

SENATE BILL #2119

**Title:** Gender Neutrality of ASUW Working Documents

**Date:** April 12, 1005

**Authors:** Senator Fowler

**Sponsors:** Senators Chollak, Fowler

1. WHEREAS, a gender bias exists within the ASUW working documents; and
2. WHEREAS, a gender bias within the working documents implies that one
3. gender is better than another; and
4. WHEREAS, the working documents of ASUW should reflect gender
5. equality; and
6. WHEREAS, all future working documents need to be gender neutral.
7. THEREFORE, be it enacted by the Associated Students of the University of
8. Wyoming that all the working documents, i.e., By-Laws, Rules and
9. Procedures, and the ASUW Finance Policy be made gender neutral by the
10. ASUW Secretary; and
11. THEREFORE, be it further enacted the By-Laws of ASUW read as shown in
12. Addendum A; and
13. THEREFORE, be it further enacted all future working documents of ASUW
14. read as he/she instead of he, him/her instead of him, and "person" or
15. "persons" instead of "man" or "men" to encourage gender neutrality within
16. ASUW.

Referred to: Constitution

*not out of committee*

Date of Passage: \_\_\_\_\_

Signed: \_\_\_\_\_

(ASUW Chairperson)

*1/28  
needs  
4/19/05*

*did in  
committee*

“Being enacted on \_\_\_\_\_, I do hereby sign my name hereto  
and approve this Senate action.” \_\_\_\_\_

ASUW President

**\*\*There will be three copies of Addendum A circulated during senate as a cost cutting effort. The Addendum is the by-laws.**

## Addendum A

# THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

## BY-LAWS

No significance is to be attached to singular or plural designations or the use of masculine, feminine, or neuter gender in these By-Laws. Each designation or gender shall be construed to include the others where appropriate.

### ARTICLE I

#### Executive Branch

- Section 1.** Specific responsibilities and authorities of the ASUW President include the following:
- A. The promoting, improving, and pursuit of the goals and objectives of the ASUW and the University.
  - B. Presenting a legislative report including the status of all legislation passed by the ASUW Senate, each semester (as a supplement to the Steering Committee reports).
  - C. The President shall insure that all resolutions and recommendations passed by the legislative branch are enforced or brought to the attention of those University officials with authority to take the recommended action.
  - D. The President may veto, within ten (10) days of its passage, any action of the ASUW Senate, but such veto may be overridden by a two-thirds (2/3) vote of all the voting Senators at either of the two (2) regular ASUW Senate meetings following the veto.
    1. If the President fails to act on any piece of legislation within ten (10) days of passage, or before the new President is sworn in, the legislation shall go into effect without the President's signature.
    2. The President shall provide a written explanation of any veto to the Senate at the next meeting following the veto or before the subsequent Senate is sworn in, whichever is sooner.
  - E. The President or, in special situations, the President's designee, shall be the representative of the entire student body to the faculty, the administration, other officials of the University, and entities outside the University community.
  - F. The delegation of any member of **his/her** staff to attend ASUW committee meetings as ex-officio members.
  - G. Reporting all matters of interest or concern relative to student affairs to the various committees and the ASUW Senate, with such information as is within **his/her** power to supply, and to make recommendations thereon.
  - H. **His/her** presence during the summer for participation in the ASUW presidential internship.
- Section 2.** The ASUW President shall have the following powers of appointment with the advice and consent of the ASUW Senate, and **he/she** may remove from office, for cause, any Presidential appointee in the Executive branch.
- A. The President shall appoint representatives to fill all student held positions on University committees and boards.
  - B. The President may appoint Executive Assistants to assist with the President's responsibilities.

- C. The President shall appoint the members of the ASUW Judicial branch.
- D. The ASUW President may appoint such special or ad hoc committees as **he/she** deems appropriate to conduct investigations or study of, and make recommendations to the ASUW President about such matters as are deemed appropriate; such appointees shall serve only during the term of the President who appoints them.

- Section 3.** The ASUW President shall serve as:
- A. An ex-officio member of the ASUW Senate (without vote).
  - B. An ex-officio member of all ASUW committees.
  - C. Ex-officio member of the University of Wyoming Board of Trustees (without vote).
  - D. ASUW member of Faculty Senate.
  - E. A member of any University Board or Committee as requested by any department head or administrator of the University community.

- Section 4.** The ASUW President shall be provided with compensation commensurate with the duties of **his/her** office, and not to be increased or decreased during **his/her** term of office.

## ARTICLE II

### Legislative Branch

- Section 1.** Specific authorities and responsibilities of the ASUW Vice President include the following:

- A. Working with the Executive staff and organizing and coordinating ASUW committees in effecting better legislation and attaining student goals.
- B. The Vice president shall serve as chairperson of the ASUW Senate. **He/she** may not participate in debate unless he first relinquishes the chair to the President Pro Tempore of the Senate.
- C. The Vice President may vote on any matter only in the event of a tie.
- D. The Vice President, with the advice of the President and the consent of the ASUW Senate, shall appoint and may remove for cause, all members of the ASUW Standing and Special Committees.
- E. The Vice President may, with the advice of the President and the consent of the ASUW Senate, appoint chairpersons of ASUW Standing and Special Committees.
- F. With the advice and approval of the ASUW Legislative Branch, the Vice President may appoint one (1) executive assistant to assist with the Vice President's responsibilities.
- G. The Vice President shall be in charge of maintaining a permanent, public record of all formal actions and business of the Executive, Legislative, and Judicial branches of ASUW.
- H. Administering the oath of office to all ASUW Senate members.
- I. **His/her** presence during the summer for participation in the ASUW vice presidential internship.

- Section 2.** The ASUW Vice President shall serve as:
- A. **Chairperson** of the ASUW Steering Committee, without vote except in the case of a tie.
  - B. A voting member of the Wyoming Union Board.
  - C. Chairperson of the University Board for Student Appeals.
  - D. A member of any University Board or Committee as requested by any department head or administrator of the University community.

- Section 3.** The ASUW Vice President shall be provided with compensation commensurate with the duties of **his/her** office, and not to be increased or decreased during **his/her** term of office.

**Section 4.**

The ASUW Senate shall serve as the Legislative Body of the ASUW. The ASUW Student Senate shall have the following authority and responsibilities:

- A. The ASUW Senate shall directly represent the students by the efficient, responsible, and coordinated functioning of student life and ASUW activities at the University, through the enactment of legislation in the form of bills or resolutions.
- B. It shall have the authority to assume whatever responsibilities it deems necessary to fulfill its obligations to the students.
- C. It shall have the authority to recommend to the Trustees the needed amount of ASUW fees to be assessed of all full fee paying students for financial support of ASUW sponsored programs and activities.
- D. In accordance with applicable University regulations, the provisions of the Constitution, and the ASUW Finance Policy, the ASUW Senate shall have the authority to annually allocate all ASUW monies received through student registration fees.
- E. It shall have the authority to appoint and direct such special committees to study or investigate any issue of concern to the ASUW Senate in fulfilling its responsibilities for the University students; such committees shall serve only during the Senate term in which they are appointed.
- F. It shall have the authority and responsibility to develop standards of good practice for sponsorship or financial support from ASUW.
- G. It shall approve, or reject by a two-thirds (2/3) vote, any of the ASUW President's appointees or ASUW representatives to fill student held positions on University committees and boards.
- H. It shall approve, or reject by a two-thirds (2/3) vote, any of the ASUW Vice President's appointees to ASUW standing and special committees.
- I. The Senate shall have the responsibility to establish an enduring Finance Policy to include restrictions and procedures for utilization of ASUW monies in the best interest of the ASUW's purposes.

**Section 5.**

Any action on a current bill or resolution will override previous Senate action on the same subject matter. Any legislation previously enacted by the ASUW Senate shall remain in full force and effect until such time as the ASUW Senate repeals or amends such prior actions, or expires of its own accord, except prior actions of the ASUW Senate which shall automatically be considered superseded, if inconsistent with these By-Laws, the Rules and Procedures, or the Constitution.

**Section 6.**

Membership in the ASUW Senate shall consist of:

- A. Thirty (30) elected Senators apportioned according to Article 6, Section 1 of the ASUW Constitution.
- B. The defeated presidential and vice presidential candidates in the preceding ASUW General Election shall have the opportunity to hold Senator-at-Large positions.
- C. All University organizations seeking an ex-officio position on the ASUW Student Senate must have that position approved by the Constitution Committee and further approved by the ASUW Student Senate by a two-thirds (2/3) majority. Organizations seeking an ex-officio position must exhibit all of the following qualifications:
  1. The organization must provide a diverse array of co-curricular activities including cultural, international, athletic, and/or student life programs.
  2. The organization must utilize educational opportunities, which promote growth and involvement enriching daily life.
  3. The organization must be a University Recognized Student Organization, but special exemptions may be granted for the representative bodies of University faculty and staff.
  4. The organization must demonstrate inadequate representation by the existing ex-officios.

- D. Ex-officio members who shall enjoy all rights of Senate membership, except the right to vote include:
1. President of ASUW
  2. ASUW Executive Assistants
  3. Representatives from organizations approved by the ASUW Senate.
  4. Student Activities Council

**Section 7.**

Senate Officers:

- A. The **Chairperson** of the ASUW Senate is the ASUW Vice President, who shall prepare the agenda and be the presiding officer for all meetings.
- B. At the first business meeting following the installation of new Senators, the following officers are elected from the Senate voting membership:
1. President Pro Tempore – He/she shall preside over the Senate and carry out the related duties of the Vice President including the preparation of the agenda, in the case of the Vice President's absence or at his/her request. He/she shall also serve as Chairperson of the Committee-of-the-Whole as well as assist the Chairperson of the Senate.
  2. Parliamentarian – He/she shall keep the ASUW Senate procedure in accordance with the ASUW Constitution, By-Laws, and the most recent Robert's Rules of Order. He/she shall inform the Chair of any procedural violations, which the Chair will remedy. He/she shall be President Pro Tempore in case the President Pro Tempore is absent and shall aid the Chair of Senate.
  3. Sergeant-at-Arms – He/she shall preserve order as the Chair may direct and assume the duties of the Parliamentarian in the case of the absence of the Parliamentarian.
  4. Marshal- Immediately following the call to order, he/she shall encourage the Senate to join him/her in the reading of the Senate's Mission Statement as stated in the Rules and Procedures.
  5. Historian – He/she shall compile and catalog all ASUW related documents (i.e. legislation, newspaper articles, correspondence, pamphlets, etc.); and shall serve to obtain pertinent materials for the establishment and continuance of a permanent ASUW archives. He/she shall oversee and manage such archives during term of office.
- C. Election Procedures for Senate Officers.
1. Nominations from the Senate floor by anyone except the Chairperson.
  2. Written nomination submitted to ASUW Secretary by any Senator.
  3. A vacancy of office shall be filled from within the Senate.

**Section 8.**

Oath of Office: Each ASUW Senator and Officer shall take the following oath before being sworn into office: "I, (full name), do affirm before these assembled witnesses that, to the best of my ability, I will faithfully perform the duties of my office, and that I will support and uphold the Constitution and By-Laws of the ASUW."

**Section 9.**

Fees:

- A. The proceeds of collected fees shall be distributed by the ASUW Senate as provided in Paragraph B of this Section and according to the ASUW Finance Policy, to promote the educational, professional, cultural, social and athletic activities of its members. The ASUW Senate shall oversee the proper expenditure of funds allocated to a student organization from the ASUW General Budget.
- B. The ASUW Student Senate shall adopt an annual budget to be submitted to that body not later than five weeks prior to the end of the school year. This budget shall show projected income and proposed expenditures, and shall be approved by the outgoing Senate and the Board of Trustees before it becomes effective. Alterations in the general budget are approved, subject to approval by the University Vice President for Finance.

**Section 10.**

Senate Committees:

- A. In order to provide continuity in ASUW activities and business along with providing a mechanism for timely participation by the ASUW in University processes, the following permanent ASUW Senate committees are established:
1. Committee on Academics and Technology:
    - a. Purpose. The Committee shall serve as the means by which the ASUW formulates student philosophy and position concerning University scholastic and technological affairs to include academic policies, grading, class scheduling, faculty and course evaluations, student access to current technologies as they relate to education, quality of technology on campus, and other matters that affect the interests of students in their academic endeavors.
    - b. Powers. The Committee shall consider and render recommendations to the Senate on all academic and technological matters referred to it by the Senate or the ASUW Steering Committee; further, this Committee shall serve as a forum and liaison to the Senate for any individual student or group of students who have a concern about their academic welfare and quality or accessibility of academic and technological services available at the University.
    - c. Composition. The Committee shall consist of a minimum of three (3) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of four (4) ASUW Students-at-Large, with one (1) being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President.
  2. ASUW Constitution Committee:
    - a. Purpose. The Committee shall be responsible for the initial review and formulation of all proposed amendments to the ASUW Constitution and shall review changes or additions to the ASUW By-Laws and ASUW Rules and Procedures to insure that the By-Laws and Rules and Procedures are consistent with the purpose of the ASUW and the Constitution. As well, the Committee shall serve as the body of initial review and recommendation in matters of disputed interpretation of the ASUW Constitution.
    - b. Powers. The Committee shall receive proposals and requests for recommendations regarding the ASUW Constitution, By-Laws, or Rules and Procedures, and shall act in an advisory capacity to the ASUW Senate. The Committee may propose amendments to the ASUW Constitution and By-Laws.
    - c. Composition. This Committee shall be composed of a minimum of three (3) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of two (2) ASUW Students-at-Large, with one (1) being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President.
  3. ASUW Elections Committee:
    - a. Purpose. The Committee shall administer all ASUW election policies and superintend all elections conducted under the auspices of the ASUW; further, the Committee shall assist the ASUW Student Relations Committee.
    - b. Powers. The Committee shall formulate and recommend ASUW election policies and procedures as well as review and provide recommendation on any proposed changes to such policies or procedures. Additionally, the Committee shall have the responsibility to provide, in accordance with established procedures, the initial hearing and recommendation to the ASUW President in any situation where the fairness of an ASUW election is contested.
    - c. Composition. The Committee shall consist of a minimum of seven (7) ASUW Senators, each representing a different College, one (1) of

whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President.

4. ASUW Finance Appropriations Committee:
  - a. Purpose. The Committee shall, pursuant to the provisions of the ASUW Finance Policy, serve to consider and recommend approval by the Senate for the use of budgeted ASUW funds to facilitate, during a fiscal period, the on-going requests by students and student organizations for ASUW financial support.
  - b. Powers. The Committee shall have the responsibility of considering the requests of students and student organizations for ASUW funds; recommending Senate action on such requests, and the authority to administer the ASUW Finance Policy pursuant to budgeted allocations of such funds.
  - c. Composition. The Committee shall consist of a minimum of three (3) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President and the ASUW Business Manager as advisor.
5. ASUW Budget and Planning Committee:
  - a. Purpose. The Committee shall serve to provide internal ASUW fiscal accountability, provide a fiscal planning process for those programs and activities financially supported by ASUW funds, provide research into and recommendations about the cost effectiveness of ASUW programs, develop and recommend, for Senate approval, necessary changes or additions in the ASUW Finance Policy; and prepare for Senate approval all fiscal budgets for the ASUW and its subsidiary operations.
  - b. Powers. The Committee shall promulgate procedures and requirements for maintaining internal ASUW financial control and accountability in any area where ASUW funds are utilized, establish procedures for the timely preparation and consideration of all budget requests utilizing ASUW resources, and recommend to the Senate such changes or additions to the ASUW Finance Policy as are necessary and appropriate.
  - c. Composition. The Committee shall consist of a minimum of four (4) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of four (4) ASUW Students-at-Large, with one (1) being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President, an advisor appointed by the University Vice President for Finance, and the ASUW Business Manager as the advisor.
6. ASUW Steering Committee:
  - a. Purpose. The Committee shall provide coordination for the various issues, legislative activities, and program involvements of the ASUW Executive and Legislative branches, and serve to pursue ASUW recommendations and actions that are referred to, or require action by the University Trustees, the faculty, or administrative units of the University.
  - b. Powers. The Committee shall refer proposed ASUW legislation to ASUW standing or special committees for specified action or recommendation prior to final consideration by the Senate. Further, the Committee may recommend the procedure for implementing consideration of ASUW decisions, actions, or legislation after final action by the Senate, and the committee shall provide regular reports to



the Senate on the status or final outcome of all matters that require action by officials outside of the ASUW.

- c. Composition. The Committee shall consist of the ASUW Vice President, who shall serve as chairperson; the ASUW President; the ASUW Executive Assistants, who shall serve in an ex-officio capacity; the ASUW President Pro Tempore; the ASUW Parliamentarian; the ASUW Sergeant at Arms; two (2) ASUW Senators; and the ASUW Advisor.

7. ASUW Student Issues Committee:

- a. Purpose. The Committee shall serve as a means by which students may actively pursue, investigate, and publish information concerning student housing, health, and all other student consumer issues. Further, the Committee shall represent students' views to policy-making bodies in and outside the University on matters concerning housing, health, and student consumer issues, and make recommendations to the Senate on such issues.
- b. Powers. The Committee shall consider and render recommendations to the Senate on all housing, health, and student consumer issues. Further, the Committee shall serve as a forum and liaison to individual students, or group of students, concerned about housing, health, or student consumer issues.
- c. Composition. The Committee shall consist of a minimum of five (5) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of four (4) ASUW Students-at-Large, with one (1) being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President.

8. ASUW Student Activities Council:

- a. Purpose. The Council shall provide a forum, which promotes communication and advocacy of quality student activities programming through the coordination of resources and development of leadership.
- b. Powers. The Council shall be empowered to develop and utilize resources for programming student activities at the University of Wyoming, and to advise the ASUW Senate on matters concerning student activities of the University.
- c. Composition. The ASUW Student Activities Council shall consist of a Lead Student Programmer, who is elected by the Council and approved by the ASUW Senate; a Union programming member; Commissioners, who are chosen by the Council; the Chair of the Concert and Convocation Committee; one (1) ASUW Senator; and a minimum of five (5) Students-at-Large, including one (1) Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President. The following shall act as ex-officio members: a Residence Hall Association member, the Assistant Director of Programs and Activities, the ASUW Business Manager, and one (1) member of the United Multi-Cultural Council.

9. ASUW Student Relations Committee:

- a. Purpose. The Committee shall establish and maintain an effective Student Relations Program, including, but not limited to, the administration of student surveys, monitoring student opinion, fostering a positive ASUW image, informing the student body of ASUW actions, and assisting the ASUW Elections Committee.
- b. Powers. The Committee shall be advisory to the ASUW Senate and Standing Committees with regard to research conducted by the committee. Further, the Committee shall recommend to the Senate such policies and programs, which promote positive ASUW student relations.

- c. Composition. The Committee shall consist of a minimum of four (4) ASUW Senators, one (1) of whom shall serve as chairperson, and one (1) of whom will be the chairperson of the ASUW Elections Committee, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President.
10. ASUW Students' Attorney Advisory Board:
- a. Purpose. The Board shall serve as a means by which the ASUW Student Senate shall supervise the Students' Attorney Program.
  - b. Powers. The Board shall advise the Students' Attorney, evaluate the staff and budget of the Students' Attorney Program, advise the Students' Attorney through the Dean of Students or his/her designee, and make recommendations, which shall be considered for implementation after collaboration among the Office of Student Life, the Students' Attorney, and the Students' Attorney Advisory Board. The Board shall also have the authority to recommend the initiation of disciplinary action or termination of employment; this authority will be exercised by the Dean of Students in conjunction with the Board. The Board shall meet with the Dean of Students and the Students' Attorney not less than once per month during the Spring and Fall semesters.
  - c. Composition. The ASUW Students Attorney Advisory Board shall be composed of the student Senator from the College of Law, a minimum of four (4) students appointed by the ASUW Vice President, one (1) ASUW Student-at-Large, and one (1) Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President. The student Senator from the College of Law shall be appointed as chair of the committee. In addition, a member of the College of Law, a member of the Albany County Bar Association, and a representative of the University Administration shall be asked to serve as ex-officio members.
- B. Each standing committee shall establish regular meeting times. The regular meeting time and place shall be permanently posted in the ASUW Senate Office during the academic year.
  - C. Special committees may be formed at the discretion of the ASUW Senate, and shall operate until dissolved by the ASUW Senate and according to By-Laws approved by the Senate at the time of committee formation, as well as all rules established for standing committees.
  - D. The ASUW President and Vice President may require reports from any ASUW committees, program directors, or senators in such form and at such times, as they deem necessary and proper for the furthering of the goals and objectives of the ASUW.
  - E. All standing and special committees shall endeavor to publicize in advance their meetings and the matters they may have under consideration. Any member of the ASUW shall be entitled to appear before any standing or special committee and be heard upon any pending matter or upon matters within the functions and duties of the committee under the same procedures as established for any ASUW member to appear before the ASUW Senate.

### ARTICLE III

#### Judicial Council

**Section 1.**

The following matters shall be within the jurisdiction of the ASUW Judicial Council:

- A. In situations of disagreement or dispute, it shall provide interpretation of the ASUW Constitution and ASUW By-Laws;
- B. It shall have jurisdiction over all actions of the ASUW Executive branch;
- C. It shall have jurisdiction over all violations of ASUW rules, regulations, policies, procedures, and/or standards governing student conduct or requirements of students who participate in officially approved ASUW programs; and
- D. It shall have jurisdiction over offenses against the Constitution of the Associated Students of the University of Wyoming.

**Section 2.**

In the discharge of its jurisdictional responsibilities, the ASUW Judicial Council shall have the following authority:

- A. Subject to the approval of the University President, the Council shall be the final authority in interpretations of the ASUW Constitution and/or the ASUW By-Laws. If the University President has not issued a written disapproval within ten (10) school days, the Council decision will stand. If the President is unavailable, he/she may appoint a designee to act on his/her behalf;
- B. The Council shall make recommendations for sanctions to be imposed upon individual students or student organizations which have been appropriately charged and found guilty of violations of ASUW rules, regulations, policies or standards or conduct established as a part of officially approved ASUW programs;
- C. The Council may render final decisions regarding the actions of the ASUW Executive Branch for actions found to be procedurally inappropriate or incorrect pursuant to the provisions of the ASUW Constitution, By-Laws and/or other duly established ASUW standards;
- D. The Council shall have the right to summon any member of the ASUW to testify on any matter that is within the jurisdiction of the Council and which has been appropriately made a matter of issue or dispute before the Council; and
- E. The Council may assign or refer any matter, which is within its jurisdiction and which has been appropriately brought to the Council, back to the ASUW body, unit or committee of original decision for such action or consideration as the Council determines is required.

**Section 3.**

In the discharge of its responsibilities, the ASUW Judicial Council shall conduct its business pursuant to the principles of due process and fairness; it shall seek to protect the interests and rights of students, and it shall fulfill the following procedural requirements:

- A. Except in the matter of Constitution or By-Laws interpretation, the Council will not render a final decision until the appropriate body, unit or committee of original jurisdiction has fulfilled all of its responsibilities in the matter;
- B. Decisions by the Council on matters where the Council has recommended to the Vice President for Student Affairs that sanctions be imposed against an individual student or a student organization may, at the discretion of the sanctioned students, be appealed to the University Board for Student Appeals before any action is initiated by the Vice President for Student Affairs;
- C. All official hearings by the Council shall be conducted in accordance with written rules of procedure prepared by the Council; and such rules shall include provision for the following matters:
  - 1. The rules for procedure shall provide for the fundamentals of due process and fairness;
  - 2. In any situation where a charge is made against individual students or a student organization, the charge shall be made in writing, and those persons charged shall be provided with a copy of the charge along with the names of any persons who may speak against them;
  - 3. Each party to a dispute or charge shall have the right to be present in the meeting room during all testimony and they shall be afforded an

opportunity to speak in their own behalf, present rebuttal, and present summary; and

4. Each party to a dispute or charge shall be provided a written explanation of the reasons for any decision rendered by the Council.

**Section 4.** Any member of the ASUW may bring a dispute before the ASUW Judicial Council. All complaints must be filed with the ASUW Secretary within ten (10) school days of the disputed action. The Council must meet regarding the complaint within ten (10) school days after the written complaint is filed.

## ARTICLE IV

### Elections

**Section 1.** Specific responsibilities and authorities of the ASUW Elections Committee throughout the duration of the election process include the following:

- A. There shall be a general election with an optional primary election at the discretion of the

Committee with the approval of the ASUW Senate.

- B. Applications, financial statements, and election rules shall be provided by the Elections Committee, and be made available in the ASUW Office by 4:00 p.m. the first Wednesday of February. If this date falls on a non school day, they shall be available the school day immediately preceding February 1.

- C. All candidates must submit applications to the ASUW Office by 4:00 p.m. on the first Wednesday of March to be considered. Candidates who submit applications after that date will not have their names placed on the ballot. Candidates will be required to attend a workshop to explain these rules on the first Wednesday of March at a time and place to be announced by the ASUW Elections Committee. Reasons constituting legitimate excuses for missing the workshop will be determined in advance by the Committee. Candidates with valid excuses must submit them to the Committee prior to the workshop. And will be asked to attend an alternate session with members of the Committee.

- D. It will be at the discretion of the Elections Committee each year to set the maximum amount of money that may be spent by the candidates for President, Vice President, and Senator for both the primary and general elections, with the approval of the ASUW Senate.

- E. Campaigning and publicity rules shall be established by the Committee with the approval of the ASUW Senate.

- F. The results of the voting in each election, including the number of votes received by each candidate, shall be released by the Committee as soon as possible after the polls close.

**Section 2.** Voting

- A. Any ASUW fee payment student will be permitted to vote at the polling places or by

voting online. The vote of the students will determine the winners of the election.

- B. Students will only be allowed to vote for candidates in their college, excluding presidential and vice-presidential candidates. Undeclared students will vote for candidates in the College of Arts & Sciences.
- C. Each student will be permitted a number of votes equal to the number of senators being elected from his/her college. Write-in votes will be permitted.
- D. Thirty total senators will be elected (excluding at-large senators). These seats will be divided among the seven colleges as stipulated by the ASUW By-Laws.
- E. Polling places will be considered as any university-operated computer lab and any computer station set up by the ASUW Elections Committee for the purpose of voting. Such stations will be clearly identified. Students will be able to cast votes from any computer connected to the Internet with access to the University of Wyoming website.
- F. All voting will be conducted with electronic online ballots unless technical difficulties make an online election impossible. Students with disabilities will be afforded the opportunity to use paper ballots. These ballots will be available on the Wednesday of the primary election (if needed) and/or general election in the Union from 8:00 a.m. to 4:00 p.m.

**Section 3.**

Ballots:

- A. Primary Election
  - 1. If there are more candidates running for Senator than twice the number of allotted positions in a particular college, or if there are more than two tickets running for the executive positions, a primary election will be used to determine whose names will appear on the general election ballot.
  - 2. The names of all qualified presidential, vice-presidential, and senatorial applicants will appear on the ballot.
- B. General Election
  - 1. The names to be listed on the ballot will include two presidential candidates and two vice presidential candidates, in order of ticket, and all qualified senate candidates. (In the event of a tie in the primary election, the names of candidates from both tickets will appear on the ballot.)
- C. Paper Ballots
  - 1. In the case that the use of paper ballots is necessary (because of technical difficulties or to meet the needs of disable students) the order of candidates on the primary and general ballots will be determined by a random drawing at the mandatory candidate workshop. Candidates who miss the workshop will be placed in alphabetical order at the end of the ballot.

**Section 4.**

Primary Election:

- A. The names of all qualified candidates shall appear on the ballot.
- B. Any necessary primary elections will be held 12:00 a.m. the last Monday in March through 5:00 p.m. the following Wednesday.
- C. In the event of a primary election for President and Vice President, each voter shall vote for not more than one (1) ticket for ASUW President and Vice President.
- D. In the event of a primary for senators, each student shall be permitted a number of votes equal to the number of senators being selected from his/her college.
- E. Write-in candidates shall be permitted but any candidate must submit an application to be declared a winner. Such application shall be due within twenty-four (24) hours of his/her winning.
- F. In accordance with the number of seats in any particular office, a tie in the primary election shall increase the number of candidates normally to be carried into the general election.

**Section 5.**

General Election:

- A. The candidates for ASUW Office who receive a plurality of the votes for any position shall be declared the winners of those positions.
- B. General elections will be held 12:00 a.m. the second Monday in April through 5:00 p.m. the following Wednesday.
- C. In the case of a tie in the general election, a run-off election shall be called to resolve the tie and determine the winner. The run-off election shall occur no later than five (5) school days following the general election. The candidate who holds a plurality of votes for any one (1) position in the run-off election shall be declared the winner of that position.
- D. Each voter may vote for not more than one (1) candidate for ASUW President and Vice President.
- E. Each voter may vote for as many senatorial candidates as he/she chooses, not to exceed the number of senate seats allotted to his/her college.
- F. Executive candidates to be listed on the ballot shall include two (2) tickets for ASUW President and Vice President (except in the case of a tie).
- G. In the event that a primary election is held, the number of candidates shall not exceed twice the number of senators for that college unless there is a tie for last place in that college, in which case all candidates will be allowed in the general election.
- H. Write-in voting shall be permitted. Any write-in candidate must submit an application and expense statement within 24 hours of notification of winning an election and met all the requirements for nomination in order to be elected. Write-in candidates must also abide by all election and campaigning rules to be considered eligible for office.

**Section 6.**

Candidate Requirements:

- A. A candidate for Senator must meet the following requirements:
  1. He/she must be an ASUW fee paying student.
  2. He/she must have and maintain a minimum 2.0 cumulative grade point average as an undergraduate and a minimum 3.0 cumulative grade point average as a graduate or professional student, or a 2.0 if the program does not require it.
  3. He/she must have completed not less than thirty (30) hours of University credit at the beginning of the academic year of his term of office.
  4. He/she must have completed not less than twelve (12) of those hours at the University of Wyoming unless completed an undergraduate degree at the University of Wyoming.
  5. He/she must submit an application provided by the Elections Committee.

6. All candidates for Senator will run individually.
- B. A candidate for ASUW President or Vice President must meet the following requirements:
1. He/she must be an ASUW fee paying student.
  2. He/she must have and maintain a minimum 2.0 cumulative grade point average as an undergraduate and a minimum 3.0 cumulative grade point average as a graduate or professional student or a 2.0 if the program does not require it..
  3. He/she must submit an application provided by the Elections Committee.
  4. He/she must have completed not less than sixty (60) hours of University credit by June 10 of the calendar year in which he/she was elected as an undergraduate student, or, as a graduate or professional student, he/she must have completed not less than eighteen (18) hours of University credit by June 10 of the calendar year in which he/she was elected unless he/she completed his/her undergraduate degree at the University of Wyoming.
  5. Candidates for President and Vice-President will run jointly, on a combined ticket, through both the primary and general elections. Students will not be able to vote for a President and Vice -President individually, but must instead vote for a ticket. All election rules will apply jointly to candidates for President and Vice -President running on the same ticket.
- C. Candidates for President and Vice-President who wish to be eligible as candidates for senator in the event they do not advance past the primary election must submit a separate application to run for Senate and must be among the winning primary candidates to reach the general election ballot for Senate.
- D. Financial statements itemizing expenditures and accompanied by receipts shall be returned to the ASUW Office by 4:30 p.m. of the day following the general election.
- E. Failure by any candidate to comply with either the spending limit or return of the financial statement by the deadline will result in immediate, automatic disqualification of that candidate, regardless of election results.

#### Section 7.

Rules for campaign materials shall be as follows:

- A. Campaign materials regulated by these rules shall not include non-broadcast spoken words, e-mails or Internet websites, with the following exceptions: candidates must account for any costs incurred by the use of these campaign materials; non-broadcast spoken words shall be considered campaign materials in the event they are used within an identified polling place during an election; and no candidate may send campaign e-mails to more than 50 UW e-mail accounts within a 24-hour period (list serves shall count only as one account).
- B. Campaign materials may not be posted until 5 p.m. the first Wednesday of March. All materials displayed must conform to the restrictions placed on them by the administrator of that area.
- C. Signs hung on the outside of the Union or on the fences surrounding it must be approved by the Wyoming Union.
- D. According to the ASUW-recommended addition to UNIREG 178 (4) (b) (vii): "An internal user may not attach posters to or write on with any substance, the exterior or interior of any building or structure except at designated locations. Outside signs may be displayed on the kiosks provided t various locations on the campus for that purpose. Trees, sidewalks and signposts or lamp posts shall not be used for the display of signs, posters, or any writings." If posters are found in any of the prohibited areas, the candidate will be subject to University fines.
- E. All political advertisements, including banners, posters, and Branding Iron ads, must

- Include a disclaimer identifying the sponsor or may be subject to removal. The disclaimer must state either "paid for by" or "sponsored by."
- F. There shall be no defacing or removal of another candidate's campaign materials by a candidate or a candidate's campaign staff.
- G. Campaign material displayed in the Union shall be limited to two posters per candidate, with no poster to exceed 8 ½ inches by 11 inches in area. These posters must be displayed in the areas designated by the Union.
- H. The use of the ASUW logo on campaign materials is prohibited.
- I. Campaign materials in the residence halls must follow the rules and regulations set forth by the residence hall director:
1. All election materials must be given to the front desk to be stamped and hung by residence life staff.
  2. Only one poster, not to exceed 8 ½ inches by 11 inches in area, may be hung in the main lobby of each hall.
  3. Candidates may put one flyer in each mailbox for election campaigning.
- J. All candidates are responsible for removing all election materials by 10 a.m. on the day following the election.
- K. Any campaign material in violation of any of the above rules will be subject to removal by the Elections Committee. Candidates in violation will be subject to sanctions by the Judicial Council.
- L. An itemized statement of expenses incurred during the election must be submitted to the ASUW Office by 4:00 p.m. the business day following the general election. All expenditures and expense statements must conform to the following criteria:
1. Items or services that are donated to the candidate must be included in the expense statement at retail value. All copying and printing costs (including those made in University labs or on personal printers) must be included.
  2. Attached to the expense statement must be receipts for all expenditures. If, for any reason, a receipt is unavailable, the candidate must note the lack of receipt on the expense statement. If the exact amount for expenditures is not known, candidates are expected to accurately estimate the cost involved.
  3. All candidates must submit a signed expense statement, even if no costs were incurred. Separate signed expense statements must be submitted for each campaign if a candidate is running for a senate position, as well as a president/vice presidential position. Expense statements must be submitted to the ASUW Secretary no later than 4:00 p.m. on the business day following the general election.
- M. Use of the University radio station for campaigning shall be limited by the policy of the station.
- N. There shall be no posters hanging within 30 feet of the polling areas on the dates of the elections. There shall also be no active campaigning within 30 feet of these polling places on the dates of the elections; campaigning includes, but is not limited to possession of campaign materials such as buttons, flyers, clothing, etc.
- O. There shall be no disruptive campaigning in class. This will be at the discretion of the presiding instructor and the Elections Committee.
- P. Candidates wishing to sponsor parties or barbeques on campus must complete an Activities Notification Form, obtain a noise and/or a food permit if necessary, and include the cost incurred by or donations given to these events on the aforementioned itemized statement of expenses. A copy of the Activities Notification Form must be filed with the Elections Committee in the ASUW Office two weeks prior to the event.



- Q. Candidates will be held responsible for making their associated supporters aware of all election rules.
- Section 8.** Complaints and Violations
- A. All complaints must be referred to the Judicial Council following the method prescribed in the ASUW By-Laws, Article II, Section 3, and all violations must be turned in to the ASUW secretary in the ASUW Office no later than 4:00 p.m. the day after the election in which the violation occurred.
- Section 9.** Sanctions
- A. No sanctions reached by the Judicial Council will be final unless approved by the University of Wyoming Vice President for Student Affairs (as stipulated in Article III, Section 3, Letter B of the ASUW By-Laws).
- B. Any candidate who fails to abide by the verdict and sanctions approved by the Vice President for Student Affairs may be disqualified from the election or from the position won in the election if the Vice President so decides.
- C. No candidate shall be disqualified from a previously elected or appointed office for a campaign violation for the most recent election; nor shall a candidate be disqualified from running for or serving in another ASUW position.
- D. If sanctions were imposed by the Judicial Council, appeals may be made by the sanctioned student to the UW Board of Student Appeals.
- E. Sanctions may include but are not limited to placing that candidate's/ticket's name at the bottom of the ballot, removal from the ballot, or disqualification from office.
- Section 10.** Results
- A. No information shall be available until the Elections Committee has finished tabulating all ballots.
- B. The results of voting in each election shall be announced outside the Senate Office and posted in the ASUW Office and the Campus Activities office windows as soon as they are available.
- C. At-large seats on the Senate will also be given to any unsuccessful general election candidate for president and vice-president. If any person is elected to more than one position in the election, that person must resign from all but one position.
- D. If there is a tie in the General election, a run-off election shall be called to resolve the tie and determine the winner.
- E. The run-off election shall occur no later than five school days following the general election. The candidate who holds a plurality of votes for any one position in the run-off election shall be declared the winner of that position. An additional itemized cost statement must be submitted to the ASUW Office no later than 4:00 p.m. on the day following the run-off election.
- Section 11.** Changes to Election Rules
- A. No changes will be made less than two weeks before the general election and candidates will be given written notice of the changes. Candidates should make themselves aware of any other university regulations or policies that might affect their campaign.
- Section 12.** Disclosures
- A. Any person who is a candidate or official for ASUW shall have to file a disclosure form granting the ASUW Advisor permission to verify that a candidate or student government officer is not on Conduct Probation as assigned by the Assistant Dean of Students for Judicial Affairs or designee in the Dean of Students Office while running for office or while serving in office.

- B. No person shall be required to submit this form for any reason. However, if a candidate fails to submit the required disclosure form then that candidate's name will be removed from the ballot.

## ARTICLE V

### Vacancy of Office

- Section 1. Procedure for filling vacancies of Senate officers between elections:
  - A. Upon the resignation, permanent absence, or incapacity of the President, the Vice President shall become president.
  - B. Upon the resignation, permanent absence, or incapacity of the Vice President, the President Pro Tempore of the Senate shall become Vice President.
  - C. Upon the resignation, permanent absence, or incapacity of the President Pro Tempore of the Senate, the Senate Parliamentarian shall become the President Pro Tempore.
- Section 2. Procedure for filling Senate vacancies between elections:
  - A. Upon the resignation, permanent absence or incapacity of any Senator, the senatorial candidate from the college who received the next highest number of votes in the preceding election shall fill the vacancy.
  - B. The ASUW Vice President will notify the person with the next highest number of votes as soon as a Senator's resignation has been approved at an ASUW Senate meeting. The person notified will have two school days to accept or refuse the Senate position. Upon acceptance the person will be sworn in at the next ASUW Senate meeting. In the event of refusal, the same procedure will be followed with the next available candidate.
  - C. Following acceptance of the resignation of a Senator at a Senate meeting, where no candidate exists, an application procedure set by the Elections Committee, with the consent of the ASUW Senate, will begin immediately.
  - D. Applications will be accepted for ten (10) school days following the approval of the resignation, and the deadline date will be advertised. The deadline will be extended or late applications accepted only if no applications are filed within the allotted time.
  - E. Interview Procedure:
    - 1. Each candidate who applies and is eligible shall be granted a personal interview with the Elections Committee.
    - 2. Interview time and questions shall be consistent from candidate to candidate.
    - 3. Guidelines for interviewing will be developed by the Elections Committee.
    - 4. Any interested ASUW representative may attend Elections Committee interviews if **he/she** notifies the Committee in advance.
  - F. After all interviews are completed and the Elections Committee has reached a decision, all candidates will be notified by the ASUW Vice President within one (1) school day following the completion of all interviews.
- Section 3.
  - A. Upon the resignation, permanent absence or incapacity of any Judicial Council member, a new member shall be appointed by the ASUW President, with the advice and consent of three-fourths (3/4) of the ASUW Senate.
  - B. In making a subsequent appointment, the ASUW President shall make all possible efforts to preserve the existing diversity of the Judicial Council before the departing justice's absence from office, making special efforts to see that the Council represents as many of UW's seven colleges as possible.
  - B. The appointment shall only last until the expiration of the term of the absent justice.
  - C. Any Justice appointed in such a situation shall, at the end of the term, be eligible

to be appointed to a full two (2) year term.

## Article VI

### Code of Ethics

#### Section 1. Preamble

We, the elected and/or appointed representatives of the Associated Students of the University of Wyoming Student Government, seek to promote the interests and well being of all students, regardless of race, religion, age, sexual orientation, disability, gender, veteran or resident status. In doing so, we will respect the integrity, dignity and worth of individual students and will recognize and acknowledge the differences in each. We will be sensitive and protective of the liberties and respect to which each individual student is entitled. We will refrain from and discourage behaviors that threaten these ideals and freedom and civility that every individual deserves.

#### Section 2. Standards of Behavior

As an elected and/or appointed representative of the Associated Students of the University of

Wyoming Student Government (ASUW):

- A. I will not misuse my position as an elected representative or the resources of ASUW for personal gain.
- B. I will express my opinions and views on subjects brought before this governing body in a professional and civil manner and will respect and objectively evaluate the opinions and views of others.
- C. I will not tolerate language or actions that may discriminate against or discredit any individual student, group of students, or student organization(s).
- D. I will endeavor to allow the presentation of all views, however diverse, of any student, group of students, or student organization(s) or subject, which may come before this governing body.
- E. I will actively promote open two-way communication between the ASUW leadership and the students we serve.

#### Section 3. Obligations and Duties

As an elected and/or appointed representative of the Associated Students of the University of

Wyoming Student Government (ASUW):

- A. I will at all times, refrain from conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination or other actions contrary to the spirit or intent of this Code of Ethics
- B. I will familiarize myself with the Constitution, By-laws and other rules and procedures of this governing body and will act within the spirit and intent of these documents.
- C. I will endeavor to advance and promote the interests of the students of the University of Wyoming, taking into account their diverse needs and views.
- D. I will acknowledge and make public any potential conflict of interest arising from my other involvements and will abstain from voting in the matter and will be encouraged to refrain from misusing my position in ASUW Government to influence the vote of any voting member.
- E. I will present an accurate portrayal of the nature and extent of my qualifications and competencies when applying for positions within ASUW Government and when representing ASUW Government.

**Section 4.** Procedures for Violations

- A. Proceedings against an individual for an alleged violation of the Code of Ethics may be initiated by the following methods upon receiving a written complaint from any source indicating that a violation may have occurred.
  - 1. Senate Violations: complaints pertaining to Code of Ethics violations committed by members of the senate shall be presented to the ASUW Vice President.
  - 2. Executive Violations: complaints pertaining to Code of Ethics violations committed by the members of the executive board shall be presented to the Judicial Council.
- B. Upon delivery of a complaint, the ASUW Vice President or the Judicial Council shall meet with the alleged violator and discuss why the action of the individual was not appropriate. It is then up to the discretion of the recipient to refer the complaint directly to the Judicial Council for their review, if the complaint is egregious enough to merit such a decision.
  - 1. The complaint recipient shall inform the alleged violator that future violations can be considered negligent and can be grounds for impeachment upon review by the Judicial Council.
  - 2. The alleged violator shall receive a copy of the complaint in writing at the meeting with the complaint recipient.
  - 3. A copy of the complaint shall also be sent to the ASUW Advisor or designee.
  - 4. All communications between the alleged violator and the complaint recipient shall remain confidential, including any copies sent to the ASUW Advisor or designee.
  - 5. All other disciplinary procedures that are not outlined in this document shall follow the guidelines set forth by the regulations of the University of Wyoming.

**ARTICLE VII**

**Impeachment**

- Section 1.** Articles of Impeachment may be brought against any member of the Executive, Legislative, or Judicial branch of the ASUW.
- Section 2.** The Student Senate shall have the sole power to try all impeachments.
- Section 3.** The impeachment proceedings shall be considered legislative action.
- Section 4.** A vote of two-thirds (2/3) or more of the current membership of the Student Senate shall be necessary to bring the charge of impeachment.
- Section 5.** The trial must be commenced in at least two (2) weeks following the vote.
- Section 6.** The accused must have a fair trial consistent with the concept of due process as provided by the University Procedures in these matters.
- Section 7.** Charges must be published in at least one (1) issue of the official campus news publication.
- Section 8.** In the event Articles of Impeachment are brought against the Vice President, the President Pro Tempore shall act as Chairman of the Senate.

**Section 9.** A person shall not be convicted without the concurrence of at least three-fourths (3/4) of the current membership of the Student Senate.

**Section 10.** A person may not vote on **his/her** own impeachment.

**Section 11.** If convicted on articles of impeachment, there shall be no punishment other than removal from office.

## ARTICLE VIII

### Services and Programs

**Section 1.** All services and programs funded by the ASUW shall be placed in one (1), and only one (1), of the following categories:

A. Category 1:

1. The ASUW Senate does not participate directly in the working of this service or program.
2. The ASUW Senate does not have the authority to approve working documents, modifications therein, or hiring and firing of employees of this service or program.
3. A representative of this service or program will not be required to report periodically to the ASUW Senate.
4. The following are Category 1 ASUW services and programs:
  - a. ASTEC
  - b. ASUW Business Office
  - c. Gallery 234
  - d. Non-Traditional Student Council
  - e. United Multicultural Council
  - f. Student Handbook Planner
  - g. UW Child Care

B. Category 2:

1. The ASUW Senate does participate directly in the working of this service or program.
2. The ASUW Senate does not have the authority to approve working documents, modifications therein, or hiring and firing of employees of this service or program.
3. A representative of this service or program will not be required to report periodically to the ASUW Senate.
4. The following are Category 2 ASUW services and programs:
  - a. Connecting Future Generations
  - b. Freshman Senate
  - c. Safe Ride
  - d. Minority Student Leadership Initiative

C. Category 3:

1. The ASUW Senate does participate directly in the working of this service or program.
2. The ASUW Senate must approve working documents, modifications therein, or hiring and firing of employees of this service or program.
3. A representative of this service or program will be required to report periodically to the ASUW Senate.
4. The following are Category 3 ASUW services and programs:
  - a. Concerts and Convocations
  - b. Special Projects Fund
  - c. Students' Attorney

**Section 2.** The ASUW Senate shall have the sole authority to classify all services and programs.

- Section 3.** The ASUW Senate shall have the sole authority to amend the classification of all services and programs as needed.
- Section 4.** All bills creating a new service or program must specify the category to which the service or program belongs.

## **ARTICLE IX**

### **Revisions and Adoption**

- Section 1.** All revisions and amendments to these By-Laws shall facilitate the requirements of the Constitution and not be in conflict with the Constitution.
- Section 2.** Approval for any revisions of these By-Laws requires a two-thirds (2/3) vote of the current ASUW Senate membership.
- Section 3.** Any amendment to these By-Laws must be presented to the ASUW Senate membership and be approved by a two-thirds (2/3) majority of the current ASUW Senate body.

Updated February, 2005

**Addendum A** (continued)  
**RULES AND PROCEDURES OF THE STUDENT SENATE  
OF THE ASSOCIATED  
STUDENTS OF THE UNIVERSITY OF WYOMING**

No significance is to be attached to singular or plural designations or the use of masculine, feminine, or neuter gender in these Rules and Procedures. Each designation or gender shall be construed to include the others where appropriate.

Article I

Time of meeting

Section 1. Regular meetings shall be determined according to Article VIII, Section 1 of the ASUW Constitution.

Article II

Order of Business

Section 1. The following shall be the order of business: (Agenda shall be posted 24 hours prior to meeting)

- A. Call to order
- B. Mission Statement: "The purpose of the Student Government of the Associated Students of the University of Wyoming is to serve our fellow students in the best manner possible through accurate representation, professional interaction with campus programs and organizations, and responsible, effective leadership."
- C. Roll call – all voting and non-voting members of the Senate
- D. Approval of Minutes
- E. Approval of the Agenda
- F. Open Forum
- G. Special Event– determined by Chair and if necessary
- H. Communications – president, vice president, etc.
- I. Ex-Officio Communications
- J. Committee Reports--Steering first, followed by others in alphabetical order
- K. College Contact Reports
- L. Finance Appropriations Requests
- M. Old Business
- N. New Business
- O. Announcements
- P. Processing
- Q. Adjournment

Article III

Absent Voting Members

Section 1. Attendance shall be required of all voting members of the ASUW Senate at all meetings of the Senate. Any Senator with three or more absences from the regularly scheduled Senate meeting or special events that are deemed mandatory by the Executive Branch shall appear before the ASUW Steering Committee to determine whether they can continue serving. If a Senator leaves three (3) or more meetings early, the Senator may be called to appear before the ASUW Steering Committee at the discretion of the Chair. If a senator needs to leave any mandatory meeting early **he/she** must notify the chair in advance. Any Senator who does not attend committee meetings without contacting the respective chairpersons are subject to appear before the ASUW Steering committee at the discretion of the Committee Chairs.

Article IV

Legislative System

Section 1. Mechanics: All major actions shall be submitted in bill form.

- A. All bills or resolutions shall be submitted to the ASUW Secretary, in writing, at least two (2) class days prior to the day of their introduction on the floor.
- B. The ASUW Secretary shall number the bills and resolutions according to the order of their introduction on the floor.
- C. The bill or resolution shall be headed by the statement "Senate Bill number" or "Senate Resolution number" respectively.
- D. The title, date introduced, the author(s) and the sponsor(s) name(s) shall follow the heading.
- E. In the case of a bill, the proposal shall begin by stating, "Be it enacted by the Student Senate of the Associated Students of the University of Wyoming that..."
- F. In the case of a resolution, the proposal shall be in the form listed in the latest edition of Robert's Rules of Order, Revised.
- G. If the bill or resolution shall be of such a technical nature that the definition of pertinent terms or explanation of any portion shall be necessary, this shall be added as an addendum to the legislation.
- H. A bill shall be an action to be held binding upon the Associated Students of the University of Wyoming, or their officers and administrators.
- I. A resolution shall be a statement of the opinion of the Senate of the ASUW and binding upon that body alone.
- J. Each line of the resolution or bill shall be numbered to facilitate debate and changes.
- K. The bill or resolution shall conclude with the following statement: "Being enacted (resolved) on (date of passage) I do hereby sign my name hereto and approve this Senate action. (signature) ASUW President."
- L. The ASUW Secretary will forward all legislation to the ASUW Steering Committee so that it can refer the proposed ASUW legislation to the proper ASUW permanent or special committee for specified action or recommendation. All finance bills shall be automatically referred to the appropriate finance committee.
- M. The ASUW Secretary shall reproduce the proposed bills and resolutions and provide copies to the Senators prior to the Senate meetings.

Section 2. Records: A record of all bills and resolutions passed shall be maintained in the ASUW Office. These shall be listed according to number and shall state the following:  
 Chronological (file) number  
 Title  
 Date introduced  
 Thesis  
 Author(s)  
 Sponsor(s)

Article V  
 Legislative Action

- Section 1. A. All bills and resolutions must be sponsored by not less than two Senators of the ASUW Senate.
- B. Bills and resolutions must be read in not less than two (2) consecutive Senate meetings by the Secretary before passage.
- C. The bill or resolution shall be read the first time by the Secretary and the ASUW Vice President shall immediately report the committee(s) to which the bill or resolution has been referred by the Steering Committee. There shall be no debate following the first reading.
- D. After being reported out of committee, the ASUW Vice President shall place the bill or resolution on the agenda and it shall be read a second time and recommendations of the committee(s) shall be given by the chairperson(s) of the committee(s) to whom it was assigned. The bill or resolution is now open for debate and subject to amendments.



- E. At the end of debate, the bill shall be read a third time by the Secretary and shall be voted upon at the end of this reading. No debate or amendment shall be permitted after the chair has put forth the question to the voting membership. The final vote on all ASUW bills and resolutions shall be a roll call vote.
- F. Following action by the ASUW on a bill or resolution, the original copy of the legislation shall be signed by the presiding officer of the Senate to attest to the action.
- G. This signed legislation shall be submitted to the ASUW President for **his/her** action. If this legislation is signed by the ASUW President, goes into effect without **his/her** signature, or **his/her** veto is overridden by the ASUW Senate, it shall be entered and kept in a volume of legislation of the ASUW by the Secretary.
- H. None of the above rules shall be construed as an abridgment of the right of any senator to move to table indefinitely or definitely until any future time.
- I. In the case of an emergency, a bill or resolution may be voted on in the meeting of its introduction if the Senate, by a four-fifths (4/5) vote of its members present, shall vote to suspend the rules. (Suspends Article VI, Paragraphs B and C) After such action, the proper committee shall be asked for its recommendation. This recommendation may have been prepared prior to the Senate meeting or the committee may meet in a special session during the Senate meeting if a quorum of the committee is present.
- J. All roll call votes shall include votes only of Senators present at roll call. Any Senators present at roll call but not responding in roll call votes shall have their votes counted as abstentions. Senators leaving prior to the adjournment of the meeting without permission of the presiding officer, and who, by their leaving, miss a roll call vote, shall have their names removed from future roll call votes of that meeting. Senators leaving with permission of the presiding officer will have their names called at any roll call votes following their return.
- K. Any action on a current bill or resolution will override previous Senate action on the same subject matter. Any legislation previously enacted by the ASUW Senate shall remain in full force and effect until such time as the ASUW Senate repeals or amends such prior actions, or it expires of its own accord, except prior actions of the ASUW Senate which shall automatically be considered superseded, if inconsistent with these by-laws.

#### ARTICLE VI

##### Use of ASUW Name and Logo

- Section 1.
- A. "Logo" refers to any design used by ASUW officials that represents ASUW or the ASUW Senate.
  - B. Any ASUW function shall be entitled and required to use the name and/or logo in the promotions of programs partially or fully sponsored by that entity.
  - C. Any non-ASUW entity wishing to use the name and/or logo for commercial purposes can do so only after receiving approval from the ASUW Senate.
    - 1. Approval of the ASUW Senate requires a majority vote.
    - 2. Any non-ASUW function receiving ASUW funds will be required to have the name and/or logo appear in promotions.
  - D. Any group using the name or logo without ASUW Senate approval will be denied any future consideration for funds or support, unless retribution specified by the Senate has been received.
    - 1. The ASUW Senate reserves the right to pursue violations further, both within and out of the University.

#### Article VII

##### Recognition by the Chair

- Section 1. Upon recognition by the presiding officer, and subject to his discretion on time limits:

- A. Any member of the ASUW after being yielded the floor by an ASUW Senator, Vice President, or Ex-Officio member, may address the ASUW Senate on a matter pending before it or upon matters falling within its jurisdiction.
- B. Any ASUW Senator, Vice President, or ex-officio member shall have the privilege of introducing a guest speaker not a member of the ASUW.
- C. Those having business before the Senate, not being Senators or Senate Officers, shall state their names and who they represent before speaking. While the ASUW Senate is in session, no one but ASUW Senators, the ASUW Vice President, the ASUW Secretary, and ex-officio members of the Senate shall sit at the Senate round table.

#### Article VIII

##### Suspension

Section 1. These rules, or any portion thereof, may be temporarily suspended by a two-thirds (2/3) vote of the ASUW Senate with the exceptions of Article VI, Paragraphs B and C, which require a four-fifths (4/5) vote.

#### Article IX

##### Revisions and Adoption

Section 1. Upon approval of these Rules and Procedures by a two-thirds (2/3) majority vote of the current ASUW Senate membership, changes shall require a vote of the same before adoption.

Approved by the ASUW Senate  
September 8, 1981

Approved by the ASUW Senate  
(amended)  
April 2, 2002

Housekeeping changes April 21, 2003