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 WHEREAS, the By-Laws for the Student Activities Council are outdated and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
and maintain the required number of credit hours to be classified as
a full time student as such is defined by University Regulations.

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

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

23. Sec. 2. Officers: The officers of the Student Activities Council shall be the

24. Chairperson, Lead Student Programmer, Corresponding Secretary,

25. Recording Secretary, and Treasurer.

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

27. Sec. 4. Senators: A minimum of five ASUW Senators, including the Chair-

28. Person, shall serve on this Council.

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

30. Community Service Environmental

31. Family Programming Films

32. Marketing Special Events
Sec. 6. **SAL’s**: There is an unlimited number of SAL’s that shall serve on this Council.

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

Residence Halls Association

Wyoming Union Programming Committee

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

The Assistant Director, Programs and Activities

The Campus Activities Center’s Graduate Assistant

The ASUW Business Manager

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

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

“Article III

Responsibilities of Council Officers

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

Sec. 2. **Enforcing Rules**: It shall be the responsibility of all officers to read
thoroughly, understand, and enforce all of the Constitution and By-Laws
of the Associated Students of the University of Wyoming and these By-
Laws.

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

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

Sec. 5. **Corresponding Secretary:** The secretary shall be responsible for maintaining
all correspondence within the committee. He will also keep a record of all
activities and members of the Council, notify all members of meeting times
and events, and maintain a calendar of events. The corresponding
secretary will notify any SAC member if the member has unexcused
absences. He is also responsible for attending all SAC business meetings.
In the event of the Corresponding Secretary’s absence, the duties shall
carry over to the Recording Secretary.

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

Sec. 7. Treasurer: The treasurer is responsible for the financial records of the
Council. He is responsible for attending all SAC business meetings. In
the event of the treasurer’s absence, the duties of the treasurer shall carry over
to another senator/SAL. He will work with the Advisor, LSP, Chair, and the
ASUW Business Manager in keeping track of SAC’s funds. He will also give
a weekly report on the Council’s financial situation. Finally, he will work
with
the finance board in preparing an annual budget request.”

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

“Article IV

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

112. Sec 2. **Lead Student Programmer:** The LSP shall be chosen by the previous SAC. Applications/nominations shall be due the last day before Spring Break, with interviews the week after Spring Break. Each individual shall be allowed to address the Council and be interviewed by them. An election shall be held by the voting members, where a quorum must be obtained. After voting, the LSP will train the LSP-elect on the duties and responsibilities of the position. The LSP-elect’s term will begin after the last day of the spring semester.

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

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

130. “Article V
Duties of Membership

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

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

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

C. Recruitment and Retention: This office will be filled by two members. These two members will work on recruitment and retention for the Council and commissions. They will be responsible for correspondence with new members to inform them of the Council meetings, programs, and other pertinent information.

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

Sec. 2. Commissioners: Each commissioner is responsible for planning programs and activities for the University of Wyoming student body to attend, participate in, or watch. They are responsible for attending all SAC business meetings; conducting commission meetings; communicating with the LSP, Advisor, and the Chair; communicating with their commission members; and recruiting members for their commission. They are also responsible for the planning, promoting,
execution, and evaluation of every event that is carried out by their commission.

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

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

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

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

"Article VI

Selection of Membership

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

Sec. 2. **Commissioners:** Application for commission positions shall be out no
later than four weeks before they are due. They are due on the last day of
school before Spring Break. Interviews will follow on the weeks after
Spring Break, following the election of the LSP. Interviews will be
conducted by the Chair, LSP, LSP-elect, outgoing Commissioner and
Advisor. Appointments must be approved by the voting members of the
ASUW Student Activities Council. Once approved, each outgoing
Commissioner will train their Commissioner-elect on the duties and
responsibilities of their position. The Commissioner-elect’s terms will
begin after the last day of the spring semester.

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

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

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

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

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

"Article VII

Installation

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

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

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

"Article VIII

Removal of Membership

Sec. 1. Absences:

B. Officers:

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

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

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

1. The SAC Chair or any Senator may be referred to the ASUW
Steering Committee for further action.
2. The Lead Student Programmer may be removed by the Officers, with the approval of the Council and ASUW Student Senate.

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

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

Sec. 2. **Unprofessional/Unethical Conduct**:

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

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

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

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

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

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

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

4. SAL’s may be removed by the ASUW Vice President with the
approval of the ASUW Student Senate.”

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

Article IX

Finance Board

Sec. 1. General: Funding for SAC will be allotted each fiscal year by the ASUW Budget and Planning Committee, with approval of ASUW Senate.

Sec. 2. Composition: There will be a SAC Finance Board that will be composed of the SAC Advisor, SAC Chair, LSP, and SAC Treasurer.

Sec. 3. Responsibilities: The SAC Finance Board is responsible for presenting and preparing the budget that will go to the ASUW Budget and Planning Committee. They will then distribute the given funding to each commission, with some remaining for the Council as a whole. They will also be responsible for making sure that each commission remains within their allotted amount.

Sec. 4. Commission Responsibilities: Each commission is responsible for submitting a projected budget for the upcoming fiscal year to the SAC Finance Board. This submitted budget will be the basis of the budget commission distribution.”

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


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
4. Films
5. Special Events
8. Representative Report
   a. Residents Hall Association
   b. Union Programming
9. Old Business
10. New Business
11. Announcements
12. Open Forum
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
to, shall be read to the Council at each of three successive meetings and
must be passed at the final reading by an affirmative vote of two-thirds
(2/3) of the total Council membership. It is then submitted to the ASUW
Student Senate for approval.

B. The proposed changes to the By-Laws cannot be voted on until seven
days from the first reading.

C. The proposed changes shall be voted on using a roll call vote. The vote
shall be recorded by the secretary and placed in the minutes.”

Reflected to: [Sent back to Author 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