SENATE BILL #2297

TITLE: Comprehensive Judicial Review and Reform Act

DATE: October 11, 2010

AUTHORS: Vice President Brown, Senator Dugas, SALs Averill, A. Berry, Wiebers

SPONSORS: Senators Dugas, McNamee, Mullen and Sullivan-Brink

1. WHEREAS, the ASUW Judicial Council Reform Ad Hoc Committee was created by the
2. ASUW President, and;
3. WHEREAS, the committee was charged with bringing forward legislative action to improve
4. and clarify the ASUW working documents pertinent to the ASUW Judicial Council and its
5. jurisdiction.
6. THEREFORE, be it enacted by the Student Senate Associated Students of the University of
7. Wyoming (ASUW) that the ASUW Constitution be amended to reflect the language
8. contained in Addendum A; and,
9. THEREFORE, be it further enacted by the ASUW Student Senate that the ASUW By-Laws
10. be amended to reflect the language contained in Addendum B; and,
11. THEREFORE, be it further enacted by the ASUW Student Senate that the Rules and
12. Procedures of the ASUW Student Senate be amended to reflect the language contained in
13. Addendum C.

Referred to: ________________________________

Date of Passage: ___________________________ Signed: ____________________________

(ASUW Chairperson)

"Being enacted on 10/26/10 ____________, I do hereby sign my name hereto and
approve this Senate action." ________________________________

ASUW President
Addendum

CONSTITUTION

OF THE

ASSOCIATED STUDENTS

OF THE

UNIVERSITY OF WYOMING

LARAMIE, WYOMING

Wherever used in this Constitution, the term University refers to the University of Wyoming.

Approved by the ASUW Senate
March 3, 1981

Approved by the Board of Trustees
May 1981

Latest revision Spring, 2007
CONSTITUTION OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

PREAMBLE

In the belief that students have the right, as well as the obligation, to play a significant role in guiding their University, we, the student body of the University of Wyoming, seeking to provide an effective organization to promote the general welfare of all students at the University, to represent the concerns for the student body, and to provide for and regulate such other matters as are hereinafter set forth, do ordain and establish this Constitution.

ARTICLE I

Name

The name of this organization shall be the Associated Students of the University of Wyoming, hereinafter referred to as the ASUW.

ARTICLE II

Delegation of Authority and Responsibility

As an inseparable part of the University of Wyoming, the ASUW derives all power and authority from the Trustees of the University. The authority conferred upon the ASUW shall, along with the accompanying responsibilities, be vested exclusively in the ASUW Student Government established by this Constitution. Further, through the elected representatives to this body, the ASUW shall be responsible to the authority of the President of the University and shall serve as the means by which the governing and administrative authorities of the University may be apprised of representative concerns of the ASUW. The ASUW business, in addition to the services and programs of ASUW, shall, in accordance with the procedures and
delegation of responsibility provided herein, be conducted through its Executive, Legislative and Judicial branches.

ARTICLE III

Membership

Section 1. A student enrolled in the University of Wyoming shall be a member of the ASUW during each regular semester of registration when payment or remission of registration fees is made in the amount specified by the University to be recognized as and accorded the privileges of a full-time student.

Section 2. Members of the ASUW shall, in accordance with specific provisions contained in this Constitution, be eligible to hold elected or appointed office in the ASUW; shall be entitled to take part in matters of issue or consideration before ASUW; and shall be entitled to participate in the programs or activities provided by the ASUW to include any special benefits provided as part of these programs and activities.

Section 3. The Student Government of the Associated Students of the University of Wyoming will not discriminate on the basis of race, color, religion, sex, sexual orientation, age, political belief, veteran status, disability, or national origin.

ARTICLE IV

Appointed or Elected Officers

The privilege of holding an elected or appointed position as an ASUW representative shall be in accordance with the following provisions.

Section 1. A member of the ASUW may be removed from office in the ASUW Executive, Legislative, or Judicial branches if he/she has been found to be on conduct probation as assigned by a Student Judicial Affairs Officer in the Dean of Students Office, or if he has been found guilty of other acts
which compromise his/her integrity as a student leader and representative of the ASUW. This standard must be maintained throughout the term of office.

No person shall be removed from office under this provision except through the impeachment process established by the ASUW Senate.

Section 2. Except as provided elsewhere in this Constitution, a member of the ASUW shall not, at one time, hold office or fulfill responsibilities in more than one (1) of the Executive, Legislative or Judicial branches; however, an ASUW member may, as is provided or determined to be appropriate, maintain multiple responsibilities or positions within one (1) of the three (3) areas.

Section 3. With the exception of the Judicial Council, the term of office for each elected or appointed ASUW representative and officer shall be limited to one (1) year; however, this is not to be construed to prevent a student from being re-elected to successive terms in the same position or being appointed or elected to different positions in succeeding terms.

Section 4. An Ex-Officio member is a representative chosen by an entity, who shall enjoy all rights of senate membership except the right to vote.

Section 5. A Student-at-Large is any full fee paying member of the student body who is not a member of the ASUW Executive, Legislative, or Judicial branch. Students-at-Large who are appointed to ASUW standing or special committees have all rights and duties of committee membership.

Section 6. Articles of impeachment may be brought against any member of the Executive, Legislative, or Judicial branch of the ASUW.

ARTICLE V

ASUW Executive Branch

The ASUW President, and such assistants as may, from time to time, be approved by the Legislative branch to assist the President, and such assistants as may, from time to time be appointed by the Vice
President to assist the Vice President, will constitute the Executive branch. The ASUW President shall have the duty and accompanying authority to represent, promote, and pursue, in behalf of the ASUW, those programs and objectives of the ASUW as such relate to the welfare of students at the University and as such are approved by the duly elected student representatives of the ASUW Legislative branch. As well, the ASUW President shall, on behalf of the ASUW, exercise such discretion or authority as may be delegated by the ASUW Legislative branch in order to facilitate timely ASUW representation in decision-making and program effectuation.

ARTICLE VI

ASUW Legislative Branch

The Legislative Branch of the ASUW shall consist of the ASUW Vice President and a student senate, which shall be made up of the student senators annually elected by the ASUW membership. All legislative powers of the ASUW shall be vested in the ASUW Student Senate.

Section 1. The ASUW Student Senate shall include thirty (30) elected Senators. The defeated presidential and vice presidential candidates in the preceding ASUW General Election shall have the opportunity to hold Senator-at-Large positions. This body shall be constituted in accordance with the following provisions:

A. Each of the University’s seven (7) colleges shall have at least one (1) student senator; and
B. The remaining twenty-three (23) senators shall be allocated to those colleges with more than one-thirtieth (1/30) of the total full-fee paying University students. This allocation shall be done in exact relation to the percentage of such students who are enrolled in the college; and
C. All calculations will be based upon the enrollment in the colleges during the semester prior to the general election.

Section 2. 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 ASUW Senate may create Standing and Ad-Hoc committees.

ARTICLE VII
ASUW Judicial Council

The Judicial powers of the ASUW and the University of Wyoming student body shall be vested in the ASUW Judicial Council, which shall conduct its business in accordance with the following provisions:

Section I. The Judicial Council shall be composed of seven (7) Justices, appointed by the ASUW President with the advice and consent of three-fourths (3/4) of the voting ASUW Senate.

A. The ASUW President should make all possible efforts to appoint a diverse group of students to the Judicial Council.

B. The term of office for each Justice shall be two (2) years; however, this is not to be construed to prevent a student from being reappointed to successive terms;

C. One (1) of the seven (7) Justices shall, with the advice and consent of three-fourths (3/4) of the voting Senate, be appointed by the ASUW President to serve as chairperson of the Judicial Council; for one (1) year of that justice’s two (2) year term and shall be eligible to be appointed to successive terms as Chief Justice by successive ASUW Presidents.

D. There shall be an advisor appointed by the mutual agreement of the ASUW President and the Dean of Students with the advice and consent of a two-thirds (2/3) of the voting Senate.

E. Three (3) justices shall each be appointed to serve a two (2) year term in each ASUW Senate term beginning in an odd numbered year, and four (4) justices shall be appointed to serve a two (2) year term in each ASUW Senate term beginning in even numbered years, with the advice and consent of three-fourths (3/4) of the voting Senate.

F. Members of the Judicial Council may not be publicly involved in any decision before the ASUW Senate.

ARTICLE VIII

Meetings and Quorum
Section 1. The business of the ASUW Senate shall be conducted in accordance with procedures set forth in the ASUW By-Laws and which shall include the following:

A. Regular ASUW Senate meetings shall be held each week during Fall and Spring semester except for University vacations and holidays or by a two-thirds (2/3) vote of the Senate;
B. Regular ASUW Senate meetings shall be relocated as determined by the ASUW Senate a minimum of once per semester.
C. Special meetings of the ASUW may be called by the Chairperson of the ASUW Senate, the ASUW Vice President, or upon written demand of one-third (1/3) of the current ASUW Senate membership;
D. In order to conduct official business of the ASUW Senate, a quorum of two-thirds (2/3) of the voting membership of the Senate shall be present; and
E. Each ASUW Senator shall be entitled to one (1) vote on any issue before the Senate, and voting by proxy shall not be allowed.

ARTICLE IX

Executive Session

The Student Senate of the Associated Students of the University of Wyoming shall have the power to move into an Executive Session by a 2/3 vote of the ASUW Student Senate voting membership. The procedure for moving into Executive Session is promulgated in the ASUW By-Laws.

ARTICLE X

Amendments
Amendments to this constitution may be initiated by the ASUW Constitution committee or by a majority of the voting ASUW Senate, or by any ASUW member who presents a draft of the proposed amendment to the ASUW Senate along with a student petition, which includes the signatures of at least ten percent (10%) of the current ASUW membership. Two (2) weeks after initiation at the second reading of a proposed amendment before the Senate, the proposal must be passed the Student Senate by a two-thirds (2/3) vote. When this is obtained, the proposed amendment shall be scheduled for a vote in the next ASUW General Election; and, if the proposal receives a majority of the votes cast in this election, it shall be presented to the University Trustees for final approval.

ARTICLE XI

Severability

Section 1. If any section, clause, paragraph, or item of this Constitution is found to be illegal or in conflict with the laws of the State of Wyoming, or the Regulations of the University, the validity of the remaining portions or provisions shall not be affected, and the remainder of this Constitution shall be construed and enforced as if it did not contain the particular, term, or provision held to be invalid.

ARTICLE XII

Enactment

Section 1. This Constitution shall become effective upon a two-thirds (2/3) vote of the ASUW Senate, a majority vote of ASUW members voting, and approval of the Trustees of the University of Wyoming.

Section 2. All revisions of or amendments to this Constitution shall be published in an official ASUW publication ten (10) days prior to the General ASUW election at which the student body votes on the revisions and amendments.
Section 3. No revisions of, or amendment to, this Constitution shall become effective until they have been submitted to and approved by the University’s Trustees.

Section 4. This ASUW Constitution shall supersede all previous ASUW Constitutions.

Housekeeping changes made April 21, 2003
Addendum B

THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

BY-LAWS

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. Through the ASUW Student Appointment Board, the President shall appoint representatives to fill all student held positions on University committees and boards.

1. Student Appointment Board
   a. **Purpose.** The purpose of the Board shall be to assist in the process of selecting students to serve on University boards and committees.
   b. **Powers.** The Board shall have the authority to recommend students to serve on University boards and committees. The ASUW President, with the approval of the ASUW Senate (see ASUW By-Laws, Article II.4.G) possess the final authority to appoint or, in some cases, to recommend student appointments to the appropriate University authority. The Board is responsible for appropriately advertising vacant and available student positions on University boards and committees. The ASUW Secretary is responsible for maintaining a database of students appointed to serve on University boards and committees. Appointed students are to report to the Board a minimum of one time per semester.
   c. **Composition.** The Board shall consist of all ASUW ex-officio members approved by the ASUW Senate (excluding ASUW Executive Assistants, Student Activities Council, and Concerts and Convocations), one (1) ASUW Senator, and one (1) student at large. The ASUW President serves as chairman and appointing authority for the Board.

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 AS UW President shall serve as:

A. An ex-officio member of the AS UW Senate (without vote).
B. An ex-officio member of all AS UW committees.
C. Ex-officio member of the University of Wyoming Board of Trustees (without vote).
D. AS UW 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 AS UW President shall be provided with compensation commensurate with the duties of his/her office, and not to be increased or decreased during his term of office.

ARTICLE II

Legislative Branch

Section 1. Specific authorities and responsibilities of the AS UW Vice President include the following:

A. Working with the Executive staff and organizing and coordinating AS UW committees in effecting better legislation and attaining student goals.

The Vice president shall serve as chairperson of the AS UW Senate. He/she may not participate in debate unless he/she first relinquishes the chair to the President Pro Tempore of the Senate.

The Vice President may vote on any matter only in the event of a tie.

The Vice President, with the advice of the President and the consent of the AS UW Senate, shall appoint and may remove for cause, all members of the AS UW Standing and Special Committees. Except in extenuating circumstances, all senatorial positions on AS UW Standing committees shall be presented for approval to the AS UW Senate for no later than fourteen (14) days after the first day of class of the Fall semester of the term. Other positions shall be filled as time permits.

The Vice President may, with the advice of the President and the consent of the AS UW Senate, appoint chairpersons of AS UW Standing and Special Committees.

With the advice and approval of the AS UW Legislative Brach, 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. Chairman of the ASUW Steering Committee, without vote except in the case of a tie.

B. A voting member of the Wyoming Union Board.

C. 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 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.

J. The Senate shall have the power to move into Executive Session regarding matters concerning all paid employees of ASUW with the exception of the ASUW President and Vice President; or concerning matters of legal affairs brought by or against ASUW. When moving into Executive session only voting members of the Senate, the ASUW Secretary, and the ASUW Chair shall be allowed to stay; unless otherwise specifically stated in the motion. The Senate shall reconvene into open session to take any formal action on discussion from Executive Session.

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 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

\[ NQ = \text{a college’s natural quota} \]

\[ E = \text{the number of fee paying students enrolled in that college} \]

\[ T = \text{the total number of fee paying students enrolled in those colleges with} \]
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 presidential and vice presidential candidates that receives the second highest number of approval votes as proscribed by Section 10 of the Article 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.
   e. Any organization that has lost its ex-officio position on the student senate will enter a period of probation and may not reapply for said position until a period of one semester has passed. Upon reapplication, the organization must provide a detailed account of activities conducted during this period of probation.

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 4 consecutive senate meetings they will be notified of their absences and potential consequences by the ASUW Vice President in writing; if the organization is absent for another 4 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 7. Senate Officers:

A. The Chairman 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 Administration.

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. ASUW Academics and Technology Committee:
   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. The Committee shall review all nominees to the ASUW Judicial Council. This review shall include, but is not limited to; questioning based on previous Judicial Council cases, knowledge of the working documents and future plans within ASUW. Upon completion of the review, the committee shall provide a recommendation to the ASUW Student Senate.
   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 RSO Funding Board:
   a. Purpose. The Board 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 Board 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 Board shall consist of a minimum of five (5) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being the ASUW Freshman Senate Treasurer. The ASUW Advisor, or designee, shall serve 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 Administration, and the ASUW 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. The Committee shall also organize an informational meeting for Senators serving their first term in office before the first meeting of the new senate.
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. The committee shall have the power to call Senators before its membership to discuss alleged violations of the ASUW Rules and Procedures, Article III, Section 1 – Absent Voting Members.

c. **Composition.** The Committee shall consist of the ASUW Vice President, who shall serve as chairperson; the ASUW President; one (1) ASUW Executive Assistant, who shall serve in an ex-officio capacity; the ASUW President Pro Tempore; the ASUW Parliamentarian; the ASUW Sergeant at Arms; the ASUW Marshal; one (1) ASUW Senator; the ASUW Advisor; and the ASUW Secretary.

7. **ASUW Student Interest and Policy Planning Committee:**

   a. **Purpose:** The committee shall serve as a medium for individual students and student groups to voice opinions and concerns regarding university policy, administration, or other issues associated with student life. The Student Issues Committee shall have the responsibility to investigate student life issues, concerns relating to university policy and administration, or any other matter upon which students have expressed a need for review and will make appropriate recommendations to university officials and/or the ASUW Senate. The Committee shall represent the views and concerns of the students to the appropriate university administrators, personnel, or other entities when ASUW involvement in the policymaking process is required.

   b. **Powers:** The committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules. These powers include, but are not limited to, the ability to investigate student issues, meet with university administrators, officials, and personnel, draft legislation and make appropriate recommendations to the ASUW Senate regarding student issues and concerns, and represent the views of students to outside policymakers.

   c. **Composition.** The Committee shall consist of a minimum of five (5) ASUW Senators, one (1) of whom shall serve as chairperson and at least, but not limited to, one (1) Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President. The ASUW Executive of Policy Planning is highly encouraged to consult and collaborate with the committee.

8. **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.

9. **ASUW Students’ Attorney Advisory Board:**

a. **Purpose.** The Students’ Attorney Advisory Board shall serve as a means by which the ASUW Student Senate shall supervise the Students’ Attorney Program in accordance with the Wyoming Rules of Professional Conduct for Attorneys at Law.

b. **Powers.** The Board shall advise the Students’ Attorney, evaluate the staff and budget of the Students’ Attorney Program, and make recommendations, which shall be implemented after collaboration among the Dean of Students Office, 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, or his/her designee, and the Students’ Attorney not less than once per month during the Spring and Fall semesters. The Board will be responsible for negotiating, drafting, and entering into an annual memorandum of understanding with respect to the operation of the Students’ Attorney Program with the Dean of Students. The Students’ Attorney Advisory Board shall have the authority to create, administer, and discontinue programs consistent with the mission of the Students’ Attorney Program.

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 Board. In addition, a member of the College of Law, a member of the Albany County Bar Association, and a representative of the University Administration may be asked to serve as ex-officio members.

10. **ASUW Mandatory Student Fee Committee**
a. **Purpose.** The Committee shall serve as a means by which the ASUW Student Senate shall formulate recommendations on mandatory student fee requests from university fee units.

b. **Powers.** The Committee shall hear mandatory fee requests from campus fee units, and may recommend adjusting the requested fee, give a vote of non-support for the request, or endorse the requested amount for each fee unit. The Committee shall draft legislation supporting a recommendation on a mandatory student fee package, or individual fees, to the ASUW Senate for a vote.

c. **Composition.** The ASUW Mandatory Student Fee Committee shall be composed of both voting and non-voting members. Voting members of the committee will include four (4) ASUW Senators, two (2) which should be returning senators, and three (3) Students-at-Large appointed by the ASUW Vice President. The non-voting membership will consist of one (1) ex-officio Member appointed by each mandatory fee unit. The ASUW Vice President shall serve as chair of the committee.

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.

1. **ASUW Census Committee:**
   a. **Name.** The ASUW Census Committee will also be referred to as the “Cowboy Count Committee.”
   b. **Purpose.** The ASUW Census committee shall assist in local and regional efforts to enhance the results of the decennial census, specifically working to allow for the full and accurate count of student populations both on and off campus. They shall have the responsibility to promote the Census in a reasonable manner, be the contact organization for federal, state, and local officials while they conduct their efforts surrounding the Census, and work to enhance student understanding of the Census, its function and benefit to students and their community. The committee shall dissolve on the last full business day of the year in which the Census is conducted and be formed at the beginning of each fall semester prior to the next decennial census year.
   c. **Powers.** The committee shall be vested with all necessary and appropriate powers to carry out its purpose under the ASUW By-Laws and its defined purpose. The ASUW Census Committee will have the authority to speak for ASUW on all matter surrounding the Census, be the contact organization for all interested parties involved in the Census, serve ASUW in an advisory capacity to expand their base of knowledge surrounding the Census, and shall recommend to the Senate actions it
deems appropriate to fulfill its functions as a special committee of ASUW. The committee shall also have the power to take action it deems necessary and appropriate to enhance the efficacy and scope of the Census.

1. **Composition.** The committee shall be composed of a minimum of three (3) ASUW Senators, (1) of which will serve as the chairperson, with a minimum of two (2) ASUW Students-at-Large with one (1) being a Freshman Senator appointed by the Freshman Senate, all subject to the approval of the ASUW Vice President. In addition, two ASUW Executives shall serve as ex-officio members of the committee to be appointed by the ASUW Vice-President.

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 all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, and the ASUW Finance Policy;

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. Any member of the ASUW may bring a dispute before the ASUW Judicial Council. All complaints must be filed with the ASUW Secretary within a timely manner upon discovery of a disputed action.

Section 3. The Council must meet regarding the complaint within five (5) school days after the written complaint is filed. In the discharge of its jurisdictional responsibilities, the ASUW Judicial Council shall have the following authority:

A. Subject to the approval of the Vice President for Student Affairs, the Council shall be the final authority in making decisions brought before the Council and interpretations of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, and the ASUW Finance Policy. If the Vice President for Student Affairs has not issued a written disapproval within ten (10) school days, the Council decision will stand. If the Vice President for Student Affairs is unavailable, he/she may appoint a designee to act on his/her behalf;

B. Subject to the approval of the Vice President for Student Affairs, the Council has the ability to impose sanctions to individual students or student organizations which have been appropriately charged and found responsible for violations of ASUW rules, regulations, policies, standards or conduct established as a part of officially approved ASUW programs;

C. Subject to the approval of the Vice President for Student Affairs 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 all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, and the ASUW Finance Policy;

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.

F. The Vice President for Student Affairs is encouraged not to take any action regarding the decision of the judicial council until the student appeals period has been exhausted.

Section 4. In the discharge of its responsibilities, the ASUW Judicial Council shall conduct its business pursuant to the principles of due process and fairness; in compliance with established rules and procedures; it shall seek to protect the interests and rights of students, and it shall fulfill the following procedural requirements:

A. 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, including sanctions, by the Council may be appealed to the Dean of Students, or designee. Students or student organizations have five (5) school days to appeal a Council decision;

C. All official hearings by the Council shall be conducted in accordance with written rules and procedures. Proposed changes to the Rules and Procedures of the Judicial Council of the ASUW must be approved by the Vice President for Student Affairs, or designee. Such rules shall include provisions 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, have an opportunity to question any witnesses; and present summary testimony; 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; and,

5. The protocol for summoning any member of the ASUW to testify in front of the Council shall conform to outlined guidelines as promulgated in the Rules and Procedures of the ASUW Judicial Council.

D. A permanent copy of all Council documents, interpretations, sanctions and opinions shall be kept on file in the ASUW Office in order to uphold the precedence of Council decisions. All Council decisions must be turned into the ASUW Secretary within ten (10) academic days after a formal Council decision has been issued or the precedence of the case will not be honored.

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 a Primary Election no inconsistent with the provisions of this Article.

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.

G. The Elections Committee shall annually proscribe and disseminate to all official candidates for ASUW elective office the Election Code, which shall summarize the manner in which student elections shall be administered, the consequences for the failure of candidates to abide by such rules, and all other rules and regulations seen as prudent and necessary by the Elections Committee in accordance with Article II, Section 10, Subsection A, Clause 3 and Article IV of the ASUW By-Laws and with the consent of two-thirds of the ASUW Senate.

Section 2. Voting

A. Voting shall be conducted using an approval method as proscribed in Section 10 of this Article.

B. Any ASUW fee paying 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.

C. 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.

D. 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.

E. Thirty total senators will be elected (excluding at-large senators). These seats will be divided among the seven colleges as stipulated by the ASUW Constitution.

F. 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.
G. 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 and Elections:

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.
      i. In the case of a Primary Election for the executive the number of positions available to be contested in the General Election shall be in accordance with Section 4 of this Article.
   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 the presidential and 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 all qualifying 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 three (3) weeks after the filing deadline in Section 1(C) of this Article from 12:00 a.m. Wednesday in March through 5:00 p.m. the following Friday.

C. In the event of a Primary Election for President and Vice President half the number of filed candidate tickets shall be allowed to move on to the General Election.

   1. If there are an odd number of candidate tickets appearing on the Primary Election ballot, the number of candidate tickets allowed to enter the General Election shall be half of the number of filed candidate tickets rounded down to the nearest whole number.
2. Under no circumstances shall the number of candidates able to enter the General Election fall below two, unless only one ticket has filed consistent with the deadline in Section 1 of this Article.

3. All votes cast shall be tabulated in accordance with the approval method provision in Section 10 of this Article.

4. Voters shall be able to cast their vote for any number of candidates in the primary election.

D. In the event of a primary for senators, each student shall be permitted to vote for any number of senators being selected from his/her college to be tabulated using the approval method in Section 10 of this Article.

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. The number of winning candidates shall not exceed the number of apportioned seats of any college.

B. General elections will be held five weeks after the filing deadline in Section 1(C) of this Article from 12:00 a.m. Wednesday in April through 5:00 p.m. the following Friday.

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 as many senatorial candidates as he/she chooses.

E. Executive candidates to be listed on the ballot will be consistent with the number of candidates allowed to enter the General Election consistent with Section 4 of this Article (except in the case of a tie).
F. 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 he/she has 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 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.

6. He/she cannot be a currently serving member of the ASUW Judicial Council, or the ASUW Elections Committee. In the event that an individual who wishes to declare his/her candidacy or is currently serving in one of these capacities, he/she must resign as a member of the ASUW Judicial Council or the ASUW Elections Committee in order to officially declare his/her candidacy when filing closes.

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.

Section 7. Rules for campaign materials shall be as follows:

A. Campaign materials regulated by these rules shall not include non-broadcast spoken words, with the following exceptions: non-broadcast spoken words shall be considered campaign materials in the event they are used within an identified polling place during an election.

B. Campaign materials may not be posted until after the ASUW Secretary has received the candidate’s application. Posted material will include: e-mails, internet websites, posters, fliers, hand-outs, and all other formal campaign materials. 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). Candidates must account for any costs incurred by the use of these campaign materials. All materials displayed must conform to the restrictions placed on them by the administrator of that area. It will be at the discretion of the Elections Committee to determine the definitions of some campaign materials, should the issue arise.

C. Signs hung on the outside of the Union or on the fences surrounding it must be approved by the Wyoming Union.

D. 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 8½ 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.

E. 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 at 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.

F. 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.”

G. There shall be no defacing or removal of another candidate’s campaign materials
by a candidate or a candidate’s campaign staff.

H. The use of the ASUW logo on campaign materials is prohibited.

I. All candidates are responsible for removing all election materials by 10 a.m. on
the day following the election.

J. 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.

K. An itemized statement of expenses incurred during the election must be
submitted to the ASUW Office by 4:30 p.m. the first Monday in April and by
4:30 p.m. of the first 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.

L. Expense statements filed after the aforementioned deadline are subject to
discretionary review by the Elections Committee and discretionary sanctions by
the Judicial Council.

M. No campaign material shall be displayed in the ASUW Office.

N. Use of the University radio station for campaigning shall be limited by the policy
of the station.

O. There shall be no posters hanging within 30 feet of any university computer labs
on the dates of the elections. There shall also be no active campaigning within
30 feet of these computer labs on the dates of the elections; campaigning
includes, but is not limited to possession of campaign materials such as buttons,
fliers, clothing, etc.

P. There shall be no disruptive campaigning in class. This will be at the discretion of
the presiding instructor and the Elections Committee.

Q. Candidates wishing to sponsor parties or barbecues 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.

R. Candidates will be held responsible for making their associated supporters aware of all election rules.

Section 8. Complaints and Violations

A. All written complaints must be referred to the Judicial Council following the method prescribed in the ASUW By-Laws. A copy of the written complaint must be submitted to the ASUW Secretary in the ASUW Office.

B. Verbal complaints shall be referred to the Election Committee for their discretionary review.

C. The Judicial Council may impose sanctions for all officially written complaints and violations.

Section 9. Sanctions

A. No sanctions reached by the Judicial Council Committee will be final unless approved by the University of Wyoming Vice President for Student Affairs (as stipulated in the ASUW By-Laws).

B. Any candidate who fails to abide by the verdict and sanctions of the Judicial Council may be disqualified from the election or from the position won in the election as decided a Judicial Council ruling .

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 in accordance with the ASUW By-Laws .

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. Results shall be tabulated using the approval method that will allow voters to vote for as many candidates as they approve of winning any particular office

a. Voters shall be allowed, in any election they are allowed to vote in and for any office, to cast a vote for as many candidates on the ballot regardless of the number of seats available, up to the number of candidates on that ballot.

b. The candidate(s) that receive the highest number of approval votes shall be declared the winner(s) of that election, allowed to advance into the General Election in the case of Primary vote or win the contested office.

B. No information shall be available until the Elections Committee has finished tabulating all ballots.

C. 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.
D. At-large seats on the Senate will also be given to the Presidential and Vice-Presidential ticket that receives the second highest number of approval votes in the General Election.

E. If any person is elected to more than one position in the election, that person must resign from all but one position.

F. In the case of a tie in the General election for Presidential ticket or last elected Senate seat, a run-off election shall be called to resolve the tie and determine the winner.

G. 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.

H. In the case of a tie for those candidates not receiving a senate seat, the order of replacement seats in the case of a resignation in the Senate shall be determined by lottery with all parties present. The procedure for the lottery shall be determined by the Election Committee.

Section 11. Student Initiatives

A. Any ASUW member may put an item to a referendum vote of the student body through either a general or special election.

1. The exact language of the question to be place upon the ballot, framed in a "yes or no" format, may be eligible.

2. The question to be considered shall be accompanied by student signatures representing at least 10% of the currently enrolled, fee paying students of the University of Wyoming.

3. The Question to be considered shall be presented to the Senate during a regularly scheduled meeting as "New Business"

4. At least fifty percent (50%) of the accompanying signatures shall be verified by the ASUW Elections Committee with the Assistance with the ASUW Student Relations Committee, using whatever method the committees jointly decide will most efficiently reach the goal of verifying the signatures. The verification process shall extend no more than thirty (30) days beyond the date the question to be considered has been presented to the Senate. At the end of the verification process or at the end of thirty days, the ASUW Elections Committee Chairperson shall report the results of the verification process to the Senate.

5. The preferred forum of any such ballot measure shall be a regularly scheduled general election of ASUW. In the instance that the feasibility of waiting until the next general election does not exist, a special election may be called by a two-thirds (2/3) vote of the ASUW Senate, at the time of presentation of the question to the Senate. Failure to acquire the necessary votes will result in the measure automatically being relegated to the ballot of the next General Election.

a. Any Special election shall be publicized by the ASUW Executive staff by advertising the special election for at least two (2) weeks prior to the special election utilizing the executive advertising budget. The venues for such publication shall include the Branding Iron and the Student List serve. Any additional means of publicity
shall be at the discretion of the Executive Branch. All such notifications must include the exact wording of the question as it will appear on the ballot.

6. The ASUW Executive branch shall work to enact any such measure passed by a majority of the voting student body, so long as the measure is under the direct control of the ASUW Student Government. Any measure passed that is not under the direct control of the ASUW Student Government shall be the subject of a report by the ASUW President to the University Of Wyoming Board Of Trustees at their next meeting. In the case that such a question relates to off campus entities, the ASUW Executive Branch shall inform the appropriate body of the vote of the students.

Section 12. Senate Initiatives

The ASUW Senate May place any item of concern upon the ballot of a Special or General Election.

A. Any such request shall come to Senate in the form of legislation.
B. The exact language of the question to be considered shall be included as a part of the legislation, in the form of an addendum. All such questions shall be framed in a “yes or no” format.
C. Legislation to place a question upon a ballot shall require a two-thirds (2/3) vote of the Senate.
D. The preferred forum of any such ballot measure shall be a regularly scheduled general election of ASUW. In the instance that the feasibility of waiting until the next general election does not exist, a special election may be called by a two-thirds (2/3) vote of the ASUW Senate. If a Special Election is being called for, the legislation presenting the question to be considered shall reflect it. Failure to acquire the necessary votes will result in the measure automatically being relegated to the ballot of the next General Election.

1. Any Special election shall be publicized by the ASUW Executive staff by advertising the special election for at least two (2) weeks prior to the special election utilizing the executive advertising budget. The venues for such publication shall include the Branding Iron and the Student List serve. Any additional means of publicity shall be at the discretion of the Executive Branch. All such notifications must include the exact wording of the question as it will appear on the ballot.

E. The ASUW Executive branch shall work to enact any such measure passed by a majority of the voting student body, so long as the measure is under the direct control of the ASUW Student Government. Any measure passed that is not under the direct control of the ASUW Student Government, but is relevant to the UW campus community, shall be the subject of a report by the ASUW President to the University of Wyoming board of Trustees at their next meeting. In the case that such a question relates to off campus entities, the ASUW Executive Branch shall inform the appropriate body of the vote of the students.

Section 13. 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 14. 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 Executive 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.

D. Upon the resignation, permanent absence, or incapacity of the aforementioned members of ASUW, the following order of offices shall assume the executive responsibilities until the special election outlined in clause E is held;

1. Senate Sergeant at Arms
2. Senate Marshal
3. Chief of Staff
4. Director of Finance
5. Director of Policy Planning

E. At the next senate meeting following the resignation, absence, or incapacity outlined above, a special in-senate election will be held to fill the open position with current senators.
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 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. Procedure for filling vacancies for Judicial Council member:

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.

C. The appointment shall only last until the expiration of the term of the absent justice.

D. 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 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

Removal from Office

Section 1. ASUW Officials from the Legislative, Executive, or Judicial branches shall be removed from office through either automatic disqualification or impeachment.
Section 2. Any member of the ASUW Legislative, Executive or Judicial branch shall be removed from office through automatic disqualification during an election or term of office if found to be in violation of academic or disciplinary requirements established in the ASUW Constitution or By-Laws.

A. The ASUW Advisor, or designee of the Dean of Students Office shall have the authority to remove any ASUW official who is ineligible due academic or conduct violations.

B. The ASUW Advisor, or designee of the Dean of Students Office, shall be responsible for reviewing the eligibility of each member of ASUW at least once during the ASUW election and once during each academic semester.

C. If a candidate or ASUW official is ineligible for office, the ASUW Advisor, or designee of the Dean of Students Office, shall be responsible for notifying the ASUW Elections Committee of an open seat and the individual in question within (1) one academic week.

D. Election candidates who are found to be ineligible for office shall be removed from the ballot upon notification. Elected or appointed officials found to be ineligible shall be removed from their respective office.

E. Election candidates who are removed from the ballot shall have the privilege of being reinstated on the ballot if the appeals process of the Dean of Students Office clears the individual in question of all charges in cases of disciplinary ineligible before the election.

F. In cases when an official in either the Legislative, Executive or Judicial branches is found to be ineligible, their position shall remain vacant until all appeals processes are exhausted or if the appeals process as found in the Student Code of Conduct clears the individual of all charges. If an individual is cleared of charges then that person shall be reinstated to their position. If the appeals processes fails to clear an individual of charges then the appropriate ASUW body shall be instructed by the ASUW Advisor or designee of the Dean of Students Office that a replacement ought to be found to fill the vacant position.

Section 3. Articles of Impeachment shall be brought against any member of the Executive, Legislative, or Judicial branch of the ASUW if it is suspected that the persons in question violated the ASUW Code of Ethics as found in the ASUW By-Laws or has committed any other acts that would compromise their integrity as a student leader or representative of ASUW.

A. The Student Senate shall have the sole power to try all impeachments.

B. The impeachment proceeding shall be considered legislative action and carry the same weight as legislation.

C. 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.

D. The trial of impeachment must be commenced at least (2) weeks following the vote of the Student Senate to authorize the charge of impeachment.

E. The accused must have a fair trial consistent with the concept of due process as provided by the University Procedures in such matters.

F. Charges of impeachment must be publicized by being published in at least one (1) issue of the official campus newspaper.
G. In the event that Articles of Impeachment are brought against the Vice President, the President Pro Tempore shall act as Chairperson of the Senate.

H. A person shall not be convicted without the concurrence of at least three-fourths (3/4) of the voting Student Senate.

I. Individuals who are being charged with impeachment shall not have the privilege to vote in their own impeachment.

J. If found guilty of articles of impeachment, there shall be no punishment other than the removal of 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. 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. All Traditionally Sponsored ASUW Programming
   c. Freshman Senate (business meetings only)
   d. Non-Traditional Student Council (business meetings only)
   e. Inter-fraternity Council (business meetings only)
   f. Panhellenic Council (business meetings only)
   g. RSO Funding Board
   h. Budget and Planning Committee
   i. 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
   c. Constitution Committee
   d. Elections Committee
   e. Safe Ride Advisory Board
   f. Steering Committee
   g. Student Interest and Policy Planning Committee
   h. Students’ Attorney Advisory Board
   i. 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. UW Child Care
c. United Multicultural Council  
d. Student Sustainability Council  
e. UW Student Radio Station  
f. Student Programming Board  
g. A.L. Lupton Financial Literacy Program  

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

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 April, 2007  
Updated April, 2008  
Updated April 2009  
Updated October 2009  
Updated April 2010
Addendum C
RULES AND PROCEDURES OF THE STUDENT SENATE
OF THE
ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

Article I - Time of meeting

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:

1. Call to order
2. 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."
3. Roll call – all voting and non-voting members of the Senate
4. Approval of Minutes
5. Approval of the Agenda
6. Open Forum
7. Special Event – determined by Chair and if necessary
8. Communications
   a. Advisor
   b. Executives
      i. President
      ii. Executive Assistants
      iii. Judicial Council
   c. Legislative
      i. Secretary
      ii. Vice President
   d. Ex-Officio Communications
   e. Committee Reports—Steering first, followed by others in alphabetical order, followed by Ad-Hoc Committees
   f. College Contact Reports
9. RSO Funding Board Requests – Listed by group name
10. Old Business
11. New Business
12. Announcements
13. Processing
14. Adjournment

Section 2. All ASUW Senate Agendas shall be posted 24 hours prior to meeting

Article III - Absenteeism

Section 1. Any senator with three (3) absences shall appear before the ASUW Steering Committee to determine whether they are able to continue serving and what remedial actions, if any, should be taken. After three (3) absences, a senator shall appear before the ASUW Steering Committee after each subsequent absence, unless the ASUW Steering Committee finds extraordinary circumstances exist that would justify a waiver of the attendance policy. In such a case, the Steering Committee must make a recommendation to the Senate and a waiver can only be granted upon a vote of the Senate.

Section 2. Remedial actions, should they be found necessary by the ASUW Steering Committee, shall be reported to the Senate at the next regularly scheduled meeting. Remedial actions may include, but are not limited to: time spent in additional committee meetings, time spent in student outreach efforts, or in other projects as assigned by the Steering Committee.

Section 3. The chair of the Steering Committee shall notify the senator in question regarding the Steering Committee’s decision immediately following the Steering Committee meeting.

Section 4. The ASUW Steering Committee shall have the power to bring impeachment charges should the Committee find such action necessary and appropriate under the circumstances. No senator shall be removed from the ASUW Senate for absences except through the impeachment process.

Section 5. Committee chairs shall be responsible for taking attendance at their respective committee meetings. A senator who misses two (2) or more committee meetings may be referred by
the committee chair to the Steering Committee to add one (1) absence to his or her total number of absences.

Article IV - Resignation Policy

Acceptable forms of resignation shall be as follows:

Section 1. A senator wishing to resign their Senate seat shall present written notification of resignation to the Vice President.

Section 2. A senator may announce their resignation during a regular senate meeting during Open Forum. Following the announcement, the resigning senator shall present written verification of the resignation to the Vice President within two (2) business days. If no written verification is provided, the announcement as recorded in the minutes will stand for an appropriate and formal resignation.

Article V - 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. Bills may be referred to more than one committee by the Steering Committee for extended deliberation with the provision that the bills be considered separately and all changes made during committee proceeding be reconciled by the respective chairs of the committees to which the legislation was referred.

N. The reconciled legislation must be considered by the original committees for a second vote.

O. If the chairs and committees are unable to reconcile differences in the legislation before the scheduled second reading, the legislation may be withheld from the ASUW Senate until reconciliation is complete.

P. Chairs will jointly report the results of committee proceedings during regularly scheduled ASUW Senate meetings.

Q. 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:

   A. Chronological (file) number
   B. Title
   C. Date introduced
   D. Thesis
   E. Author(s)
   F. Sponsor(s)

Article VI - Legislative Action

Section 1. Legislative Process

A. Bills and resolutions may be submitted by any fee paying student. All bills and resolutions must be sponsored by no less than two (2) Senators of the ASUW Senate or by an ASUW standing committee. Authors may sponsor their own legislation but then must have at least two additional senator sponsors. Regardless of their fee paying student status, members of the Judicial Council may not author or sponsor legislation due to their association.

B. Bills and resolutions must be read in not less than two (2) consecutive Senate meetings by the Secretary before passage.
C. Upon referral to a standing committee by the Steering Committee, an advertisement for a bill or resolution shall be submitted to the Branding Iron. The advertisement must contain the following information: the name of the bill or resolution, a neutral brief description, the name of the committee to which the bill or resolution has been referred, the name of that committee’s chairperson, and the email address or other contact information of the committee chairperson. If multiple bills or resolutions are referred by the Steering Committee at a single time, one advertisement may be used to advertise multiple bills or resolutions.

D. 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.

E. Committee procedures for handling bills, resolutions, hearings, and other committee business shall be determined by Committee Rules and Procedures established in Article VI, Section 2. 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.

F. 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. The passage of a motion for unanimous consent on the final vote for any ASUW bill or resolution shall qualify as a roll call vote under this section and shall be recorded by the Secretary as a roll call vote with all senators present at the meeting voting “aye.”

G. 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.

H. This signed legislation shall be submitted to the ASUW President for his action. If this legislation is signed by the ASUW President, goes into effect without his signature, or his veto is overridden by the ASUW Senate, it shall be entered and kept in a volume of legislation of the ASUW by the Secretary.

I. 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.

J. 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 V, 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.

K. 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.

L. 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.

Section 2. Committee Powers and Procedures
A. Powers - Standing committees of ASUW shall be authorized to hold meetings, make investigations into any matter within their jurisdiction, report on the findings of such investigations to the ASUW Senate, and shall have any and all necessary authority to carry out their functions as established under the ASUW By-Laws. Each standing committee shall be authorized to originate bills and resolutions within its jurisdiction, in addition to considering legislation or other business referred to it.

B. Meeting times - Each standing committee shall fix regular weekly, biweekly, or monthly meeting days for the transaction of business before the committee and additional meetings may be called by the committee chair as he/she may deem necessary.

C. Quorum - Each standing committee is authorized to fix the number of its senators (but not less than 1/3 of its entire membership) who shall constitute a quorum for the transaction of such business as may be considered by said committee.

D. Proxies - No senator shall be allowed to cast a vote in committee by proxy.

E. Records - Each standing committee shall keep as complete a record as practicable of all committee actions. The results of votes taken in any committee meeting on any legislation, amendments, or other business considered by the committee shall be reported by the committee chair when such legislation, amendments, or other business is brought before the full ASUW Senate.

F. Procedures - It shall be at the discretion of the chair of the committee to determine the level of parliamentary procedure necessary for the committee to effectively conduct its business. The committee chair, in cooperation with committee members, shall make reasonable efforts to run the meeting as efficiently as possible under the circumstances.

Section 3. Bills and Resolutions

A. Scheduling - Once a bill or resolution is referred to an ASUW standing committee by the ASUW Steering Committee, the committee chair shall set a date and time for the standing committee to discuss the bill or resolution. This discussion can take place during the normal meeting times of the committee or at a different time to be determined by the committee chair.

B. Consideration Requirements - The meeting in which the legislation is discussed must be attended by a quorum of committee members and may be attended by the authors of the legislation. The committee consideration of bills, resolutions, or other legislative acts shall be open to the public, except when a committee is asked to consider matters which fall under executive privilege. Should a committee meeting be closed for executive session, no legislative business or votes shall be recorded until the meeting is reopened to the public. The committee chair shall have full discretion to determine when and where to hold the meeting and how much public notification and/or advertising is necessary to encourage public involvement in the process. The committee chair shall also have discretion to determine the process of inviting comments, either written or in person, from University of Wyoming Administration Officials and Employees, the ASUW President, Vice President, Executives, Senators, ASUW Ex-Officis, Recognized Student Organizations (RSOs), and Students.

C. Purpose of Authors' Attendance - The authors of the legislation shall be encouraged to attend the committee meeting to discuss the purposes behind the legislation and to answer questions from committee members regarding issues including, but not limited to: justification, subject matter, implementation, financing, and other relevant considerations regarding the legislation. If the authors are not able to attend the committee meeting in which their legislation will be discussed,
they are encouraged to submit a supplementary document containing sufficient information to assist the committee in its consideration of the legislation.

D. Committee Consideration of Legislation: Amendments - The standing committee shall have broad powers to amend any bill, resolution, or other legislative act referred to it. The committee shall not have the power to completely contradict the original intent of the legislation through amendment. All amendments adopted during committee consideration shall be submitted to the ASUW Secretary for inclusion in the legislation prior to consideration by the Senate. The amended language submitted must be bolded or highlighted to show changes to the legislation. Additionally, the amended legislation must include a header stating the legislation is amended, the name of the committee who amended it, and the date amended. The text of amendments shall be submitted to the Secretary of the Senate no later than 12:00 p.m. on the Friday prior to the Senate meeting in which the legislation is to be considered.

E. Committee Consideration of Legislation: Time - It shall be within the discretion of the committee chair to determine the time necessary for full consideration of any legislative matter before the committee. The committee chair shall inform the Vice President of the Senate and the Secretary of the Senate no later than 12:00 p.m. on the Friday prior to the Senate meeting in which the legislation will be considered under second reading if legislation will not be ready for consideration by the Senate. If the committee is not prepared to make a recommendation, the committee chair will be required, during their report to the Senate, to explain the reasons for the committee’s action. If the Vice President is not informed otherwise by the committee chair, the referred legislative business shall be deemed ready for Senate consideration. If the Senate desires to take up legislation that has not been reported out of committee, senators can discharge the committee of legislation using appropriate motions in Robert’s Rules of Order.

F. Committee Consideration of Legislation: Duties of Committee Chair - It shall be the duty of the chairman of each committee to promptly report to the Senate any legislation, amendment, or other business requiring a vote of the Senate, which has been approved by the committee and to take necessary steps to bring the matter to a vote. It shall also be the duty of the committee chair(s) to reconcile conflicting amendments should legislation or other committee business be referred to two or more committees, or in any other circumstances where conflicting amendments may arise between committees. Irreconcilable committee amendments shall be offered by the respective committee chairs in the form of general amendments during Senate consideration, in the order the committees were referred the legislation.

ARTICLE VII - Judicial Council Appointments

Section 1. Per the ASUW By-Laws, the ASUW Constitution Committee shall have the original jurisdiction to review all appointments to the ASUW Judicial Council.

Section 2. Upon receiving a nomination for an appointment to the ASUW Judicial Council from the ASUW President, the ASUW Constitution Committee shall have five (5) school days to review said nominee.
Section 3. Upon conclusion of the review of the nominee by the ASUW Constitution Committee, the committee shall make a formal recommendation to the ASUW Senate at the next ASUW Senate meeting.

ARTICLE VIII - Use of ASUW Name and Logo

Section 1. "Logo" refers to any design used by ASUW officials that represents ASUW or the ASUW Senate.

Section 2. 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.

Section 3. Any non-ASUW entity wishing to use the name and/or logo for commercial purpose can do so only after receiving approval from the ASUW Senate.

A. Approval of the ASUW Senate requires a majority vote.
B. Any non-ASUW function receiving ASUW funds will be required to have the name and/or logo appear in promotions.

Section 4. 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.

Section 5. The ASUW Senate reserves the right to pursue violations further, both within and out of the University.

Article IX - Recognition by the Chair

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 X - Suspension

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 XI - Revisions and Adoption

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.

Updated, April 2009