

SENATE BILL #1949

**Title:** Student Activities Council By-Law Changes

**Date:** March 23, 2000

**Authors:** Student Activities Council

**Sponsors:** Senators Meeker, Reed, Sjogren, West

1. WHEREAS, Senate Bill #1941 changed the composition of the Student
2. Activities Council in the ASUW Constitution; and
3. WHEREAS, a change in the ASUW Constitution dictates that changes be made
4. in the Student Activities Council By-Laws.
5. THEREFORE, be it enacted by the Student Senate of the Associated Students of
6. the University of Wyoming that the Student Activities Council By-Laws be
7. amended as presented in Addendum A.

**Referred to:** Constitution Committee

**Date of Passage:** April 6, 2000      **Signed:** *Jan M. Kasper*  
(ASUW Chairperson)

"Being enacted on April 10, 2000, I do hereby sign my name hereto and  
approve this Senate action." *Matthew Hammon*  
ASUW President

## ADDENDUM A

### Article II

#### Council Membership

Sec. 1. Eligibility: Any member of the ASUW may apply to be a member of ASUW Student Activities Council, however they must meet the following requirements:

- A. As a minimum during their term of office, be registered for and maintain the required number of credit hours to be classified as a full time student as such is defined by University Regulations.
- B. As undergraduate students, maintain a cumulative grade point average of 2.00 or better; or
- C. As graduate or professional students, maintain a cumulative grade point average of 3.00 or better unless such a grade average is not required by a particular graduate or professional program.

Sec. 2. Officers: The officers of the Student Activities Council shall be the Lead Student Programmer, Corresponding Secretary, Recording Secretary, Treasurer, and ASUW Liaison. The Lead Student Programmer will act as chair.

Sec. 3. Term of Office: The terms of office for the elected and appointed officers shall be one academic year with one month of training.

Sec. 4. Senator: One senator, approved by the ASUW vice president, shall sit as

a voting member on the Council.

Sec. 5. Commissions: The following ASUW Commissions shall have a permanent seat on the ASUW Student Activities Council to be filled each year by a respective commissioner:

Community Service	Environmental
Family Programming	Films
Marketing	Special Events

Sec. 6. SAL's: SAL membership is unlimited, although there is a minimum requirement of five (5) SAL's sitting on the Council, one being a Freshman Senator.

Sec. 7. Other Student Programmers: In addition to the ASUW Commissioners, the chair from these additional student programming entities shall have a permanent seat on the Student Activities Council.

Concert and Convocation Committee

Sec. 8. Ex-Officio's: The following persons shall serve on the Student Activities Council as ex-officio members:

The Assistant Director, Programs and Activities

The ASUW Business Manager

Residence Hall Association Representative

United Multicultural Council Representative

Sec. 9. Advisor: The Advisor will be the Assistant Director of Programs and Activities.

## Article III

### Responsibilities of Council Officers

- Sec. 3. Chairperson: The Lead Student Programmer shall sit as Chair. In the event that the LSP is absent, the ASUW senator shall assume the duties of the Chair.
- Sec. 4. Lead Student Programmer: The LSP is the activities manager for the council. They are responsible for overseeing all programming and marketing of SAC. They shall oversee and aid, as necessary, commissioners with their programs and related marketing. They shall maintain communication between themselves, the commissioners, and the Advisor. The LSP shall also run meetings, and coordinate the ASUW senator and the students-at-large.
- Sec. 5. Corresponding Secretary: The Corresponding Secretary shall be responsible for the correspondence within the Council
- Sec. 6. Recording Secretary: The Secretary shall be responsible for the recording, typing, and distribution of the Council minutes.
- Sec. 7. Treasurer: The Treasurer shall be responsible for monitoring of all the Student Activities Council funds and for overseeing the budget at the end of the year.

## Article IV

### Selection of Officers

- Sec. 1. Lead Student Programmer: The LSP shall be chosen by the previous year's Council and approved by the ASUW Student Senate. Applications/

nominations shall be due the last day before Spring Break, with interviews the week after Spring Break. Each individual shall be allowed to address the Council and be interviewed by them. An election shall be held by the voting members, where as quorum must be obtained. After voting, the current LSP will train the LSP-elect on the duties and responsibilities of the position. The LSP-elects term will begin after the last day of the spring semester.

Sec. 2. Secretaries and Treasurer: nominations for the positions of Corresponding Secretary, Recording Secretary, and Treasurer shall be taken from the current membership of the Student Activities Council. Each nominated individual shall be allowed to address the Council. An election shall be held in which each member of the Student Activities Council is allowed one vote. A candidate must receive a majority of the votes cast by the Council in order to be elected.

## Article V

### Duties of Membership

Sec. 1. Senator and Students-at-Large: One ASUW Senator and a minimum of five (5) SAL's shall be appointed by the ASUW Vice President to serve on the Student Activities Council. The Senator and the Students-at-Large may be elected by the Council to the following duties:

A. Corresponding Secretary: The secretary shall be responsible for maintaining all correspondence with the Committee. They will also keep a record of all activities and members of the Council, notify all

members of meeting times and events, and maintain a calendar of events. The corresponding secretary will notify and SAC member if the member has unexcused absences. They are also responsible for attending all SAC business meetings. In the event of the Corresponding Secretaries absence, the duties shall carry over to the Recording secretary.

B. Recording Secretary: The secretary shall be responsible for the recording, typing and distribution of the Council's minutes and agendas. They are responsible for attending all SAC business meetings. In the event of the Recording Secretary's absence, the duties shall carry over to Corresponding Secretary.

C. Treasurer: The treasurer is responsible for the financial records of the Council. They are responsible for attending all SAC business meetings. In the event of the treasurer's absence, the duties of the treasurer shall carry over to another Senator/SAL. They will work with the Advisor, LSP, and the ASUW Business Manager in keeping track of SAC's funds. They will also give a weekly report on the Council's financial situation. Finally, they will work with the budget committee in preparing an annual ASUW budget request.

D. Recognition: The Award manager is responsible for coordinating the end of the year awards. They are responsible for attending all SAC business meetings. In the event of the Awards Manager's absence, the duties of the Awards manager will carry over to another Senator/SAL. The Awards manager will work with the LSP and the Advisor in the

selection of the receivers of the awards. They will also decide when and where the awards will be given. They are responsible for maintaining a file of all the evaluations conducted by each commission, and advising the Council of evaluations that need to be done.

E. Historian: The historian is responsible for maintaining a current and accurate history of all activities and programming in which SAC is involved. They are responsible for attending all SAC business meetings. In the event of the Historian's absence, the duties of the Historian will carry over to another Senator/SAL. They are also responsible for maintaining pertinent materials for the establishment and continuance of a permanent SAC archives.

F. Recruitment and Retention: These will be two (2) members that will work on recruitment and retention for the Council and commissions. They will be responsible for correspondence with new members to inform them of the council meetings, programs, and other pertinent information.

G. Commission Assistants: The rest of the Senators/Students-at-Large who have not been appointed or elected to a duty shall be appointed or chosen to serve as an assistant to any commission. They will assist the commissioner(s) in their duties. SAL's are only responsible for attending their commission meetings, unless elected to an office.

Sec. 2. Commissioners: Each commissioner responsible for planning programs and activities for the University of Wyoming student body at attend,

participate in, or watch. They are responsible for attending all SAC business meetings, conduct commission meetings, communication with the SLP and the Advisor, recruiting members for their commission, and communication with their commission members. They are also responsible for the planning, promoting, execution, and evaluation of every event that is carried out by their commission.

Sec. 3. Advisor: The SAC advisor is responsible for advising all members of SAC in their duties. They are also responsible for attending all SAC business meetings, and maintaining communication between all members of SAC.

Sec. 4. Residence Halls Association Representative: The RHA representative is responsible for attending all SAC business meetings. They shall serve as a communication between RHA and SAC in informing each other on the activities of each group.

Sec. 5. United Multicultural Council Representative: The UMC representative is responsible for attending all SAC business meetings. They shall serve as a communication between UMC and SAC in informing each other on the activities of each group.

Sec. 6. Concert and Convocation Chair: The C & C representative is responsible for attending all SAC business meetings as a voting member. They shall serve as a communication between C & C and SAC in informing each other on the activities of each group.

## Selection of Membership

- Sec. 1. Senator: One (1) ASUW senator shall be appointed by the ASUW Vice President, with the approval of the ASUW Student Senate.
- Sec. 2. Commissioners: Application for commission positions shall be out no later than four (4) weeks before they are due. They are due on the last day of school before Spring Break. Interviews will follow on the weeks after Spring Break, following the election of the LSP. Interviews will be conducted by the LSP, LSP-elect, outgoing commissioner and advisor. Appointments must be approved by the voting members of the ASUW Student Activities Council. Once approved, each commissioner will train their commissioner-elect on the duties and responsibilities of their position. The commissioner-elects terms will begin after the last day of the spring semester.
- Sec. 3. Students-at-Large: Applications for SAL positions become available through ASUW student government. Appointments will be made by the ASUW Vice President, with the approval of ASUW Student Senate.
- Sec. 4. Residence Hall Association Representative: A representative from the Residence Hall Association shall be chosen by that entity. This representative must then be approved by the Council as a whole.
- Sec. 6. United Multicultural Association: A representative of UMC shall be chosen by that entity. This representative must then be approved by the Council as a whole.
- Sec. 7. Lack of Applicants: If there is a lack of applicants where there is not

enough to fill all the commissions, it is up to the Chair and the LSP to decide how long the deadline is to be postponed.

## Article IX

### Finance Board

- Sec. 1. General: Funding for SAC will be allocated each fiscal year by the ASUW Budget and Planning Committee with approval of ASUW Senate.
- Sec. 2. Composition: There will be a SAC Finance Board that will be composed of the SAC advisor, LSP, SAC Treasurer, and the ASUW senator.
- Sec. 3. Responsibilities: The SAC Finance Board is responsible for preparing and presenting the budget that will go to the ASUW Budget and Planning Committee. They will then distribute the given funding to each Commission, with some remaining for the Council as a whole. They will also be responsible for making sure that each commission remains within their allotted amount.
- Sec. 4. Commission Responsibilities: Each commission is responsible for submitting a projected budget for the upcoming fiscal year to the SAC Finance Board.

## Article X

### Business Meeting

- Sec. 1. SAC Business Meetings shall:
- A. The location, time, and day of meetings shall be determined by the LSP and SAC Advisor.
- Sec. 2. Order of Business for SAC: the following order of business shall be

followed at each SAC business meeting. Any parts which are unnecessary may be omitted by the Chairperson:

1. Meeting called to order by LSP
2. Roll Call
3. Introduction of Guests
4. Special Programs
5. Advisor Report
6. Business Report
  - a. Lead Student Programmer
    1. Marketing Commissioner
    2. Senators
    3. Students-at-Large
    4. Secretary
7. Activity Report
  - a. Lead Student Programmer
    1. Community Service
    2. Environmental
    3. Family Programming
    4. Films
    5. Special Events
    6. Representative Report
      - a. Resident Hall Association
      - b. United Multicultural Council

- c. Concert & Convocation  
Committee
- d. ASUW
- 7. Old Business
- 8. New Business
- 9. Closing

Sec. 3. Voting Members in SAC Business Meetings:

- A. Shall include: All Commissioners (in the event of a co-chair, each co-chair shall have a vote), the senator, all students-at-large, UPC chair, C & C chair.
- B. In the event of a tie, the LSP shall cast a vote.

Approved by Student Senate April 6, 2000