

**SENATE BILL #1910**

**Title: ASUW STUDENT ACTIVITIES COUNCIL BY-LAW CHANGES**

**Date: February 12, 1999**

**Authors: Senators Bean, Esquibel, and Tufts**

**Sponsors: Senators Bean and Tufts**

1. WHEREAS, the By-Laws for the Student Activities Council are outdated and

2. ambiguous, and

3. WHEREAS, the ASUW Student Activities Council has been reorganizing itself

4. in the last few years.

5. THEREFORE, be it enacted by the Associated Students of the University of

6. Wyoming to add the following disclaimer before Article I of the Student

7. Activities Council By-Laws: "No significance is to be attached to singular or

8. plural designations or the use of masculine, feminine, or neuter gender in these

9. By-Laws. Each designation or gender shall be construed to include the others

10. where appropriate. Whenever used in these By-Laws, the term University refers

11. to the University of Wyoming."

12. THEREFORE, be it further enacted by the Associated Students of the University

13. Of Wyoming to change the Student Activities Council's By-Laws Article II to

14. read as follows:

15. "Article II

16. Council Membership

17. Sec. 1. Eligibility: Any member of the ASUW may apply to be a member of

18. ASUW Student Activities Council, however, they must meet the following

19. requirements:

20.           A. As a minimum during his term of office, he must be registered for  
21.                   and maintain the required number of credit hours to be classified as  
22.                   a full time student as such is defined by University Regulations.

23.           B. As an undergraduate student, he must maintain a cumulative grade  
24.                   point average of 2.00 or better; or

25.           C. As a graduate or professional student, he must maintain a cumulative  
26.                   grade point average of 3.00 or better unless such a grade average is not  
27.                   required by a particular graduate or professional program.

28.   Sec. 2. Officers: The officers of the Student Activities Council shall be the  
29.                   Chairperson, Lead Student Programmer, Corresponding Secretary,  
30.                   Recording Secretary, and Treasurer.

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

34.   Sec. 4. Senators: A minimum of five ASUW Senators, including the Chair-  
35.                   Person, shall serve on this Council.

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

39.                   Community Service	Environmental
40.                   Family Programming	Films
41.                   Marketing	Special Events

42. Sec. 6. SAL's: There is an unlimited number of SAL's that shall serve on  
43. this Council.

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

47. Residence Halls Association

48. Wyoming Union Programming Committee

49. Sec 8. Ex-Officios: The following persons shall serve on the Student Activities  
50. Council as ex-officio members:

51. The Assistant Director, Programs and Activities

52. The Campus Activities Center's Graduate Assistant

53. The ASUW Business Manager

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

56. THEREFORE, be it further enacted by the Associated Students of the University  
57. of Wyoming to change the Student Activities Council's By-Laws Article III to  
58. read as follows:

59. "Article III

60. Responsibilities of Council Officers

61. Sec. 1. General: The duties of the officers are those prescribed by these By-Laws  
62. and the Constitution, By-Laws, and Finance Policy of the Associated  
63. Students of the University of Wyoming.

64. Sec. 2. Enforcing Rules: It shall be the responsibility of all officers to read

65. thoroughly, understand, and enforce all of the Constitution and By-Laws  
66. of the Associated Students of the University of Wyoming and these By-  
67. Laws.

68. Sec. 3. Chairperson: The Chair is responsible for all the business activities of the  
69. Council. He is to run meetings; coordinate SAC marketing; oversee  
70. ASUW senators and students-at-large; and maintain communication  
71. between himself, the Advisor, and LSP. He is also responsible for  
72. attending all SAC business meetings. When a decision is to be made by  
73. the Chair, it will be a final decision to act upon, unless put to the Council  
74. for a vote. The Chair will assist the LSP, as needed, and will be  
75. knowledgeable about the LSP's duties. In the event of the Chair's absence  
76. the LSP will assume the duties of the Chair.

77. Sec. 4. Lead Student Programmer: The LSP is the activity manager for the  
77. Council. He is responsible for overseeing all programming of SAC. He  
78. shall aid, and oversee, as necessary, commissioners with their programs and  
79. related marketing; and maintain communication between himself, the  
80. Advisor, and Chair. He is also responsible for attending all SAC business  
81. meetings. The LSP will also assist the Chair with his duties, as needed, and  
82. will be knowledgeable about the Chair's duties. In the event of the LSP's  
83. absence the Chair will assume the duties of the LSP.

84. Sec. 5. Corresponding Secretary: The secretary shall be responsible for maintaining  
85. all correspondence within the committee. He will also keep a record of all  
86. activities and members of the Council, notify all members of meeting times

87. and events, and maintain a calendar of events. The corresponding  
88. secretary will notify any SAC member if the member has unexcused  
89. absences. He is also responsible for attending all SAC business meetings.  
90. In the event of the Corresponding Secretary's absence, the duties shall  
91. carry over to the Recording Secretary.

92. Sec. 6. Recording Secretary: The secretary shall be responsible for the recording,  
93. typing and distribution of the Council's minutes and agendas. He is  
94. responsible for attending all SAC business meetings. In the event of the  
95. Recording Secretary's absence, the duties shall carry over to the  
96. Corresponding Secretary.

97. Sec. 7. Treasurer: The treasurer is responsible for the financial records of the  
98. Council. He is responsible for attending all SAC business meetings. In  
99. the event of the treasurer's absence, the duties of the treasurer shall carry over  
100. to another senator/SAL. He will work with the Advisor, LSP, Chair, and the  
101. ASUW Business Manager in keeping track of SAC's funds. He will also give  
102. a weekly report on the Council's financial situation. Finally, he will work  
with

103. the finance board in preparing an annual budget request."

104. THEREFORE, be it further enacted by the Associated Students of the University  
105. of Wyoming to change the Student Activities Council's By-Laws Article IV to  
106. read as follows:

107. "Article IV

108. Selection of Officers

109. Sec. 1. Chairperson: The chairperson shall be appointed by the ASUW Vice  
110. President with the approval of the ASUW Senate to serve as the chair of  
111. SAC.

112. Sec 2. Lead Student Programmer: The LSP shall be chosen by the previous  
113. SAC. Applications/nominations shall be due the last day before Spring  
114. Break, with interviews the week after Spring Break. Each individual shall  
115. be allowed to address the Council and be interviewed by them. An  
election

116. shall be held by the voting members, where a quorum must be obtained.  
117. After voting, the LSP will train the LSP-elect on the duties and  
118. responsibilities of the position. The LSP-elect's term will begin after the  
119. last day of the spring semester.

120. Sec. 3. Secretaries and Treasurer: Nominations for the positions of Corresponding  
121. Secretary, Recording Secretary, and Treasurer shall be taken from the new  
122. membership of the Student Activities Council. Each nominated individual  
123. shall be allowed to address the Council. An election shall be held in which  
124. each member of the Student Activities Council is allowed one vote. A  
125. candidate must receive a majority of the votes cast by the Council in order  
126. to be elected."

127. THEREFORE, be it further enacted by the Associated Students of the University  
128. of Wyoming to change the Student Activities Council's By-Laws Article V to  
129. read as follows:

130. "Article V

131. Duties of Membership

132. Sec. 1. Senators and Students-at-Large: A minimum of five ASUW Senators,  
133. with one serving as Chair, and a minimum of two Students-at-Large, with  
134. one being a Freshman Senator appointed by Freshman Senate, subject to the  
135. approval of the ASUW Vice President, shall be appointed by the ASUW  
136. Vice President to serve on the Student Activities Council. The Senators and  
137. Students-at-Large may be assigned or elected (to be determined by the  
138. Chair) to the following duties:

139. A. Recognition: The Recognition Coordinator is responsible for  
140. coordinating the end of the year awards. He is responsible for  
141. attending all SAC business meetings. In the event of the Recognition  
142. Coordinator's absence, the duties of the Awards Manager will carry over  
143. to another Senator/SAL. The Awards Manager will work with the Chair,  
144. LSP, and the Advisor in the selection of the receivers of the awards.  
145. They will also decide when and where the awards will be given. They are  
146. responsible for maintaining a file of all the evaluations of programs and  
147. activities conducted by each commission, and advising the Council of any  
148. evaluations that need to be done.

149. B. Historian: The Historian is responsible for maintaining a current and  
150. accurate history of all activities and programming in which SAC is  
151. involved. He is also responsible for maintaining pertinent materials for  
152. for the establishment and continuance of a permanent SAC archives. He is  
153. responsible for attending all SAC business meetings. In the event of the

154. Historian's absence, the duties of the Historian will carry over to another  
155. Senator/SAL.

156. C. Recruitment and Retention: This office will be filled by two members.

157. These two members will work on recruitment and retention for the  
158. Council and commissions. They will be responsible for correspondence  
159. with new members to inform them of the Council meetings, programs,  
160. and other pertinent information.

161. D. Commission Assistants: The rest of the Senators/Students-at-Large who  
162. have not been appointed or elected to a duty shall be appointed or chosen  
163. to serve as an assistant to any commission. They will assist the  
164. commissioner(s) with their duties. There shall be a minimum of one  
165. Senator or Student-at-Large to serve as an assistant to any one  
166. commission. Senators are also responsible for attending their respective  
167. commission meetings and all SAC business meetings. SALs are only  
168. responsible for attending their commission meetings, unless elected to an  
169. office.

170. Sec. 2. Commissioners: Each commissioner is responsible for planning  
171. programs and activities for the University of Wyoming student body to  
172. attend, participate in, or watch. They are responsible for attending all  
173. SAC business meetings; conducting commission meetings;  
174. communicating with the LSP, Advisor, and the Chair; communicating  
175. with their commission members; and recruiting members for their  
176. commission. They are also responsible for the planning, promoting,



177. execution, and evaluation of every event that is carried out by their  
178. commission.

179. Sec. 3. Advisor: The SAC Advisor is responsible for advising all members of  
180. SAC in their duties. He is also responsible for attending all SAC  
181. business meetings and maintaining communication between all members  
182. of SAC.

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

187. Sec. 5. Wyoming Union Programming Committee Representative: The UPC  
188. Representative is responsible for attending all SAC business meetings.  
189. He shall serve as a communication between UPC and SAC in informing  
190. each other on the activities of each group.”

191. THEREFORE, be it further enacted by the Associated Students of the University  
192. of Wyoming to change the Student Activities Council’s By-Laws Article VI to  
193. read as follows:

194. “Article VI

195. Selection of Membership

196. Sec. 1. Senators: A minimum of 5 ASUW Senators, including the chair, shall be  
197. appointed by the ASUW Vice President, with the approval of the ASUW  
198. Senate.

199. Sec. 2. Commissioners: Application for commission positions shall be out no

200. later than four weeks before they are due. They are due on the last day of  
201. school before Spring Break. Interviews will follow on the weeks after  
202. Spring Break, following the election of the LSP. Interviews will be  
203. conducted by the Chair, LSP, LSP-elect, outgoing Commissioner and  
204. Advisor. Appointments must be approved by the voting members of the  
205. ASUW Student Activities Council. Once approved, each outgoing  
206. Commissioner will train their Commissioner-elect on the duties and  
207. responsibilities of their position. The Commissioner-elect's terms will  
208. begin after the last day of the spring semester.

209. Sec. 3. Students-at-Large: Applications for SAL positions become available  
210. through ASUW student government. Appointment will be made by the  
211. ASUW Vice President, with the approval of ASUW Student Senate.

212. Sec. 4. Residence Halls Association Representative: A representative from the  
213. Residence Hall Association shall be chosen by the entity. This  
214. representative must then be approved by the Council as a whole.

215. Sec. 5. Wyoming Union Programming Committee Representative: A  
216. representative of the Wyoming Union Programming Committee shall be  
217. chosen by that entity. This representative must then be approved by the  
218. Council as a whole.

219. Sec. 6. Lack of Applicants: If there is a lack of applicants whereas there is not  
220. enough to fill all the commissions, it is up to the Chair and the LSP to  
221. decide how long the deadline is to be postponed.

222. THEREFORE, be it further enacted by the Associated Students of the University

223. of Wyoming to change the Student Activities Council's By-Laws Article VII to  
224. read as follows:

225. "Article VII

226. Installation

227. Sec. 1. When: All officers, except LSP, of the Student Activities Council shall  
228. be installed immediately upon either their selection or election.

229. Sec. 2. When: All committees and the LSP shall be installed after their one  
230. month training period."

231. THEREFORE, be it further enacted by the Associated Students of the University  
232. of Wyoming to change the Student Activities Council's By-Laws Article VIII to  
233. read as follows:

234. "Article VIII

235. Removal of Membership

236. Sec. 1. Absences:

237. B. Officers:

238. 1. Any SAC officer or member that has two unexcused absences will  
239. receive written notification of such, and that a further absence will  
240. go before the Officers of the Council.

241. 2. When a SAC member misses three business meetings, he will go  
242. before the Officers of the Council to explain himself.

243. a. The Officers will determine what actions should take place.

244. 1. The SAC Chair or any Senator may be referred to the ASUW  
245. Steering Committee for further action.

246.                               2. The Lead Student Programmer may be removed by the  
247.                                       Officers, with the approval of the Council and ASUW Student  
248.                                       Senate.

249.                               3. Commissioners may be removed by the Officers, with the  
250.                                       approval of the Council and ASUW Student Senate.

251.                               4. SAL's may be removed by the ASUW Vice President with  
252.                                       the approval of the ASUW Student Senate.

253.   Sec. 2. Unprofessional/Unethical Conduct:

254.                               A. Any SAC member or officer that has unprofessional and/or unethical  
255.                                       conduct that diminishes the reputation of SAC at any SAC event, will  
256.                                       go before the Officers of the Council.

257.                               B. Complaints about a SAC member must be submitted in writing to any  
258.                                       Officer of the Council.

259.                               C. The individual will receive written notice to go before the Officers to  
260.                                       explain himself.

261.                               D. The Officers will decide what actions should take place.

262.                                       1. The SAC Chair or any Senator may be referred to the ASUW  
263.                                       Steering Committee for further action.

264.                                       2. The Lead Student Programmer may be removed by the Officers,  
265.                                       with the approval of the Council and ASUW Student Senate.

266.                                       3. Commissioners may be removed by the Officers, with the  
267.                                       approval of the Council and ASUW Student Senate.

268.                                       4. SAL's may be removed by the ASUW Vice President with the

269. approval of the ASUW Student Senate.”

270. THEREFORE, be it further enacted by the Associated Students of the University

271. of Wyoming to change the Student Activities Council’s By-Laws Article IX to

272. read as follows:

273. Article IX

274. Finance Board

275. Sec. 1. General: Funding for SAC will be allotted each fiscal year by the ASUW

276. Budget and Planning Committee, with approval of ASUW Senate.

277. Sec. 2. Composition: There will be a SAC Finance Board that will be composed

278. of the SAC Advisor, SAC Chair, LSP, and SAC Treasurer.

279. Sec. 3. Responsibilities: The SAC Finance Board is responsible for presenting

280. and preparing the budget that will go to the ASUW Budget and Planning

281. Committee. They will then distribute the given funding to each

282. commission, with some remaining for the Council as a whole. They will

283. also be responsible for making sure that each commission remains within

284. their allotted amount.

285. Sec. 4. Commission Responsibilities: Each commission is responsible for

286. submitting a projected budget for the upcoming fiscal year to the SAC

287. Finance Board. This submitted budget will be the basis of the budget

288. commission distribution.”

289. THEREFORE, be it further enacted by the Associated Students of the University

290. of Wyoming to change the Student Activities Council’s By-Laws Article X to

291. read as follows:

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“Article X

Business Meeting

Sec. 1. SAC Business Meetings shall:

A. Be determined by the SAC Chair, 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 Chair

2. Roll Call

3. Introduction of Guests

4. Special Events

5. Advisor Report

6. Business Report

a. Chairperson

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

- 315. 4. Films
- 316. 5. Special Events
- 317. 8. Representative Report
- 318. a. Residents Hall Association
- 319. b. Union Programming
- 320. 9. Old Business
- 321. 10. New Business
- 322. 11. Announcements
- 323. 12. Open Forum
- 324. 13. Adjournment

325. Sec. 3. Voting Members in SAC Business Meetings:

- 326. A. Shall include: The LSP, Senators, Commissioners (in the event of a
- 327. Co-Chair each Co-Chair shall have a vote), and all Students-at-Large.
- 328. B. In the event of a tie, the Chair shall cast a vote.”

329. THEREFORE, be it further enacted by the Associated Students of the University  
330. of Wyoming to change the Student Activities Council’s By-Laws Article XI to  
331. read as follows:

332. “Article XI  
333. By-Laws

334. Sec. 1. Amendment: The adoption, amendment, suspension or the alteration in  
335. any manner of these By-Laws shall only be accomplished in the  
336. following manner:

- 337. A. The proposed By-Laws or amendments, or suspension of, or alterations

338. to, shall be read to the Council at each of three successive meetings and  
339. must be passed at the final reading by an affirmative vote of two-thirds  
340. (2/3) of the total Council membership. It is then submitted to the ASUW  
341. Student Senate for approval.  
342. B. The proposed changes to the By-Laws cannot be voted on until seven  
343. days from the first reading.  
344. C. The proposed changes shall be voted on using a roll call vote. The vote  
345. shall be recorded by the secretary and placed in the minutes.”

Referred to: sent back to authors 3/8/99

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

(ASUW Chairperson)

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

\_\_\_\_\_  
ASUW President