is a member of a non-recognized student coalition, they must seek verbal approval from both Directors prior to submitting a proposal.
2. Fill out the ESM funding proposal form to specifically detail the request. This form should not be submitted later than the first week of April of the same academic year, as funds must be used the same fiscal year they are requested (by July 1st).
3. Attend ESM as a scheduled presentation to provide additional information and answer questions.