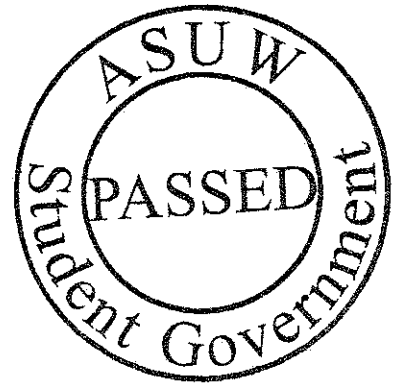


SENATE RESOLUTION #2243



TITLE: Creation of the Student Programming Board

DATE: March 26, 2009

AUTHOR: Executive Percival

SPONSORS: Senators Amy Berry, Jessie Berry, Beach and Gallegos and SALs Tygesen, Abernathy and Jenniges

1. WHEREAS, the Associated Students of the University of Wyoming (ASUW) is a governing
2. body; and
3. WHEREAS, student programming efforts at the University of Wyoming have been
4. struggling to operate efficiently; and
5. WHEREAS, the lack of communication and understanding between the ASUW and the
6. student programming groups that it operates or supports has hindered the improvement and
7. expansion of student programming efforts; and
8. WHEREAS, the ASUW President created an ad-hoc committee to assess the current
9. structure and make a recommendation on how to improve the student programming process
10. and composition; and
11. WHEREAS, a restructuring of programming entities at the University of Wyoming could
12. lead to greater collaboration within and among the programming groups; and
13. WHEREAS, a restructuring of governing and programming bodies will enhance the
14. transparency and efficiency of student fee allocation.
15. THEREFORE, be it enacted by the Student Senate of the Associated Students of the
16. University of Wyoming (ASUW) that the Student Programming Board be created as per the
17. bylaws seen in addendum A; and

18. THEREFORE, be it further enacted that the by-laws of the ASUW be amended as seen in
19. addendum B; and
20. THEREFORE, be it further enacted that the ASUW finance policy be amended as seen in
21. addendum C; and
22. THEREFORE, be it further enacted that this legislation be contingent upon the memorandum
23. of understanding seen in addendum D being signed by the ASUW President and Director of
24. the Wyoming Union; and
25. THEREFORE, be it further enacted that the ASUW President and the Union Director will
26. review this legislation and the memorandum of understanding seen in addendum D in the fall
27. semester of 2012 and take any action they deem appropriate at that time.

Referred to Constitution Committee, Budget & Planning Committee, Student Issues Committee and
Academics and Technology Committee

Date of Passage: 04/07/09 Signed: *Janetta McBride*

UNANIMOUSLY

“Being enacted on 4/14/09, I do hereby sign my name hereto and
approve this Senate action.” *Kelsey Day*

ASUW President

Addendum A

Student Programming Board By-Laws

Article 1: Name and Purpose

- Sec. 1. Name: The organization shall be known as the Student Programming Board (the Board) of the University of Wyoming
- Sec. 2. Purpose: The purpose of the Student Programming Board of the University of Wyoming shall be to provide the student body of the University of Wyoming with a variety of affordable entertainment and programming options while providing student leadership and involvement opportunities.

Article 2: Powers of the Board

- Sec. 1. Financial Oversight: The primary focus of the board shall be to ensure responsible allocation of the student fees dedicated to student programming efforts.
- a. The board shall create and approve one annual programming budget and any changes to the budget that become necessary during the fiscal year.
 - b. The board will be responsible for drafting any programming fee modifications that are deemed necessary by the committee, and lobbying the ASUW Student Fee Committee in favor of any such changes.
 - c. The board has the authority to create reserve account(s) which will be available to serve as collateral when pursuing programming opportunities.

Sec. 2. Selection of the Student Programming Chair: Voting members of the board shall serve on the Student Programming Chair selection committee.

Sec. 3. Approval of Working Documents: The Student Programming Board shall annually review the actions taken by the programming groups and shall annually review and approve the by-laws of the programming groups.

Article 3: Board Membership

Sec. 1. Board Composition: Members of board shall include: Student Programming Chair, five (5) Associated Students of the University of Wyoming (ASUW) Senators, Student Activities Council (SAC) representative, Friday Night Fever (FNF) representative, Concerts and Convocations (C&C) representative, UW Gallery representative.

Sec. 2. Selection of Voting Representatives: Representation on the board shall be established using the following polices.

- a. Five (5) ASUW senators will be appointed annually by the ASUW President, and shall serve as voting members of the committee.
- b. FNF, C&C, SAC, and the UW Gallery shall each select from their membership one individual to serve as a voting member. The process for selecting these voting members shall be left to the discretion of the individual organizations.

Sec. 3. Advisor : The advisor for the board will be selected using the following policies:

- a. The advisor of the board shall be the Director of the Wyoming Union or a designee.

- b. The advisor for the board shall not concurrently serve as the advisor for any of the member organizations (ASUW, SAC, C&C, UW Gallery, FNF).
- c. The advisor shall not serve as a voting member.

Sec. 4. Duties of Members

- a. Members of the board shall have the power to approve the annual programming fee request by a majority vote of the board.
- b. Every representative organization will be required to give a report on the activities of their organization at every meeting.

Article 4: Student Programming Board Chair

Sec. 1. Selection of the Student Programming Board Chair: The Student Programming Board Chair (the chair) will be selected using the following procedures:

- a. A hiring committee shall be created by the ASUW President and the Director of the Wyoming Union or their designee for the purpose of selecting the chair for the beginning of each academic year.

Sec. 2. Duties of the Student Programming Chair: The duties of the Student Programming Chair shall include:

- a. To serve as the chair at all board meetings
- b. To serve as a voting member ONLY in the case of a tie vote among the voting membership.
- c. To work with the advisor to manage the budget and reserve(s) of the board.
- d. To serve as the lead student lobbyist for any modifications to the student programming fee to the ASUW Student Fee committee.

- e. To serve as an ex-officio member of the ASUW student senate, and report on the activities of the board.
- f. To attend meetings of the University of Wyoming Union Board and report on the activities of the Student Programming Board.
- g. Other duties as assigned by the board.

Article 5: Rules and Procedures

Sec. 1. Quorum Requirements: In order for the board to approve any action a minimum of five (5) voting members of the board must be present at a meeting scheduled a minimum of forty-eight (48) hours in advance.

Sec. 2. Attendance Policy: Voting members of the board will be held accountable to the following policies regarding attendance at meetings announced a minimum of 48 hours in advance:

- a. Any voting member of the assembly who has more than four (4) absences in one semester shall have their position as a voting member reviewed by their respective organization (ASUW, SAC, C&C, FNF or UW Gallery), which shall have the final say in any disciplinary action or revocation.
- b. Any ASUW senator who misses two (2) or more committee meetings may be referred by the chair to the ASUW Steering Committee who shall add one (1) absence to his or her total number of absences as per the Rules and Procedures of the ASUW student senate, article III.

Sec. 3. Voting Requirements: Any voting matter brought before the board shall require a majority vote in order to be enacted, unless other voting requirements are started within these bylaws.

Sec. 4. Meeting Requirements: The board will be required to abide by the following meeting requirements:

- a. The board shall meet at least every other week.
- b. The board shall have the power to call additional meetings as necessary.

Article 6: By-laws and Changes to the By-laws

- a. All changes to the bylaws will require a 2/3 vote of approval by the board's voting membership.

Addendum B

Section 6.

Membership in the ASUW Senate shall consist of:

- A. Thirty (30) elected Senators apportioned using Hamilton's method as outlined below, and in accordance with Article 6, Section 1 of the ASUW Constitution.
 1. Each of the University's seven (7) colleges is allocated one (1) student senator.
 2. The remaining twenty-three (23) senators shall be allocated to those colleges with more than one-thirtieth ($1/30$) of the total fee paying University students using Hamilton's method as follows.
 - a. Compute the natural quota for each college with more than one-thirtieth ($1/30$) of the total fee paying University students using the formula: $NQ = \frac{(23)E}{T}$ where
 $NQ =$ a college's natural quota
 $E =$ the number of fee paying students enrolled in that college
 $T =$ the total number of fee paying students enrolled in those colleges with more than one-thirtieth ($1/30$) of the total fee paying University students.
 - b. Allocate to each college with more than one-thirtieth ($1/30$) of the total fee paying University students a number of student senators equal to the whole number portion of their natural quotas.
 - c. If all twenty-three (23) student senators are not allocated in the previous step the remaining student senators are allocated one by one in order to the colleges with the largest fractional portions in their natural quotas.
 3. The total allocation for each college is the sum of the student senators allocated in steps 1. and 2.
- 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.
 1. Organizations seeking an ex-officio position must exhibit all of the following qualifications:
 - a. The organization must provide a diverse array of co-curricular activities including cultural, international, athletic, and/or student life programs.
 - b. The organization must utilize educational opportunities, which promote growth and involvement enriching daily life.

- c. The organization must be a University Recognized Student Organization, but special exemptions may be granted for the representative bodies of University faculty and staff.
 - d. The organization must demonstrate inadequate representation by the existing ex-officio's.
 2. The ex-officio position cannot be represented by current senators, executives or other ex-officio representatives.
 3. If an ex-officio position representing a student organization goes unrepresented for 7 consecutive senate meetings they will be notified of their absences and potential consequences; if the organization is absent for another 8 consecutive senate meetings they will lose their ex-officio position. After the loss of an ex-officio position the organization may petition to gain representation by following ASUW By-Laws Article II, Section 6, Paragraph C-1, a-d.
- 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.

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. High Interaction Governance Groups
1. These high interaction governance groups experience a high degree of interaction with students who come before these groups to petition for support of various student needs and concerns. Because of this highly interactive nature, these groups require consistent public visibility including meetings times and locations. Therefore, the following groups will be considered to have first priority when the ASUW Schedules meeting times and locations with the Union during the first run-first week priority scheduling block. These include:
 - a. ASUW Senate
 - b. Freshman Senate (business meetings only)
 - c. Non-Traditional Student Council (business meetings only)
 - d. Inter-fraternity Council (business meetings only)
 - e. Panhellenic Council (business meetings only)

- f. RSO Funding Board
 - g. Budget and Planning Committee
 - h. Mandatory Student Fee Committee
2. No program or service may be classified as a High Interaction Governance Group without meeting all of the criteria specified above or without a two-thirds (2/3) vote of the ASUW Senate, approval of the Wyoming Union Board and consent of the Vice President of Administration.
 3. All Scheduling under this section must be completed through the ASUW Secretary. Any group that chooses to schedule its meetings on its own will be considered part of Week Three priority scheduling.

B. Low Interaction Governance Groups

1. These low interaction governance groups provide governance which is either internal to ASUW, require little interaction with the public or both. Because of this, these groups are not to be considered priorities for scheduling during the first run-week one priority scheduling block in the Wyoming Union. These should be encouraged to make use of the ASUW Senate Office for their weekly meetings whenever possible. Groups which choose not to use the senate office are subject to the availability and scheduling policies of all other student groups of the Union Events Office. These Include:
 - a. Academics and Technology Committee
 - b. Constitution Committee
 - c. Elections Committee
 - d. Safe Ride Advisory Council
 - e. Steering Committee
 - f. Student Issues Committee
 - g. Student Legal Services Committee
 - h. Student Relations Committee

C. Other Programs and Services

1. The following groups operate either in an advisory capacity to ASUW, have little need for consistence in meeting times and locations, or have available meeting space which they ought to be encouraged to utilize. These Include:

- a. ASTEC
- b. ASUW Business Office
- c. United Multicultural Council
- d. Student Handbook Planner
- e. UW Child Care
- f. Leadership Development
- g. Bike Library
- h. ASUW Housing Directory
- i. Student Sustainability Council
- j. Student Programming Board

D. This section shall become effective upon approval of related policy changes to the Wyoming Union Board scheduling policy.

Addendum C

Section IX. ASUW Reserve Fund

- A. The ASUW shall maintain a reserve fund, hereinafter referred to as the "ASUW Reserve". This reserve will consist of student fees derived from the sources specified under Paragraph 6, University Regulation #249. The accumulation of these funds shall be maintained for the purposes of securing the ongoing development of the activities, programs, and advancement of the ideals of the Associated Students of the University of Wyoming.
- B. Authority for the utilization of these Reserves shall lie with the ASUW Budget and Planning Committee with consent of the ASUW Senate and the UW Board of Trustees. Any unbudgeted portion or residual amount of the designated "ASUW Fee" shall revert to these Reserves at the end of each fiscal year.
- C. All ASUW Reserves shall be invested by the UW Office of Taxes and Investments in accordance with the laws and regulations of the State of Wyoming. All earnings derived from these investments shall remain in the Reserves until utilized in the ASUW budget. The ASUW Reserves shall be utilized by incorporating its support in the ASUW's annual budget or by special petitioning of the UW Board of Trustees. (See Section V.)
- D. It shall require a two-thirds affirmative vote of the ASUW Senate voting body to deplete the ASUW Reserve below \$200,000 and shall be reviewed at least every 3 years.
- E. The ASUW Reserve shall be no larger than \$300,000 and shall be reviewed at least every 3 years.
- F. Use of these funds will be subject to the process outlined in Section 2, paragraph C of the Finance Policy.

Addendum D

**STUDENT PROGRAMMING BOARD
MEMORANDUM OF UNDERSTANDING**

The Memorandum of Understanding (MOU) is between the **Wyoming Union** and the **Associated Students of the University of Wyoming (ASUW)**. This agreement sets forth the terms of understanding between the parties in connection with the **Student Programming Board (the Board)**. The parties agree and understand as follows:

1. **Purpose:** Historically, the ASUW and the Wyoming Union have funded and operated four organizations specifically to provide free and subsidized programming for students: the Student Activities Council (SAC), the Concerts and Convocations Committee (C&C), Friday Night Fever (FNF), and the Union Gallery (the Gallery). The programming organizations named above shall hereinafter be referred to as the "Programming Groups." The ASUW and the Wyoming Union now recognize the need to create a Student Programming Board to provide a new fiscal structure for the Programming Groups, and better communication and coordination between the Programming Groups. This MOU establishes the responsibilities and obligations of the ASUW and the Wyoming Union in founding and operating the Board and the Programming Groups.
2. **Establishment of the Board:** The ASUW and the Wyoming Union shall establish the Board as the governing entity responsible for the Programming Groups. The ASUW shall relinquish all claims and control over the Programming Groups, except for senate membership on the Board and oversight of student fees through the ASUW Student Fee Committee.
3. **Board By-laws:** The Board shall be governed by established by-laws. The ASUW and the Wyoming Union agree to recognize and support the by-laws for the Board that are attached to this MOU. Future changes to the Board's by-laws shall be governed by provisions in the by-laws.
4. **Board Membership:** Membership of the Board shall be governed by the Board's by-laws. The ASUW agrees to appoint Senators and hold them responsible for participation and attendance to Board meetings as outlined in the Board's by-laws.
5. **Student Programming Fee:** The Wyoming Union shall collect a student fee to fund the Board and the Programming Groups. The ASUW will not collect fees to fund the Board or the Programming Groups. The Wyoming Union shall provide fiscal oversight for the Student Programming Fee.

6. **Facility Support:** The Wyoming Union shall give the Board and the Programming Groups privileges to use and schedule use of Wyoming Union facilities. The Wyoming Union shall also provide necessary office space for the Board and the Programming Groups in the Wyoming Union.
7. **Technology and Phone Support:** The Wyoming Union shall also provide all necessary technology, phone lines, and computer lines for the students and advisors of the Board and the Programming Groups. The Wyoming Union shall not fund the costs of computers, phone lines, or computer lines for advisors through the Student Programming Fee. However, the costs of computers, phone lines, and computer lines for student programming employees may be funded through the Student Programming Fee.
8. **Administrative Support:** The Wyoming Union shall provide administrative support to the Board and the Programming Groups. This support shall include assistance from the staff and student employees of the Union Business Office, the Campus Activities Center, and the Union Information Desk and Ticket Office.
9. **Advisors:** The Wyoming Union shall provide advisors for the Board and the Programming Groups.
10. **Travel:** The Wyoming Union may fund the costs of travel for students and advisors to events of the National Association of Campus Activities. The costs of this travel for advisors shall not be funded through the Student Programming Fee. However, the costs of this travel for students may be funded through the Student Programming Fee.
11. **Salaries:** The Wyoming Union shall not fund the salaries for advisors through the Student Programming Fee. However, the salaries for student employees may be funded through the Student Programming Fee.
12. **Associated Students Technical Services (ASTECS):** All ASUW ASTECS policies and charges shall apply to the Programming Groups.
13. **Review of this MOU:** The ASUW President, Student Programming Board and the Union Director or designee shall meet to review the by-laws of the Board, this MOU, and the funding structure of the Board and Programming Groups in the fall of 2012 and any appropriate actions deemed necessary at this meeting shall be taken.

DATED this 23 day of April, 2009.

Darcy DeTienne

Darcy DeTienne, Director of Wyoming Union

Kelsey Day

Kelsey Day, ASUW President