



SENATE BILL #2586


TITLE: Restructuring of Senator Service Hours
DATE INTRODUCED: November 28, 2017
AUTHOR: Senator Herold and Hungerford; Chief of Staff Thomson-Lichty
SPONSORS: Senator Kennedy and Rubino

1. WHEREAS, it is the duty of the Associated Students of the University of Wyoming
2. (ASUW) Student Government to represent our fellow students accurately; and,
3. WHEREAS, service hour requirements are the primary way of ensuring that senators
4. complete outreach to their constituents; and,
5. WHEREAS, streamlining the process in which senators achieve service hours is a growing
6. need; and,
7. WHEREAS, some senators have high commitments during some months and nearly
8. no commitments during other months; and,
9. WHEREAS, senators are unable to receive credit for any service hours completed beyond
10. the four (4) hours per month; and,
11. WHEREAS, this makes it difficult for committee chairs to find an adequate number of
12. volunteers during busy times of the year, namely University of Wyoming Homecoming
13. and ASUW Elections; and,
14. WHEREAS, establishing a minimum of two (2) service hours for each service period will
15. ensure that senators complete at least one (1) service hour beyond their required office
16. hour each period; and,
17. WHEREAS, the term “full month” has never been explicitly defined within ASUW
18. working documents and has caused some confusion in the past; and,

19. WHEREAS, defining specific periods as “service periods” eliminates ambiguity and sets
20. clear expectations; and,
21. WHEREAS, allowing senators to receive credit for service hours outside of the currently
22. recognized full months will reward participation during busy times of the year and
23. incentivize more consistent participation over the course of an administration; and,
24. WHEREAS, the Steering Committee has not historically enforced service hours
25. requirements for March due to the University’s Spring Break nor for April due to the end
26. of the current administration’s term, despite the occurrence of ASUW General Elections
27. during this time; and,
28. WHEREAS, giving the Steering Committee the power to establish deadlines for each
29. service period would allow them the flexibility to set deadlines after significant ASUW
30. outreach events or ASUW programming.
31. THEREFORE, be it enacted by the Associated Students of the University of
32. Wyoming (ASUW) Student Government that the ASUW By-Laws be amended to
33. reflect the changes outlined in Addendum A; and,
34. THEREFORE, be it further enacted that these changes outlined in Addendum A go
35. into effect January 1, 2018.

Referred to: Programs and Institutional Development

Date of Passage: 12/5/17 Signed: 
(ASUW Chairperson)

“Being enacted on December 8th, 2017, I do hereby sign my name hereto and
approve this Senate action.” 

ASUW
President

Addendum A

- B. Each ~~service period~~~~full month~~ of the academic semester, Senators will be required to accumulate one (1) office hour. Office hours will be held as follows:
- i. They will be held one hour per ~~full month~~~~service period of the semester~~.
 - ii. The office hour may be held in the ASUW Office. It may be held in an alternative location with prior approval from the ASUW Steering Committee.
 - iii. Hours will be used for committee work beyond regularly scheduled meetings, student outreach, and Legislative duties.
 - iv. Senators will have an open door for any constituent.
 - v. Senators will document office hours in the ASUW Office upon completion of each hour.
 - vi. The monthly time, date, and location of office hours shall be posted on the ASUW website Representative's page under the Senator's profile.
 - vii. Any change to time, date, or location of office hours must be submitted to the ASUW Vice President at least twelve (12) hours in advance.

- ~~a.~~
- C. Each academic semester, Senators will be required to accumulate a total of 12 service hours in the Fall Semester and 8 service hours in the Spring Semester.
- a. Senators will be required to accumulate a minimum of 2 service hours within each period of time ("service period") defined in the following table.

Service Periods

<u>Fall Semester</u>	<u>Spring Semester</u>
<u>August/September</u>	<u>January/February</u>
<u>October</u>	<u>March/April</u>
<u>November/December</u>	

- b. Senators filling a vacancy will only be required to accumulate a semester total of 4 hours for each full service period (defined above) they are in office in a given semester. The equation for determining total number of hours is:
 - i. $4 * (\# \text{ of full service periods}) = \text{total required hours for a given semester}$
- ~~C.D.~~ Each full month of the academic semester, Senators will be required to accumulate four (4) Service hours can be accumulated through the following means:
- i. Documented office hour in the ASUW office.
 - ii. Documented participation in an ASUW student outreach event.
 - iii. Documented attendance or participation in an ASUW funded event.
 - iv. Documented volunteering with an ASUW program.
 - v. Documented outreach to RSOs that Senators are not already affiliated with by attending an RSO meeting and sharing the resources ASUW can provide to RSOs to encourage stronger ties between ASUW and RSOs.
 - vi. Any other form of service hour, as pre-approved in writing by the ASUW Vice President, with the subsequent approval of the ASUW Steering Committee.
- ~~D.E.~~ ASUW Senators shall be required to attend a diversity workshop. This workshop should

focus, but is not limited to, the diversity as it pertains to the University of Wyoming to increase awareness and decrease insensitivity towards underrepresented populations throughout campus. This diversity training will be developed by UMC in coordination with the ASUW Vice-President. Completion of this requirement shall serve as two (2) of the aforementioned service hours for the ~~service period month~~ in which the workshop is held.

- F. Appropriate documentation, ~~and~~ documentation methods ~~and due dates for~~ service hours will be set and managed by the ASUW Vice President, with the subsequent approval of the ASUW Steering Committee.