

# Associated Students of the University of Wyoming

## By-Laws



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## **Article 1. Executive Branch**

### **Section 1.01 ASUW President**

#### **1. Responsibilities and Authorities**

- A. The President shall promote, improve, and pursue the goals and objectives of the ASUW and the University.
- B. The President shall present a legislative report each semester that includes the status of all legislation passed by the ASUW Senate (as a supplement to the ASUW Steering Committee reports).
  - a. The report given each fall semester shall encompass the previous year and the report given during the spring semester shall encompass the fall semester of their term.
- 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 must notify the ASUW Senate of all proposed changes to a University of Wyoming (UW) Regulation. After twenty-one (21) days, if no legislation has been authored, the President will have the right to speak on behalf of the ASUW Student Government on the proposed changes.
  - a. The President, any executive, any senator, or any student may write legislation regarding the recommended changes. If legislation is passed, the President must represent the opinion of the ASUW Senate.
- E. The President may veto, within ten (10) days of its passage, any piece of legislation passed by 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.
  - a. If the President fails to act on any piece of legislation within ten (10) days of its passage, or before the new President is sworn in, the legislation shall go into effect without the President's signature.
  - b. The President shall provide a written explanation of any veto to the ASUW Senate at the next meeting following the veto or before the subsequent ASUW Senate is sworn in, whichever is sooner.
- F. 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.
  - a. In order to make statements, or adopt representative positions when the ASUW Senate is not in session, which includes the summer break, winter

break, and spring break, the President must first consult with the ASUW Intersession Oversight Committee.

- G. The President may delegate any member of their staff to attend ASUW committee meetings as ex-officio members.
- H. The President shall report all matters of interest or concern relative to student affairs to the various committees and the ASUW Senate, with such information as is within their power to supply, and to make recommendations thereon.
- I. The President shall be present during the summer for participation in the ASUW presidential internship.

## 2. Executives

- A. The ASUW President shall have the power to appoint executives to assist with the President's responsibilities with the advice and consent of the ASUW Senate. The ASUW President may appoint two executives without the advice and consent of the ASUW Senate.
- B. Executives are subject to the authority of all ASUW working documents, including, but not limited to, the ASUW Code of Ethics and the standard impeachment procedures.
- C. The ASUW President may remove executives from office, with cause.

## 3. Powers of Appointment

- A. The ASUW President shall have the following powers of appointment with the advice and consent of the ASUW Senate, and they may remove from office, for cause, any Presidential appointee in the Executive branch.
- B. The President shall appoint representative to fill all student held positions on university boards and committees.
  - a. The president shall make applications available for university committees and boards during the spring semester after their election.
  - b. Appointments for the student held positions on the University boards and committees shall be presented to the ASUW Senate for consideration at the first regularly scheduled meeting of the fall semester.
  - c. As vacancies arise, appointments will be presented to the ASUW Senate for consideration.
- C. The ASUW President may appoint such special or ad hoc committees as they deem 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.

4. **Positions**
  - A. The ASUW President shall serve as:
    - a. An ex-officio member of all ASUW committees.
    - b. An ex-officio member of the University of Wyoming Board of Trustees (without vote).
    - c. The ASUW member of Faculty Senate.
    - d. A member of any University Board or Committee as requested by any department head or administrator of the University community.
5. **Compensation**
  - A. The ASUW President shall be provided with compensation commensurate with the duties of their office, and not to be increased or decreased during their term of office.
  - B. Executives hired by the ASUW President or Vice President shall be provided with compensation commensurate with the duties of their position, and not to be increased or decreased for the duration of their employment.

## **Article 2. Legislative Branch**

### **Section 2.01 ASUW Vice President**

1. **Responsibilities and Authorities**
  - A. The Vice President shall organize and coordinate all ASUW committees.
  - B. The Vice president shall serve as chairperson of the ASUW Senate. They shall not participate in debate unless they first relinquish the chair to the President Pro Tempore of the Senate, or, in the event of the absence of the President Pro Tempore of the Senate, to another Senate Officer.
  - C. The Vice President may only vote in the event of a tie.
  - D. The Vice President shall administer the oath of office to all ASUW Senate members.
  - E. The Vice President shall be present during the summer for participation in the ASUW vice presidential internship.
2. **Executives**
  - A. With the advice and approval of the ASUW Legislative Branch, the Vice President may appoint one (1) executive to assist with the Vice President's responsibilities.
3. **Powers of Appointment**
  - A. The Vice President, with the advice of the President and the consent of the ASUW Senate, shall appoint and may remove for cause, all members of ASUW Standing and Special Committees. Except in extenuating circumstances, all senatorial positions on ASUW Standing committees shall be presented for approval to the ASUW Senate for no later than twenty-one (21) days after the first day of class of the Fall semester of the term. Committee vacancies occurring after the initial approval may be filled by the Vice President without Senate approval. Other positions shall be filled as time permits.

#### 4. Positions

- A. The ASUW Vice President shall serve as:
  - a. Chairperson of the ASUW Steering Committee, without vote except in the case of a tie.
  - b. A member of any University Board or Committee as requested by any department head or administrator of the University community.
  - c. Co-chairperson of the ASUW Tuition Allocation and Student Fee Review Committee, without vote.
  - d. The co-coordinator of the UW Food Security Task Force. The ASUW executive member tasked with ensuring the wellbeing of students may fill this position when they are able. The ASUW Vice President will fill this role when this executive position is not hired, not available, and/or still in training. The ASUW Vice President shall have the right to appoint a designee not listed herein to serve as the ASUW representative on the leadership team as needed.
  - e. The ASUW representative on the Student Involvement and Leadership Council. The Vice President shall have the right to appoint an ASUW executive to act as their designee. U

#### 5. Compensation

- A. The ASUW Vice President shall be provided with compensation commensurate with the duties of their office, and not to be increased or decreased during their term of office.

### Section 2.02 The ASUW Senate

#### 1. Responsibilities and Authorities

- A. The ASUW Senate shall directly represent the students of the University of Wyoming in the best manner possible.
- B. The ASUW Senate shall have the power to enact legislation in the form of bills or resolutions in order to best serve the students of the University of Wyoming.
- C. It shall have the authority to assume whatever responsibilities it deems necessary to fulfill its obligations to the students.
- D. 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.
- E. 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 funds received through student registration fees.
- F. It shall have the authority and responsibility to develop standards of good practice for sponsorship or financial support from ASUW.
- G. The Senate shall have the responsibility to establish an enduring Finance Policy to include restrictions and procedures for utilization of ASUW funds in the best interest of the ASUW's purposes.
- H. 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.

- I. 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.
- J. 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.
- K. The Senate shall have the power to move into Executive Session regarding matters that concern all paid employees of ASUW with the exception of the ASUW President and Vice President; those concerning matters of legal affairs brought by or against ASUW, , or for any other such reason that the Senate may deem it necessary. When moving into executive session only voting members of the Senate, the member of the ASUW who is tasked with keeping the minutes for the meeting, the ASUW President, and the ASUW Chairperson 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.
- L. The Senate shall undertake a mentorship program between Senators and First-Year Senators. This program shall be administered by the Program and Institutional Development Committee. Interested Senators and Executives are to be paired with interested First-Year Senators as their mentor. Program and Institutional Development may make adjustments to the program outside of this as they see fit. Participation in this program is to be optional.

## 2. Oath of Office

- A. 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."

## 3. Legislative Override

- A. 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 the legislation expires of its own accord. Prior actions of the ASUW Senate shall automatically be considered superseded, if inconsistent with these By-Laws, the Rules and Procedures, the Finance Policy, or the Constitution.

## 4. ASUW Senator Responsibilities

- A. Senators shall attend regularly scheduled meetings of the ASUW Senate, and any special meetings of the ASUW Senate as scheduled by the ASUW Vice President.
- B. Senators shall be allotted a set amount of unexcused absences, as determined by the ASUW Steering Committee on an annual basis.
- C. Senators shall serve on a minimum of one (1) ASUW Standing Committee, one (1) ASUW Standing or Special Committee, and one (1)

University or ASUW Special Committee.

- D. ASUW Senators shall be required to attend a diversity, equity, and inclusion training. This training should focus on, but is not limited to, the diversity as it pertains to the University of Wyoming to increase awareness and decrease insensitivity towards underrepresented populations throughout campus. This training shall be developed by the Project Coordinator or other relevant professional staff in the ASUW Business Office in coordination with the ASUW Vice President. This training should be planned in collaboration with the relevant office in Student Affairs focusing on these efforts and relevant partners and programs of ASUW or outsourced using funds budgeted for professional development. This training will count as one (1) service hours for the period in which it is held.
- E. ASUW Senators shall be required to attend a sexual misconduct prevention and awareness training. This training should focus on, but is not limited to, raising awareness of sexual assault at the University of Wyoming, how to prevent it, and how to support victims of sexual assault. This training shall be developed by the Project Coordinator or other relevant professional staff in the ASUW Business Office in coordination with the ASUW Vice President. This training should be planned in collaboration with the relevant office in Student Affairs focusing on these efforts and relevant partners and programs of ASUW or outsourced using funds budgeted for professional development. This training will count as one (1) service hour for the period in which it is held.
- F. Service periods are defined in the following table:

**Service Periods**

August/September	January/February
October	March/April
November/December	

Service hours can be accumulated through the following means:

- a. Documented office hour in the ASUW office.
  - b. Documented participation in an ASUW student outreach event.
  - c. Documented attendance or participation in an ASUW funded event.
  - d. Documented volunteering with an ASUW program.
  - e. Documented community service hour as a member of ASUW.
  - f. Documented and consistent participation in the First-Year Senate Mentorship Program.
  - g. Documented outreach to SOs that Senators are not already affiliated with by attending an SO meeting and sharing the resources ASUW can provide to SOs to encourage stronger ties between ASUW and SOs.
  - h. Any other form of service hour, as pre-approved in writing by the ASUW Vice President, with the subsequent approval of the ASUW Steering Committee.
- G. Senators must maintain good academic status in the College or School to which they were elected to represent.
  - H. Senators shall pay the ASUW Student fee.
  - I. Senators must maintain student enrollment at the University of Wyoming for

the duration of their service.

- J. Each Senator shall be required to spend two (2) service hours of their required hours as designated in the Senatorial Responsibilities in the ASUW By-Laws in the spring semester aiding the Elections Committee with outreach efforts that include, but are not limited to, speaking to classes about ASUW, speaking to RSOs about ASUW (preferably with focus in the Senator's college and/or that they are not already affiliated with), volunteering at different election outreach events, and/or formulating different elections materials.
- K. Senators who are filling a vacancy during a Service Period will only be required to accumulate one (1) service hour for that period. If a Senator fills a vacancy within the last five (5) business days of a Service Period, they will not be required to accumulate any service hours for that period. Senators filling a vacancy will be required to fulfill requirements for all full service periods for the remainder of their term.
  - a. Senators filling a vacancy will be required to fulfill requirements for all full service periods for the remainder of their term.
- L. Appropriate documentation of service hours will be set and managed by the ASUW Vice President, with the subsequent approval of the Steering Committee.
  - a. The decisions of the Vice President regarding exceptions to the listed service hours can be verbally appealed to the Steering Committee at the next regular Steering Committee Meeting.

## 5. ASUW Senatorial Scholarship

- A. This scholarship shall be re-evaluated at least one time before the legislative budget submission deadline.
  - a. The Steering Committee shall be responsible for the yearly evaluation.
- B. The Budget and Planning Committee (or equivalent) shall be in charge of deciding upon an amount to be allocated toward the senatorial scholarship which will be included as a line item in the legislative budget. This is not to be construed to prevent the Budget and Planning Committee (or an equivalent committee) from changing the dollar amount allocated to each seat, but the committee may not allocate less than \$100 per Senate Seat, unless so decided by the Steering Committee. Each senate seat will have an allotted dollar amount available for the scholarship as previously decided by the Budget and Planning Committee
- C. The tiered system for the Senatorial Scholarship shall be as follows:
  - a. Senators will receive 60% of the total amount allocated toward their seat upon completion of the basic senator responsibilities as outlined in n 2.02, subsection 4, including participation in the First-Year Senate Mentorship Program.
  - b. Senators will receive the remaining 40% of the amount allocated to their seat upon completion of the requirements outlined below.
    - 1. Attend one (1) student organization event funded by ASUW per semester and complete an evaluation. The Steering committee shall be tasked with the creation of the evaluation form and requirements.

2. Attend one (1) public meeting of any ASUW program, service, or strategic partner per semester.
3. Acquire one additional service hour per service period.
- c. Senators who are elected during the year due to vacancies will only be eligible for 60% of the scholarship during their first semester in office. This will be earned upon completion of the Senator Requirements as outlined in the ASUW By-Laws. However, during consecutive terms they are eligible for the entirety of the scholarship.
- d. Senators who begin their term in the second service period of the semester will only be eligible for 40% of the total scholarship allocation for their seat upon completion of the basic senator requirements.
- e. Senators who begin their term in the third service period of the semester will only be eligible for 20% of the total scholarship allocation for their seat upon completion of the basic senator requirements.
- D. Senators will be required to accumulate an additional service hour per service period. Acceptable service hours include those outlined in Section 2.02, subsection 4, clause G of the ASUW By-Laws.
- E. If a Senator fills a vacancy within the last five (5) business days of a Service Period, they will not be required to accumulate any service hours for that period.
- F. Senators filling a vacancy will be required to fulfill all scholarship requirements for all full service periods for the remainder of their term order to be eligible for the Senatorial Scholarship.
- G. Appropriate documentation of service hours will be set and managed by the ASUW Vice President, with the subsequent approval of the Steering Committee. The decisions of the Vice President regarding exceptions to the listed service hours can be verbally appealed to the Steering Committee at the next regular Steering Committee meeting.
- H. Senators shall attend a minimum of one (1) student organization events funded by ASUW per semester and complete a review to be submitted to the ASUW Student Organization Funding Board for each event.
- I. Senators shall attend one (1) public meeting of any ASUW program, service, or strategic partner per semester.

## 6. Membership

- A. Membership in the ASUW Senate shall consist of:
  - a. Thirty-two (32) elected Senators are apportioned using Hamilton's method as outlined below with two (2) Senators representing the sole degree-granting programs, and in accordance with Article 6, Section 1 of the ASUW Constitution.
  - b. Each of the University's colleges and sole degree-granting programs is allocated one (1) ASUW Senate Seat.
  - c. The remaining ASUW Senate Seat shall be allocated to those colleges and sole degree-granting programs with more than one-thirty second (1/32) of the total fee paying University students using Hamilton's method as follows:
    1. Compute the natural quota for each college with more than one-thirty second (1/32) of the total fee paying University students using the formula:

- 
- i.  $x$  = the number of ASUW Senate seats (32) minus the number college and sole degree-granting programs
  - ii.  $NQ$  = a college or sole degree-granting program's natural quota
  - iii.  $E$  = the number of fee paying students enrolled in that college or sole degree-granting program
  - iv.  $T$  = the total number of fee-paying students enrolled in those colleges or sole degree-granting programs with more than one-thirty second ( $1/32$ ) of the total fee paying University students
- b. Allocate to each college with more than one-thirty second ( $1/32$ ) 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 ASUW Senate Seats 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.
  - d. The total allocation for each college is the sum of the ASUW Senate Seats allocated in steps 1 and 2.

e. **Ex-Officio Membership**

a. Addition of New Ex-Officios to the ASUW Senate

- i. All University organizations seeking an ex-officio position on the ASUW Senate must have that position approved by the Steering Committee and further approved by the ASUW Senate by a two-thirds ( $2/3$ ) majority.
  - 1. The organization seeking an ex-officio position will submit a written letter of intent to the Steering Committee. The Steering Committee will review the request. Upon approval, the Chairperson will submit the letter of intent to the ASUW Senate for approval.
- ii. Organizations seeking an ex-officio position must exhibit the following qualifications:
  - 1. The organization must utilize educational opportunities, which promote growth and involvement enriching daily life.
  - 2. The organization must demonstrate a need for representation in their area of focus that is not being adequately represented by the existing speaking members of the ASUW Senate.

b. Representatives' Rights and Responsibilities

- i. The ex-officio position cannot be represented by current senators, executives or other ex-officio representatives.
- ii. The ex-officio shall serve on committees at the request of the ASUW Vice President and/or committee chairs.
- iii. Ex-officio members who shall enjoy all rights of Senate membership, except the right to vote include:

1. Representatives from organizations approved by the ASUW Senate.
- iv. Those who shall have speaking rights and parliamentary rights, excluding the right to vote, include members of the ASUW Executive Branch.
  1. Speaking rights include the ability to take the floor if yielded to and the ability to make points of clarification and order.
  2. Parliamentary rights include the right to vote, make motions, the ability to take the floor with recognition from the Chairperson via speaking lists, and all other speaking rights.
- c. Removal of Ex-Officios from the ASUW Senate
  - i. If an ex-officio position goes un-represented for 4 consecutive Senate meetings they will be notified of their absences and potential consequences by the Steering Committee in writing; if the organization is absent for another 2 consecutive Senate meetings they will lose their ex-officio position.
    1. Any organization that has lost its ex-officio position on the ASUW Senate will enter a period of probation and may not reapply for said position until the start of a new academic year. Upon reapplication, the organization must submit a new letter of intent to the Steering Committee.
    2. If an organization wishes to voluntarily relinquish their ex-officio status, they may do so through a formal written notification to the Steering Committee indicating the date at which their status as an ex-officio will end.

## 10. ASUW Students-at-Large

- a. Definition
  - i. A Student-at-Large is defined as outlined in Section 6 of the ASUW Constitution.
- b. Rights and Duties
  - i. Students-at-Large have membership on various ASUW committees as outlined in Sections 11 and 12 of the ASUW By-Laws. Their rights and duties on these committees follow as outlined in Section 6 of the ASUW Constitution.
  - ii. Students-at-Large have the right to attend regularly scheduled ASUW Senate Meetings and are granted speaking rights at said meetings.
  - iii. Students-at-Large have the right to author and/or sponsor legislation. Any Student-at-Large listed as an author on a piece of legislation will be granted parliamentary rights, except for the right to vote, for the duration of the time their legislation is being debated on the Senate floor. These parliamentary rights

will be revoked upon conclusion of debate.

## 11. Officers

- a. Chairperson
  - i. The Chairperson of the ASUW Senate is the ASUW Vice President, who shall prepare the Order of Business, follow the Order of Business as outlined in, Article 2, Section 2.01, of the Rules and Procedures, be the presiding officer for all meetings, and tally all head count votes of the ASUW Senate.
- b. At the first business meeting following the installation of new Senators, the following officers shall be elected from the Senate voting membership:
  - i. President Pro Tempore – They shall preside over the Senate and carry out the related duties of the Vice President in the case of the Vice President’s absence or at their request. They shall assist the Chairperson of the Senate and serve as Chairperson of the Committee-of-the-Whole when it is in session. They shall assume the duties of the Chairperson of the ASUW Senate in the absence of the Chairperson. They shall be a voting member and serve on the Intersession Oversight Committee.
  - ii. Parliamentarian – They shall keep the ASUW Senate procedure in accordance with the ASUW Constitution, By-Laws, and the most recent Robert's Rules of Order. They shall inform the Chairperson of any procedural violations, which the Chairperson will remedy. They shall assume the duties of the President Pro Tempore in the absence of the President Pro Tempore. They shall be a voting member and serve on the Intersession Oversight Committee.
  - iii. Sergeant-at-Arms – They shall preserve order as the Chairperson may direct and assume the duties of the Parliamentarian in the case of the absence of the Parliamentarian and/or duties of the Marshal in the absence of the Marshal. They shall be a voting member and serve on the Intersession Oversight Committee.
  - iv. Marshal- Immediately following the call to order, they shall read the ASUW Senate's Mission Statement and Land Acknowledgement Statement as stated in the ASUW Rules and Procedures. They shall perform roll call of the ASUW Senate. They shall record late arrivals and early departures of ASUW Senators. They shall read all first, second, and third readings of legislation before the ASUW Senate. They shall tally and record all roll call votes of the ASUW Senate and record all head count votes and voice votes. They shall assume the duties of the Sergeant-at-Arms in the absence of the Sergeant-at-Arms. They shall be a voting member and serve on the Intersession Oversight Committee.



- c. Election Procedures
  - i. Nominations can be from the Senate floor by anyone except the Chairperson.
  - ii. Written nomination may be submitted to ASUW Chairperson, or the relevant position, by any Senator.
  - iii. A vacancy of office shall be filled from within the Senate.

## 12. 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 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.

## 13. Standing Committees

- a. The ASUW Advocacy, Diversity, and Policy Committee
  - i. Purpose: The Committee shall serve as a medium for individual students, student organizations, and underrepresented communities to voice opinions and concerns regarding university policy, administration, or other issues associated with student life. The Committee shall work to advocate for all students on campus to achieve the diverse mission of our campus. The Committee shall have the responsibility to investigate said issues and will represent student opinion throughout the policy process.
  - ii. Powers: The 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 welfare and quality services available at the University. 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 diverse views of students to outside



policymakers. The Committee shall also have the power to recommend to the ASUW Senate and Executive Branch the best methods to foster student inclusivity, advocacy, and policy decisions. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.

iii. Composition: The Committee shall consist of a minimum of six (6) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with a minimum of one (1) being a First-Year Senator. The ASUW Vice President shall appoint two (2) or more Executives to serve as an ex-officio on the committee. The Committee will seek appointed members to represent the United Multicultural Council and International Student Association with the approval by the ASUW Vice President.

b. The ASUW Budget and Planning Committee

i. 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.

ii. 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. Furthermore, the Committee shall give a presentation to the Senate over the ASUW Finance Policy, as well as the ASUW budget, semester fiscal year. If possible, this shall occur during the a special event slot during a Senate meeting. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.

iii. Composition: The Committee shall consist of a minimum of six (6) ASUW Senators (two of which shall be returning Senators, if possible) one (1) Senator shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a First-Year Senator, the ASW Accountant, and the ASUW Advisor. The ASUW Vice President shall appoint one (1) or more Executives to serve as ex-officios on the committee.

c. The ASUW Intersession Oversight Committee

i. Purpose: The Committee shall be responsible for properly representing the ASUW Senate during all out-of-session matters of consequence, including but not limited to budgetary

- oversight and Executive Branch consultation.
- ii. Powers: The Committee shall have the powers of approval of all summer budget actions including but not limited to: emergency budget cuts, realignments, and end-of-year spending. The committee will also have the power to consult with the Executive Branch on any statements or representative positions which the Executive Branch wishes to adopt out of session. The Committee will not have the power of proposal for any matter, and only has the power of approval and response to Executive Branch Action. The Committee must convene at least once per month, every month of which a portion is out-of-session, including the months that contain Summer Break, Winter Break, and Spring Break. The Committee can also meet as needed, when called by the Committee Chair, or when three (3) committee members request. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
  - iii. Composition: The Committee shall consist of the Officers of the Senate: President Pro Tempore, Parliamentarian, Sergeant-at-Arms, Marshal, in addition to two (2) Senators-at-Large, and two (2) Students-at-Large. The Senators-at-Large shall be elected from within the Senate. The Students-at-Large of the Intersession Oversight Committee must be nominated by the Vice President and approved by the Senate prior to the last meeting of the Spring Semester. The Chair must be elected from amongst the Committee members prior to the end of the Spring Semester each year. Quorum for this committee shall be set at five (5) voting members. The ASUW President and Vice President shall also serve on the Committee.
- d. The ASUW Program and Institutional Development Committee
- i. Purpose: The Program and Institutional Development Committee shall serve as a means by which the ASUW Senate shall advise and assist with all ASUW programs, services and strategic partners. Furthermore, the committee shall be responsible for ensuring that the ASUW is constantly developing into a more effective organization.
  - ii. Powers: The Committee shall advise and assist all ASUW Programs, Services, and Strategic Partners of the ASUW and shall formally and evaluate aspects of the each and provide recommendations which include but are not limited to the budget, student fee allocation, and staffing. The Committee will maintain regular contact with all Programs, Services, and Strategic Partners of the ASUW and will regularly provide institutional and programmatic support to each. The Committee will be responsible for submitting yearly reports to the Budget and Planning Committee

pertaining to the effectiveness and need for funding in specific areas for each ASUW program. Additionally, the Committee shall be responsible for the formulation and execution of long term policies and goals for the ASUW Student Government and its Programs, Services, and Strategic Partners. It shall have the authority to request any information it deems necessary of other ASUW Committees and entities, and it shall use this information to determine areas that require additional focus. Subsequently, the Committee will be responsible for formulating action plans to address these areas of concern. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.

iii. Composition: The Committee shall consist of a minimum of six (6) Senators of the ASUW, one (1) of whom shall serve as chairperson, three (3) ASUW Students-at-Large, one (1) being a First-Year Senator, and a unique student representative of each ASUW program or service shall have the opportunity to serve as a voting member. All these program and service representatives are subject to the final approval of the ASUW Vice President. All program and service representatives will have the right to vote in this Committee. The ASUW Vice President shall appoint at least one (1) Executive to serve as an ex-officio on the committee. The program and service representatives may be, but are not limited to the following:

1. Associated Students Technical Services (ASTECS)
2. United Multicultural Council
3. A.L. Lupton Financial Literacy Program
4. First-Year Senate
5. Students' Legal Services
6. Non-Traditional Student Council
7. Panhellenic Council
8. Interfraternity Council

#### The ASUW Student Organization 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. The Student Organization Funding Board is the only ASUW Branch, Program or Service that has ability to allocate funds to RSOs. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
- c. Composition: The Board shall consist of a minimum of six (6) ASUW

Senators, one (1) Senator with Board experience shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a First-Year Senator. The ASUW Vice President shall appoint one (1) Executives to serve as an ex-officio on the committee. The ASUW Advisor, or designee, shall serve as advisor.

F. The ASUW Steering Committee

- a. Purpose: The Committee shall provide coordination for the various issues, legislative activities, 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. The Committee shall evaluate the efficacy of the senatorial scholarship program and work with to recommend the amount allocated toward the senatorial scholarship as outlined in Section 2.02, subsection 5 of the ASUW Bylaws.
- 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. The Committee shall have the power to change any formatting, grammar, and spelling errors of proposed legislation. These changes will be made with Committee consensus, as long as these edits do not change the intent or function of the proposed legislation as written by the author(s). 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 will be responsible for the review of all proposed amendments to the ASUW Constitution, By-Laws, and Rules and Procedures to ensure that those working documents remain consistent with the purpose of the ASUW and its Constitution. The Committee shall review all ex-officio applications and submit approved applications to the ASUW Senate. The Committee shall have the power to investigate and administer warnings and take disciplinary actions against violations of the ASUW By-laws, Rules and Procedures and Senator Handbook. The Committee shall also make a bi-monthly report of those Senators who have failed or are currently failing to meet their Senatorial duties as outlined in the By-Laws. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules. The Committee shall serve to reevaluate the senatorial scholarship on a yearly basis. The committee shall evaluate this prior to the legislative budget submission deadline and make a recommendation to the Budget and Planning Committee.
- c. Composition: The Committee shall consist of the ASUW Vice President, who shall serve as chairperson, the ASUW President Pro Tempore, the ASUW Parliamentarian, the ASUW Sergeant at Arms, the ASUW Marshal, two (2) ASUW Senators; the ASUW Advisor, and The ASUW Vice

President shall appoint one (1) Executive to serve as an ex-officio on the committee. The ASUW Advisor, or designee, shall serve on the committee in an advisory role.

G. The ASUW Student Outreach and Programming Committee

a. Purpose: The Committee shall assist in organization and execution of events, workshops, and all outreach (etc.) conducted by the ASUW Student Government. It shall also have the ability to come up with new programming and shall be responsible for the review of the effectiveness of such programming, determining whether a particular event will continue to be sustainable, and formulating proposals for future programming. The Committee shall also work with the Executive Branch to promote the current services, actions, and happenings of the ASUW, to consistently outreach to individual students and student organizations annually.

b. Powers: The Committee shall assist in organization and execution of events, workshops, etc. conducted by the ASUW Student Government. The Committee will actively research successful programming at other institutions, and will communicate with other student governments to continue to foster growth. The Committee shall also have the power to recommend to the ASUW Senate and Executive Branch the best methods of student outreach and promotion of the ASUW endeavors. The Committee shall also aid the ASUW Executive Branch, the ASUW Judicial Branch, and ASUW Programs in their programmatic events should they require and request assistance. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.

c. Composition: The Committee shall consist of a minimum of six (6) ASUW Senators, one (1) of whom shall serve as chairperson and three (3) ASUW Students-at-Large, with at least one (1) being a First-Year Senator. The ASUW Vice President shall appoint at least two (2) Executives to serve as ex-officios on the committee.

H. The ASUW Tuition Allocation and Student Fee Review Committee

- a. Purpose: The committee shall serve as ASUW's oversight board for all university fees, including programmatic, advising, mandatory student and student services fees, as well as tuition dollars. This committee's purpose can be broken up as follows:
- i. Assessment and recommendation of proposed mandatory student and programmatic fee increases:
    - a. Annual hearing of proposals from units requesting a fee increase with a subsequent recommendation made to the ASUW Senate through legislation and to university leadership.
  - ii. Annual report of all student dollars collected and their usage:
    - a. Conducting a comprehensive and detailed report of all units who collect student fees and their allocation of these fees. Accompanying outreach and education efforts.
  - iii. Outreach and education to the student body regarding tuition:
    - a. Annual outreach and education efforts in partnership with the President's office and the office of Financial Affairs

regarding the Board of Trustee's tuition policy and any possible increases.

- iv. Student Success Priorities:
    - a. Annual creation and passage through the ASUW Senate of a list of Student Success Priorities per the Board of Trustees' Tuition Policy. Accompanying outreach and education efforts.
  - v. Overall assessment of students' needs for their fee dollars:
    - a. Consistent outreach and data collection efforts to the student body in order to assess the merits of new and current fees. This committee should aim to be aware of students' needs and assess whether these needs are being met by current fees and suggest new fees as necessary.
  - b. Powers: The Committee shall have the power to investigate all fees in a manner they deem appropriate in order to complete an annual report. The investigation may include, but is not limited to, hearing from representatives of University of Wyoming colleges, departments, and programs. The committee shall formulate appropriate feedback which may include recommended changes to any fees. Their recommendations shall be presented to the ASUW Senate in the form of legislation and shared with the appropriate university officials upon passage. The committee shall also hear mandatory fee increase requests from campus fee units and may recommend adjusting the requested fee, giving a vote of non-support for therequest, or endorsing the requested amount. The committee shall follow the same process for the tuition allocation recommendations for the Student Success Priorities. This committee will also conduct general outreach and education efforts to ensure students' needs are being met with current fees and to gather information to accurately assess the merits of new fees.
  - c. Composition: The Committee shall consist of a minimum of six (6) ASUW Senators, one (1) of whom shall serve as the co-chairperson alongside the ASUW Vice President. Three (3) ASUW Students-at-Large, with at least one (1) being a First-Year Senator shall also serve on the Committee. The ASUW Vice President shall have the power to appoint executives to serve as ex-officios on the committee.
- I. The ASUW Elections Committee
- a. Purpose: The Committee shall serve promote ASUW Elections and conduct outreach to students to promote participation. The Committee shall, in conjunction with the ASUW Vice President, oversee the process by which senatorial vacancies are filled, as outlined by Article 4, Section 4.02 of the ASUW By-Laws.
  - b. Powers: The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules. The Committee shall hold no fewer than two (2) information sessions for all candidates and possible candidates seeking office within ASUW between the date applications are available and the time applications are due.
  - c. Composition: The Committee shall consist of a minimum of five (5) ASUW Senators, one (1) of whom shall serve as chair, and at least one (1)

First-Year Senator. The chair shall not be permitted to run for the position of ASUW President or Vice President in the election that occurs during their time as chair. The ASUW Vice President shall appoint a minimum of one (1) executive to serve as an ex-officio on the committee. The ASUW Advisor, or designee, shall serve as advisor.

- d. Additional information on the purpose, powers, and composition of the ASUW Elections Committee can be seen in Article 5 of these By-Laws.
- I. Each standing committee shall establish regular meeting times. The regular meeting time and place shall be permanently posted in the ASUW Senate Office and on the ASUW website during the academic year.
- J. Each ASUW Standing Committee shall be responsible for any and all outreach it deems necessary to complete the purpose it has been tasked with, and shall make all possible attempts within its jurisdiction to successfully carry out that purpose.
- K. All standing 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 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.
- L. Members of the ASUW Executive Branch shall not serve as chairperson of any ASUW standing committee.

#### 14. Special Committees

- a. 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.
- b. The ASUW Census Committee:
  - i. Name: The ASUW Census Committee will also be referred to as the “Cowboy Count Committee.”
  - ii. Purpose: The 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.
  - iii. 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.

- iv. 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 First- Year Senator appointed by the First-Year 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.
- c. The ASUW Child Assistance Scholarships Committee
  - i. Purpose: The Committee shall serve as a means by which scholarships will be awarded for students who are parents and need financial assistance.
  - ii. Powers: The Committee will meet during the fall semester and will review applications filled out by students applying for assistance. The Committee will then interview applicants and decide awardees for spring scholarships by November 30th. Upon choosing awardees, information for the scholarship recipients must be submitted by November 30th to the UW Financial Aid Office.
  - iii. Composition: The Committee shall be composed of an Executive, who will be charged with the planning of this committee and will serve as chairperson, two (2) ASUW Senators, one (1) ASUW First-Year Senator, one (1) Student-at-Large, one (1) non-traditional student, and an ASUW Advisor or Dean of Students designee.
- d. The ASUW Homecoming Committee
  - i. Purpose: The Committee shall help plan and execute Homecoming events. It shall meet within the first full week of the Fall Semester and shall continue to meet at least once per week up until Homecoming Week. The Committee shall then meet at least once after Homecoming Week to discuss the Homecoming events. It shall meet once in the Spring Semester to discuss its budgetary needs with the ASUW President. Each new administration's Vice President shall appoint one senator to serve with them on the University homecoming planning committee during the summer. This Senator will then sit on the ASUW Homecoming Committee and act



as a liaison between the University committee and the ASUW Committee.

- ii. Powers: The Committee shall help plan and execute Homecoming events. It shall help promote and conduct outreach for Homecoming events, including but not limited to: ASUW Horseshoe Hunt and the ASUW Pizza and T-Shirt Giveaway. It shall help promote other Homecoming events not associated with ASUW as it deems necessary. The Committee shall work on Homecoming events in conjunction with other departments and organizations on campus, including but not limited to: Athletics, Fraternity and Sorority Life, the Alumni Association, and Student Affairs as deemed appropriate by the committee and the ASUW Vice President. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
- iii. Composition: The Committee shall consist of the ASUW Vice President, who will serve as temporary chairperson, a minimum of five (5) ASUW Senators with at least one (1) coming from Student Outreach and Programming, one (1) from Budget and Planning, and one (1) from Advocacy, Diversity and Policy, and two (2) ASUW Students-at-Large, with one (1) being a First-Year Senator. The Committee shall elect a chairperson from within the Committee. The ASUW Vice President shall appoint one (1) Executive to serve as an ex-officio on the Committee. Ex-officios from various groups on campus including but not limited to: Athletics, Fraternity and Sorority Life, the Alumni Association, Student Affairs, and United Multicultural Council shall be invited and encouraged to attend committee meetings.

e. The ASUW Safety and Wellness Committee

- i. Purpose: The Committee shall serve as a means by which the ASUW shall seek to provide the community with education and resources to promote wellness practices that enhance health and safety. The Committee shall work to advocate to promote the safety and wellness of all students. The Committee shall have the responsibility to investigate said issues and will represent students when ways of addressing issues concerning student safety and wellness are being devised across campus.
- ii. Powers: The Committee shall serve as a forum and liaison to the Senate for any individual student, group of students, or other university body who have a concern about student safety or welfare. The Committee's powers shall 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 safety and wellness needs of students during the policy-making process. The Committee also has the power to put on related programming and events pertaining to students' safety and wellbeing.

- iii. **Composition:** The ASUW Safety and Wellness Committee shall be composed of three (3) ASUW Senators, and three (3) Students-at-Large appointed by the ASUW Vice President. The ASUW Vice President shall appoint an ASUW executive to serve as chairperson of the committee. The University Counseling Center, the Wellness Center, the No More Committee, the Students for Sensible Drug Policy student organization, and other related organizations as they arise and evolve shall serve as ex-officios on the committee. The ASUW Vice President may appoint ASUW executives to serve as ex-officios on the committee.
- f. Except where otherwise noted, each committee shall be responsible for electing its respective chair from among its approved members at its first business meeting after the approval of committee assignments. Until such time as a chair is elected, the senator with the longest consecutive service on a respective committee shall preside.
- g. 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.
- h. All 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 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 3. Judicial Council**

#### **Section 3.01 Jurisdiction**

##### **1. Matters within Jurisdiction**

- A. The ASUW Judicial Council 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, the ASUW Finance Policy, and the ASUW Elections Code in situations of disagreement.
- B. The ASUW Judicial Council shall have jurisdiction over all actions of the ASUW Executive branch.
- C. The ASUW Judicial Council 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.
- D. The ASUW Judicial Council shall have jurisdiction over offenses against the Constitution of the Associated Students of the University of Wyoming.

## 2. Complaints

- A. Any member of the ASUW may bring a dispute before the ASUW Judicial Council. All complaints must be submitted to the Chief Justice of the Judicial Council, or the relevant position, within a timely manner upon discovery of a disputed action.
- B. The Council must meet regarding the complaint within ten (10) academic days of the written complaint being submitted.

## 3. Responsibilities and Authorities

- A. The ASUW Judicial Council will be overseen by the ASUW Judicial Council Advisor or the ASUW Advisor. The ASUW Judicial Council shall have the following responsibilities and authorities:
  - a. The Council shall be the final authority regarding the interpretation of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, the ASUW Elections Code, and the ASUW Finance Policy.
  - b. The Council shall have the ability to impose sanctions on 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. The Council may render final decisions regarding the actions of the ASUW executive branch 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, the ASUW Finance Policy, and the ASUW Elections Code.
  - c. 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.
  - d. The Council shall have the right make recommendations to or require actions of other branches of the ASUW as they determine are required.

## 4. Procedural Requirements

- A. 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:
  - i. 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.
  - ii. All decisions, including sanctions, made by the Council may be appealed to the Dean of Students, or designee. Students or student organizations have five (5) academic days to appeal a Council decision. Notice of appeals being filed must be given immediately to all involved parties, as well as the Judicial Council. The Dean of Students, or designee, has thirty (30)

- academic days from the appeal being filed to issue their decision;
- iii. All official hearings by the Council shall be conducted in accordance with written Rules and Procedures of the ASUW Judicial Council. Proposed changes to the Rules and Procedures of the Judicial Council must be approved by the ASUW Senate. Such rules shall include provisions for the following matters:
    - a. The proceedings and decisions of the Council must be conducted in a fair manner consistent with principles of due process.
    - b. 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.
    - c. 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 on their own behalf, present rebuttal, have an opportunity to question any witnesses; and present summary testimony.
    - d. Each party to a dispute or charge shall be provided a written explanation of the reasons for any decision rendered by the Council.
  - iv. 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. A permanent copy of all Council documents, interpretations, sanctions and opinions shall be kept on file in order to uphold the precedence of Council decisions. Cases involving Code of Ethics investigations shall be kept only in writing, except in cases which carry matters of interpretive precedence, which shall be kept online, but have names and all other personally identifiable information of the individuals in question redacted to the greatest extent possible, at the discretion of the Chief Justice with advice from the ASUW or Judicial Council Advisor.

#### **Article 4. Vacancy of Office**

##### **Section 4.01 Executive Officers**

##### **1. Executive Vacancy Procedure**

- 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 a special election within the Senate will be held to fill the open position with current senators;
  - a. Senate Sergeant at Arms
  - b. Senate Marshal
  - c. Chief of Staff

- E. Any further line of succession may be outlined by the President and approved by the ASUW Senate.

## Section 4.02 Senate

### 1. Senate Vacancy Procedure

- A. At the beginning of each ASUW Administration, a list of potential ASUW candidates, including the senatorial candidate from the college who was eliminated last according to the instant-runoff in the preceding election and write-in candidates, shall be compiled by the ASUW Executive Branch.
- B. Upon the resignation, permanent absence or incapacity of any Senator, the senatorial candidate from the college who was eliminated last according to the instant-runoff in the preceding election shall fill the vacancy.
  - a. In accordance with the ASUW Elections Policy, senators terminated from their Senate seats due to a change in college shall be placed subsequent to all other candidates from the preceding election of the college to which they change.
  - b. The ASUW Vice President will notify the person with the next highest number of votes as soon as a Senator's resignation, permanent absence or incapacity takes place. The person notified will have two business 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. This process will include write-in candidates, if applicable.
- C. If a vacancy occurs and the list of eligible candidates from the preceding Election has been exhausted, the ASUW Vice President will direct the ASUW Elections Committee to begin an application and election process to fill the vacant seat. The application shall require a cover letter and a résumé.
  - a. As soon as possible after the vacancy occurs, a call for applicants will be made to the affected College with the application period lasting two (1) weeks from the time of initial notice.
  - b. At the close of the application period, the ASUW Adviser, will review the applications for a candidate's eligibility as stipulated by the ASUW Election Policy.
  - c. The ASUW Elections Committee shall interview all eligible candidates. After the interview process has completed, the Committee shall select a candidate to fill the vacant seat.
  - d. Candidates shall be subject to a confirmatory vote by the ASUW Senate. Two-thirds (2/3) of present voting members shall be the threshold for confirmation.
  - e. The ASUW Vice President will notify the chosen candidate as soon as they are confirmed by the Senate. Upon acceptance, the candidate will be sworn in immediately after being confirmed by the ASUW Senate.
  - f. This system will not be used once applications for the general election open.
  - g. All Senate Vacancy elections shall follow the above outlines procedures and adhere as closely as possible to the policies outlined in the ASUW Elections Policy.

## **Article 5. Elections Policy**

### **Section 5.01 ASUW Elections Committee**

#### **1. Responsibilities and Authorities**

- A. The Elections Committee shall annually prescribe and disseminate to all official candidates in the ASUW General Elections the Elections Code. The Elections Code must be approved by the ASUW Senate before the conclusion of the fall semester and will include but is not limited to:
  - a. All election and associated dates will be determined by the Committee to fit the current academic calendar following the guidelines set forth in this article.
  - b. Campaigning and publicity rules which shall be established by the Elections Committee.
  - c. Seat allocation will be calculated by the Committee with the help of the ASUW Advisor using the methods described by the Article 2 Section 2.02 Subsection 6 of the ASUW By-Laws and in Article VI Section 1 of the ASUW Constitution. The calculations and results of the seat allocation must be included in the Elections Code.
  - d. The elections committee will be allowed to determine the amount of quantity of funds included in the candidate printing fund and they will determine the amount of money each candidate will be eligible for.
  - e. Any other information deemed relevant to elections by the Committee.
- B. Applications, financial expense report forms, and the Elections Code shall be provided by the Elections Committee and be made available to all ASUW Members by 9:00 a.m. on a school day selected by the Committee before the fourth (4<sup>th</sup>) week of the spring semester.
- C. The Committee shall, host a minimum of two (2) general information sessions between the date's applications are available and the time applications are due. These sessions must be open to the campus; style and programming will be at the discretion of the Committee.
- D. The results of the voting in each election, including the number of votes received by each candidate, shall be released by the Committee after they have been announced by the ASUW Advisor.
- E. The Committee along with the ASUW Advisors are authorized to determine the software needed conduct voting and to count all ballots of the elections according to Instant-Runoff Voting.
- F. The Committee will work in collaboration with the ASUW Advisor to ensure that all candidates adhere to all rules outlined in both this Article and the Elections Code.
- G. The Chair of the Committee will be Responsible for communicating all official elections information through the ASUW Elections Email.
- H. Other responsibilities and authorities of the Elections Committee are outlined throughout this Article.

#### **2. Composition**

- A. The Chair of the Elections Committee cannot run for any position in the General Election they are overseeing.
  - a. Should the Chair of the Committee decide to run for a Senate position they can remain Chair with the approval of the ASUW Senate before the filing deadline. This approval will require a 4/5 vote of confidence by the Senate.
- B. No member of the Committee can run for President or Vice President in the General Election.
- C. If a member of the Committee wishes to declare their candidacy for President or Vice-President, they must resign as a member of the Committee in order to officially declare their candidacy before filing closes.

## Section 5.02 ASUW Advisor

### 1. Responsibility and Authority

- A. The ASUW Advisor can delegate any of their responsibilities within this Article to the Chair of the Elections Committee or to any members of the ASUW Business Office who are not running in the ASUW Election. If the ASUW Advisor position is vacant, the members of the ASUW Business Office will assume the responsibilities outlined for the ASUW Advisor.
- B. The ASUW Advisor along with the Elections Committee is authorized to determine the software needed to count all ballots of the elections according to Instant-Runoff Voting.
- C. The ASUW Advisor will be responsible for compiling the list of eligible voters prior to the opening of voting.
- D. The ASUW Advisor shall ensure that no speech, advertisement, or any other related activity pertaining to the current election and its respective races occurs inside the ASUW Office or at official ASUW functions, other than those sponsored and conducted by the Elections Committee.
- E. The ASUW Advisor will work in collaboration with the Elections Committee to ensure that all candidates adhere to the Elections Code.
- F. All votes will be counted, tabulated, and announced by the ASUW Advisor following the procedures outlined in Section 5.03 of this Article .
- G. The ASUW Advisor will be responsible for hosting the candidate workshop to explain the elections rules on the date applications are due at a time and place to be announced by the ASUW Elections Committee.
- H. The ASUW Advisor will be responsible for enforcing any sanctions put on candidates by the Judicial Council.
- I. Other responsibilities and authorities of the ASUW Advisor are outlined throughout this Article.

## Section 5.03 Process for the General Elections

### 1. Applications:

- A. Applications will be created by the Elections Committee and monitored by the ASUW Advisor.

- B. Applications will be made available to all ASUW Members no sooner than the start date of the spring semester as outline by the Office of Academic Affairs.
  - C. The filing deadline for all applications will be no later than 4:30 p.m. on a date that is no less than three (3) weeks following the release of the applications.
  - D. All candidates who submit applications after the filing deadline will be considered write-in candidates.
  - E. All dates related to the applications will be decided by the Elections Committee and must be included in the Elections Code.
2. Candidate Workshop
- A. The candidate workshop will be scheduled planned and hosted by the ASUW Advisor and will be used to explain the elections, process, rules, and dates to all candidates.
  - B. All candidates will be required to attend the candidate workshop. Candidates who are unable to attend the workshop must inform the ASUW Advisor prior to the workshop and will be required to attend a makeup session.
  - C. The candidate workshop will be held after the filing deadline on the same day.
3. Ballots
- A. The names listed on the ballot will include all qualified President and Vice President tickets and all qualified Senate candidates. The names of write-in candidates will not be included on the ballot.
  - B. The ballot will include an appropriate photo and statement submitted by each candidate. The length of the candidate statements will be set by the Elections Committee and must be included in the Elections Code. Photos will be deemed appropriate at the discretion of the Elections Committee and the ASUW Advisor.
  - C. The order of candidates on the primary and general ballots will be determined by a random drawing conducted by the ASUW Advisor as soon as possible.
  - D. All voting will be conducted using electronic online ballots.
    - a. The use of alternative voting methods is permitted and will be development by the ASUW Advisor and the Elections Committee and use of such methods will be at the discretion of the ASUW Advisor.
  - E. Should an initiative be included on the ballot it must follow the procedures outlined in Section 5.07.
4. Elections
- A. Each ASUW Election, including special elections, will be given an election number. The election number is the same as the number of the administration being elected. If a special election is called the special election will be use the current administration number followed an upper-case letter S to denote a special election. The ASUW Election Number can be used in any election specific documents and must be used for referendum votes as outlined in Section 5.07 of this Article. For example, the election of the one hundred and eighth (108<sup>th</sup>) Administration of the ASUW Student government has the election number 108 and could be written as the 108<sup>th</sup> ASUW Election.



- B. The elections will be held no less than four (4) weeks after the filing deadline and the elections end date must allow for at least one (1) regular senate meeting to be held before the spring semester finish date as outlined by the Office of the Registrar.
- C. The Elections Committee shall make an effort to provide a two (2) week transition period between administrations.
- D. Thirty-two (32) total Senators will be elected. These seats will be divided among each college and degree granting program as stipulated by Article 2, Section 2.02, Subsection 6 of these By-Laws and Article VI, Section 1 of the Constitution.

#### 5. Voting Methods

- A. Any ASUW Member will be permitted to vote at any polling place or by voting online.
- B. Voting must be open between sixty-five (65) and ninety (90) hours.
- C. Voting will be conducted according to the principles of Instant-Runoff Voting and thus voters will rank their preferences of candidates from first to last.
  - a. The procedures for Instant-Runoff Voting, also known as the Alternative Vote or Preferential Voting, is described in Robert's Rules of Order Newly Revised in Chapter XIII §45. 11th edition, 2011, p. 425-28.
- D. The candidates for ASUW elective office who are not eliminated after the instant-runoff shall be declared the winners of those positions. An instant-runoff will be run until the number of candidates matches the number of apportioned seats of a college, and the number of winning candidates shall not exceed the number of apportioned seats of any college.
  - a. In the event that there were no candidates for a given elective office, the individual with the greatest number of legitimate write-in votes shall be declared the winner. Otherwise, the vacancy procedure outlined in Article 4, Section 4.02 of these By-Laws will be used.
- E. Voters will only be allowed to vote in the senate election in their college or school, in the President/Vice-President Election, and for Ballot initiatives.
- F. Voters who are in the Exploratory Studies Program will vote for candidates in the College of Arts & Sciences.
- G. Voters with more than one major will only be allowed to vote in their primary college, as documented by the Registrar.
- H. Each voter may rank up to, but not exceeding, the number of Senate seats allotted to their college (as outlined Article 2, Section 2.02, Subsection 6 of these By-Laws and Article VI, Section 1 of the Constitution), including write-in candidates.
- I. Polling places will be considered as any computer station set up by the ASUW Elections Committee for the purpose of voting, and any other locations determined as polling areas by the Elections Committee.
  - a. Other polling stations will be clearly identified, and all candidates will be informed of what constitutes such polling areas.
  - b. Personal internet connected devices such as, phones, tablets, calculators, computers are not typically considered as a polling place unless they are being used within a predefined polling area.

#### 6. Results

- A. Voting results shall be tabulated by the ASUW Advisor using the method they deem most efficient and effective.
  - B. No voting information shall be available until the ASUW Advisor has finished tabulating all ballots. With the approval of the ASUW Advisor the Elections Committee can publish current vote tallies up to twenty-four (24) hours before voting closes.
  - C. The results of voting in each election shall be announced by the ASUW Advisor at a location chosen by the Election Committee within (24) hours of when the elections results are available.
  - D. Any write-in candidate or ticket who wins an election must fulfill the write-in candidate requirements outlined in Section 5.04 Subsection 3 and must abide by the campaign rules outline in Section 5.05.
  - E. The order of replacement seats in the case of a resignation in the Senate shall be determined by reverse order of elimination from the election.
7. Financial Expense Reports:
- A. The Financial Expense Report Form will be provided by Elections Committee on the same date applications are made available.
  - B. The Financial Expense Reports are an itemized statement of expenses incurred during a candidate's or ticket's campaign, and must include the following criteria:
    - a. 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.
    - b. Receipts for all expenditures must be attached to the expense statement. 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.
  - C. The submission deadline for Financial Expense Reports shall be determined by the Elections Committee on a date that is at least three (3) days prior to the inauguration of the incoming administration.

## Section 5.04 Candidate Requirements

### 1. Senator Candidates

- A. A candidate for Senator must meet the following requirements:
  - a. They must be a full-time ASUW fee paying student and maintain this status.
  - b. They 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.
  - c. They must have completed no less than twenty-four (24) hours of university credit at the beginning of the academic year of their term of office as an undergraduate student, or eighteen (18) hours as a graduate or professional student.

- d. They must have completed no less than twelve (12) of those hours at the University of Wyoming as an undergraduate student, or nine (9) hours as a graduate or professional student at the University of Wyoming.
  - e. They must submit an application by the required deadline (as outlined in Article 5, Section 5.01, Subsection 1, Clause A of these By-Laws) provided by the Elections Committee.
  - f. They cannot be a currently serving member of the ASUW Judicial Council. In the event that an individual who wishes to declare their candidacy for Senator and is currently serving as the ASUW Chief Justice or a Justice, they must resign as a member of the ASUW Judicial Council in order to officially declare their candidacy when filing closes.
- B. The ASUW Advisor will automatically verify that all candidates are not on Conduct Probation as assigned by the Assistant Dean of Students for Judicial Affairs or designee in the Dean of Students Office. If a candidate is on Conduct Probation, they will be ineligible for the election. All candidates for Senator will run individually.
- C. Senate candidates shall not be allowed to change the college for which they wish to run after the final filing date of their application. If Senate candidates wish to change colleges after the submission of their application, they shall be required to run as a write-in candidate for their respective new college.
2. President and Vice President Candidates
- A. Both candidates on a ticket for ASUW President and Vice President must meet the following requirements:
- a. They must be a full-time ASUW fee paying student and maintain this status.
  - b. They 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.
  - c. They must submit an application by the required deadline (as outlined in Article 5, Section 5.01, Subsection 1, Clause A of these By-Laws) provided by the Elections Committee.
  - d. They must have completed no less than sixty (60) hours of university credit by June 10 of the calendar year in which they were elected as an undergraduate student, or, as a graduate or professional student, they must have completed no less than eighteen (18) hours of university credit by June 10 of the calendar year in which they were elected.
  - e. They must have completed no less than twenty-four (24) of those hours as an undergraduate student, or eighteen (18) hours as a graduate or professional student at the University of Wyoming.
  - f. They 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 their candidacy or is currently serving in one of these capacities, they must resign as a member of the ASUW Judicial Council or the ASUW Elections Committee in order to officially declare their candidacy when filing closes.

- g. The ASUW Advisor will automatically verify that all candidates are not on Conduct Probation as assigned by the Assistant Dean of Students for Judicial Affairs or designee in the Dean of Students Office. If a candidate is on Conduct Probation, they will be ineligible for the election.
  - B. Candidates for President and Vice President will run jointly on a combined ticket. 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.
  - C. Candidates for President and Vice President who wish to be eligible as candidates for Senator must submit a separate application (by the required deadline as outlined in Article 5, Section 5.01, Subsection 1, Clause A of these By-Laws) to run for Senate.
- 3. Write-in Candidates
  - A. Write-in Candidates must fulfill the same candidate requirements as all other Senate and President and Vice President candidates.
  - B. All candidates who submit applications after the filing deadline will be considered write-in candidates.
  - C. If a write-in candidate would like to be eligible to campaign after they have submitted their application, they must notify the ASUW Elections Committee and the ASUW Advisor and must abide by all the rules outline in Section 5.05 Subsection 6 of this Article.
  - D. After being notified of winning an election write-in candidates will be given seven (7) days to submit an application and financial expense report.
- 4. Candidate Responsibility Statement:
  - A. In addition, to the requirements listed above candidates must agree to the Candidate Responsibility Statement which is as follows:
    - a. “I verify, that I am, to the best of my knowledge, qualified to run in the ASUW Elections. I have read all the rules governing the ASUW Elections, and understand I am responsible for abiding by these rules. I will conduct myself in a fair, democratic fashion, representative of the ASUW Student Government consistent with the ASUW Code of Ethics.”
  - B. The Candidate Responsibility Statement should be included in the Elections Applications outlined in Section 5.03, Subsection 1 of this Article and all candidates must agree to the Candidate Responsibility Statement before the conclusion of the candidate workshop.

## Section 5.05 Campaign Rules

- 1. General Campaign Rules
  - A. All candidates are responsible for abiding by understanding all the rules outlined by both the Elections Code and this Article.
  - B. 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 the elections rules on the date applications are due 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 required to attend an alternate session with the ASUW Advisor.

- C. No candidate will be eligible to begin campaigning until the Elections Committee has received the candidate's application and the filing deadline has passed. Additional requirements can be added so long as they are included in the in the Elections Code and the Elections Application.
  - D. All campaign materials must include a disclaimer identifying the sponsor. The disclaimer must state either "paid for by" or "sponsored by." Materials not bearing this statement are prohibited and subject to removal at the discretion of the Elections Committee and sanctions may be imposed by the Judicial Council.
  - E. The use of the ASUW logo on campaign materials is prohibited. Exceptions to this rule can be defined by the Elections Committee and must be included in the Elections Code.
  - F. No ASUW Merchandise can be used while campaigning including, but not limited to, name tags, padfolios, jackets, and polos.
  - G. No campaign material shall be displayed or stored in the ASUW Office.
  - H. There shall also be no active campaigning within 30 feet of these polling places on the dates of the elections. This includes, but is not limited to previously hung posters, spoken word campaigning and possession of campaign materials such as buttons, flyers, clothing, posters etc.
  - I. Candidates must account for any costs incurred by the use of or acquisition of all campaign materials.
  - J. It will be at the discretion of the Elections Committee to determine the definition of campaign materials should the issue arise.
  - K. Rules for campaigning at meetings of the ASUW programs listed under Article 8, Section 8.01 of these By-Laws will be decided on and outlined in the Election Code.
  - L. There shall be no disruptive campaigning in class, and this will be at the discretion of the presiding instructor.
  - M. Candidates will be held responsible for making their associated supporters aware of all election rules.
  - N. If any person is elected to more than one position in the election, that person must resign from all but one position before the inauguration per Article 4 Section 2 of the ASUW Constitution. Candidates running in multiple elections will be given the opportunity to designate their preferred position.
2. Physical Campaign Materials
- A. Physical campaign materials are, posters, banners, fliers, handouts and all other tangible materials used for a candidate's campaign.
  - B. All materials displayed must conform to the restrictions placed on them by the administrator of that area.
  - C. Campaigns may use the services of Associated Students Technical Services (ASTECS); however, these fees must be reported on their campaign expense reports.

- D. There shall be no defacing or removal of another candidate's campaign materials by a candidate or a candidate's campaign staff.
  - E. All candidates are responsible for removing all election materials by 10 a.m. on the Monday following the election.
3. Virtual Campaign Materials
- A. Virtual campaign materials will include, but are not limited to, social media, websites, and email. The Elections Committee will be allowed to define virtual campaigning should the issue arise.
  - B. All candidates are responsible for abiding by the Terms of Service for any social media site they are campaigning on.
  - C. All costs associated with the virtual campaigning must be included in the candidate's financial expense report and must comply with 5.04 Section 1 Clause D.
  - D. Candidates are allowed to share virtual posts from student organizations but must include a disclaimer clarifying their involvement with the Student Organization or event. This disclaimer could be as follows, "This event is not hosted or funded by the candidate".
  - E. Candidates are not allowed to share any posts that include the ASUW Logo except for post directly related to ASUW Elections in compliance with Subsection 1 Clause D of this Section.
  - F. No candidate may send campaign e-mails to more than fifty (50) UW e-mail accounts within a 24-hour period. Each email within a University list serves shall be counted, and third-party list serves are prohibited.
4. Financial Expense Reports
- A. All candidates must submit a completed and signed financial expense report using the financial expense report form provided by the Elections Committee even if no costs were incurred.
  - B. Candidates must submit their financial expense report to the ASUW Advisor by the submission deadline outlined in Section 5.03 Subsection 7 of this Article and any financial expense report submitted after the dead will be subject to review by the ASUW Judicial Council.
  - C. All candidates must submit a signed financial expense report.
    - a. President and Vice President tickets are required to submit one financial expense report for their campaign.
  - D. Separate signed expense statements must be submitted for each campaign if a candidate is running for a senate position, as well as on President and Vice President ticket.
  - E. Expense statements filed after the aforementioned deadline are subject to discretionary review and sanctions by the Judicial Council.
5. Endorsements
- A. For the purposes of the ASUW Elections there will be two classifications of endorsements, financial endorsements, and public endorsements.
  - B. Financial endorsements are all items or services that are donated to a candidate or ticket and All financial endorsements must be included in a candidate's or tickets financial expense report.

- C. Should a Student Organization (SO) endorse a candidate or ticket which results in the waiver of ASTEC fees, this must be noted as a donation or financial endorsement in the financial expense report.
- D. Public endorsements are statements of support for a candidate or ticket by any individual, or group.
- E. All Ex-Officio Members of the ASUW Senate will be allowed to endorse any candidate with the exception of ASUW Programs and Strategic Partners who will not be allowed to financially endorse any candidates.
- F. Members of the ASUW Elections Committee will not endorse any candidate.
  - a. Current Members of the ASUW Elections Committee allowed to be a candidate and are allowed to campaign for themselves or their ticket. However, their campaigning must not interfere with their official duties.
- G. Members of the ASUW Executive Branch will not endorse any candidate.
  - a. Current ASUW Executives are allowed to be a candidate and are allowed to campaign for themselves or their ticket. However, their campaigning must not interfere with their official duties in ASUW.

#### 6. Violations

- A. 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.

#### 7. Write-in Candidates

- A. Write-in candidates are defined by Section 4, Subsection 3, Clause B of this Article.
- B. Write in-candidates must follow all rules previously outlined in the Sections 1 through 6 of this Article and will be required to follow the additional rules outlined in this Section.
- C. The names and information of specific write-in candidates will not be included on the Elections ballot or in any ASUW Elections marketing be between the filing deadline and the closure of voting.
- D. Write-in candidates will not be eligible to participate in any ASUW Elections events as a candidate between the filing deadline and the closure of voting.
- E. Write-in candidates will not be given access to funds or resources provided to candidates by the Elections Committee.

### Section 5.06 Complaints and Sanctions

#### 1. Complaints

- A. All complaints must be submitted in writing to the Judicial Council. Verbal complaints will not be considered.
- B. Each complaint will only be reviewed once. If one complaint is submitted by multiple people, the Judicial Council can combine the complaints.
- C. The Judicial Council will review and decide on all complaints within ten (10) academic days of the submission of the complaint.
- D. The Judicial Council may impose sanctions for all officially written complaints and violations.

- E. The Judicial Council may also impose sanctions against the complainant should the Judicial Council feel that the complainant has intentionally filed erroneous complaints.
- F. All appeals to the Judicial Council will follow the method prescribed in the ASUW By-Laws and the Rules and Procedures of the Judicial Council.

## 2. Sanctions

- A. 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.
- B. No candidate shall be disqualified from a currently elected position 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.
- C. If sanctions were imposed by the Judicial Council, appeals may be made following the method prescribed in the ASUW By-Laws and the Rules and Procedures of the Judicial Council.
- D. 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.
- E. The ASUW Advisor will be responsible for enforcing all sanctions imposed by the Judicial Council.

## Section 5.07 Ballot Initiatives and Referendum Votes

### 1. Student Initiatives

- A. Any ASUW member may propose a referendum vote of the student body during an ASUW Election through a student initiative.
  - a. For a student initiative to be considered it must be submitted to the ASUW Elections Committee at least forty (40) days prior to the ASUW General Election accompanied by student signatures representing at least ten percent (10%) of ASUW members.
  - b. The format for student initiatives will be published and updated by the Elections Committee every two (2) years.
  - c. The student initiative shall be presented to the Senate by the author(s) of the initiative, during the next regularly scheduled meeting following submission to the Elections Committee as "New Business."
  - d. At least fifty percent (50%) of the accompanying signatures shall be verified by the ASUW Elections Committee with the assistance of the ASUW Advisor. The verification process shall extend no more than thirty (30) days beyond the date the initiative has been presented to the Senate. At the end of the verification process or at the end of thirty (30) days, the ASUW Elections Committee shall report the results of the verification process to the Senate.
- B. A referendum vote proposed through a student initiative will be added to the ballot when the Elections Committee has verified the required signatures.

### 2. Senate Initiatives

- A. The ASUW Senate may propose a referendum vote of the student body during an ASUW Election through a senate initiative.



- a. Any proposed senate initiative shall come to Senate in the form of legislation four (4) weeks prior to the ASUW Election.
    - b. The exact language and format of the proposed referendum vote shall be included as a part of the legislation, in the form of an addendum.
    - c. Legislation to place a senate initiative upon the ballot shall require a two-thirds (2/3) vote of the Senate.
  - B. A referendum vote proposed through a senate initiative will be added to the ballot when it is passed by the ASUW Senate.
- 3. Referendum Votes
  - A. All referendum votes included on any ASUW Elections Ballot will use the St. Marie Referendum Format which includes the following components, Referendum Number and Title, Description, Ballot Question and Full Text. These components are described in Clauses B through E of this Subsection.
  - B. Referendum Number and Title
    - a. The format for the referendum number and title on the ballot will be “Referendum #XXX.X: Title”.
    - b. All referendum votes will be given a referendum number when the initiative is added to the ballot.
    - c. The referendum number will be the ASUW Election Number followed by a period (.) and the order the referendum was added to the ballot. For example, if the ninth (9<sup>th</sup>) referendum vote added to the ballot of the 108<sup>th</sup> ASUW Election the referendum number on the ballot would be, “Referendum #108.9”. The ASUW Election Number is defined in Section 5.03 Subsection 4 Clause A of this Article.
  - C. Initiative Description
    - a. The initiative description is a concise, two (2) sentence, explanation of the initiative and the changes that would occur upon approval of the referendum.
  - D. Ballot Question
    - a. The ballot question for all referendums will be: “Do you support the proposed initiative? Yes [ ] No [ ]”
  - E. Full Text
    - a. A link to the full text of the proposed initiative will be supplied after the ballot question and the link must be accessible to all ASUW Members.
- 4. Special Election for a Ballot Initiative
  - A. The preferred forum of any ballot initiative shall be the ASUW General Election. In the instance that the feasibility of waiting until the next election does not exist, a special election may be called by a two-thirds (2/3) vote of the ASUW Senate, when a student initiative is proposed to the Senate or when a Senate initiative is approved by the senate. Failure to acquire the necessary votes will result in the measure automatically being relegated to the ballot of the next election.
    - a. Any special election shall be publicized by the ASUW Elections Committee by advertising the special election for at least two (2) weeks prior to the special election utilizing the legislative contingency 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 Elections Committee. All such notifications must include the exact wording of the initiative as it will appear on the ballot.

- B. The ASUW Student Government 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 President shall inform the appropriate body of the vote of the students.
- C. If a ballot initiative includes an amendment to the ASUW Constitution, it cannot be considered in a special election as defined by Article X of the ASUW Constitution.

## Section 5.08 Amendments and Suspension

### 1. Amendments

- A. No amendments or changes will be made to this Article two (2) weeks before the ASUW General Election.
- B. If any changes are made to this Article after the applications open for the ASUW General Election, the Elections Committee will be responsible for informing all the candidates of these changes.

## Article 6. Code of Ethics

### Section 6.01 Preamble

- 1. We, the elected and/or appointed representatives of the Associated Students of the University of Wyoming Student Government seek to promote the interests and well-being of all students, regardless of race, color, religion, sex, sexual orientation, age, political belief, veteran status, disability, national origin, relationship status or gender identity. 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, freedom, and civility that every individual deserves.

### Section 6.02 Standards of Behavior

- 1. 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. 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 6.03 Obligations and Duties

1. 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 refrain from misusing my position in ASUW Student 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 Student Government and when representing ASUW.

### Section 6.04 Procedural Requirements for Violations

1. 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.
  - A. Senate Violations: complaints pertaining to Code of Ethics violations committed by members of the Senate shall be presented to the ASUW Vice President.
  - B. Executive Violations: complaints pertaining to Code of Ethics violations committed by the members of the executive board shall be presented to the Judicial Council.
2. 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.
  - A. 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.
  - B. The alleged violator shall receive a copy of the complaint in writing at the meeting with the complaint recipient.
  - C. A copy of the complaint shall also be sent to the ASUW Advisor or designee.
  - D. All communications between the alleged violator and the complaint recipient shall remain confidential, including any copies sent to the ASUW Advisor or designee.
  - E. 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 7. Removal from Office**

### **Section 7.01 Ineligibility**

1. Any member of the ASUW Legislative, Executive or Judicial branches 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 as established in the ASUW Constitution or these By-Laws.
  - A. The ASUW Advisor, or designee of the Dean of Students Offices shall have the authority to remove any ASUW official who is ineligible due to 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 current ASUW Senator or 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.
2. Election candidates who are removed from the ballot due to cases of disciplinary ineligibility 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 before the election.
  - A. In cases when an official in 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 7.02 Change of Major**

1. Any member of the ASUW Senate who changes their major during their term in office resulting in a change in college shall automatically be terminated from their office.

### **Section 7.03 Impeachment**

1. 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, is unable to fulfill their duties of office, or has committed any other acts that would compromise their integrity as a student leader or representative of ASUW.
2. The ASUW Senate shall have the sole power to try all impeachments.
3. The impeachment proceeding shall be considered legislative action and carry the same weight as legislation.
4. A vote of two-thirds (2/3) of the current membership of the ASUW Senate shall

- be necessary to bring the charge of impeachment.
5. The trial of impeachment must be commenced following the vote of the Student Senate to authorize the charge of impeachment.
  6. The accused must have a fair trial consistent with the concept of due process as provided by the University Procedures in such matters.
    - A. The trial of impeachment shall consist of the following proceedings:
      - a. The President Pro Tempore shall preside over all trials of impeachment.
        1. In the event that Articles of Impeachment are brought against the President Pro Tempore, the ASUW Vice President shall preside.
      - b. The author of the articles of impeachment may address the Student Senate with concerns and/or reasons why the charged should be removed from office.
    - B. The charged may then plead guilty or not guilty of allegations and address or present a letter to the Student Senate addressing concerns and/or a list of reasons of why they should not be removed from their position.
    - C. The Student Senate will then debate whether to convict the charged member.
  7. Charges of impeachment must be publicized by being published on the ASUW website and the ASUW Senate Student Right to Know.
  8. A person shall not be convicted without the concurrence of at least three-fourths (3/4) of the voting members of the ASUW Senate.
  9. Individuals who are being charged with impeachment shall not have the privilege to vote in their own impeachment.
  10. If found guilty, there shall be no punishment other than the removal of office.
  11. If found not guilty, the individual shall be cleared of all charges and cannot be tried for the same incident without new evidence arising for the remainder of their term.
  12. All ASUW Legislative, Executive, and Judicial Branch vacancies shall be filled as outlined in Article 4 of the ASUW By-Laws.

## **Article 8. Programs, Services, and Strategic Partners**

### **Section 8.01 Programs and Services**

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
    - a. These groups experience a high degree of interaction with students who come before them to petition for support of various student needs and concerns. These include:
      1. ASUW Senate
      2. All Traditionally Sponsored ASUW Programming
      3. ASUW Budget and Planning Committee
      4. First-Year Senate (business meetings only)
      5. The Tuition Allocation and Student Fee Review Committee
      6. Non-Traditional Student Council (business meetings only)
      7. ASUW Student Organization Funding Board
      8. United Multicultural Council (business meetings only)

- b. 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, and consent of the ASUW Vice President.
  - c. All Scheduling under this section must be completed through the ASUW Secretary, or the relevant position. 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
- a. These 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 groups should be encouraged to make use of the ASUW Office for their weekly meetings whenever possible. Groups which choose not to use the ASUW Office are subject to the availability and scheduling policies of all other student groups of the Union Events Office. These include:
    1. ASUW Advocacy, Diversity, and Policy Committee
    2. ASUW Program and Institutional Development Committee
    3. Safe Ride Advisory Board
    4. ASUW Steering Committee
    5. ASUW Student Outreach and Programming Committee
- C. Other Programs and Services
- a. These 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 should be encouraged to utilize. These include:
    1. A.L. Lupton Financial Literacy Program
    2. Associated Students Technical Services (ASTEC)
    3. First-Year Senate
    4. Honorary Cowboy
    5. Non-Traditional Student Council
    6. Student Legal Services
    7. United Multicultural Council

## Section 8.02 Strategic Partnerships

- 1. Strategic Partners
  - A. These strategic partners must have direct oversight through a Dean of Students Office staff member or be advised by a faculty or staff member who must have regularly scheduled meetings with the ASUW Advisor. The organization must be student-run, and there must be a direct advantage to both ASUW and the organization throughout the partnership. Strategic Partnerships are not ASUW Programs, and as such they shall not experience oversight by the ASUW Executive Branch, or by the ASUW Programs and Institutional Development Committee. However, there shall be an expectation of collaboration with the ASUW Executive Branch and relevant ASUW standing Committees in order to

maximize the potential of the partnership and uphold the expectations of Strategic Partners. These include:

- a. Interfraternity Council
- b. College Panhellenic Council
- c. Sustainability Coalition

## 2. Creation of Partnerships

A. A Strategic Partnership may be created by the ASUW Student Government and a Strategic Partner, through a letter requesting the creation of a Strategic Partnership. The letter must be submitted to the ASUW President by the President or Student Leader of the organization. A meeting between the ASUW President, and relevant ASUW Executives, and the ASUW Advisor and the Strategic Partner's President or student leader and advisor must be scheduled within 15 business days. The organization must have evidence of how the Strategic Partnership aligns with the goals of the ASUW Student Government and how the partnership would benefit both the ASUW Student Government and the Strategic Partner. Potential Strategic Partners should outline a new program ASUW Student Government and their organization can build together to benefit the whole of campus. If at the end of the meeting about the creation of the partnership both parties are in agreement that the partnership is beneficial to both the ASUW Student Government and the organization, legislation should be drafted to amend the list of Strategic Partners within these By-Laws. The letter requesting the creation of the Strategic Partnership and any other relevant documents submitted to the ASUW President should be included in the legislation as addendum.

## 3. Expectations of Strategic Partners

- A. The expectations of the Strategic Partners defined above include:
- a. The Strategic Partner must follow all rules outlined in the ASUW Finance Policy Article 9 Section 9.03 in regards to any monetary support supplied by the ASUW.
  - b. The Strategic Partner will use the ASUW sponsored logo on all printed material for public consumption advertisements where ASUW funds were used for printing (excluding recruitment and internal meetings). When ASUW and a Strategic Partner collaborate on events, both partner logos should appear on printed material.
  - c. The Strategic Partner will help advertise ASUW elections, vacancies, and ASUW events and initiatives when asked by the ASUW president or other relevant executives.
  - d. The Strategic Partner and ASUW shall cosponsor one event per semester, unless outside circumstances render this unfeasible. Collaboration on planning, funding, and advertising is expected.
  - e. The Strategic Partner and ASUW shall collaborate on one continuous campus wide program for the duration of the partnership. The Strategic Partner and ASUW shall work to expand the program each year of the partnership.
  - f. Fall semester requirements are as follow:
    1. An introductory meeting between ASUW Executives and relevant

Strategic Partner leaders. This shall take place in the first three weeks after ASUW Executives are confirmed.

2. The strategic partner will send a memo to the ASUW President and relevant ASUW Executive five days after the end of the semester detailing accomplishments of their organization during the semester, collaboration between the partners, and ways the partnership can improve next semester.
  3. A general update will be given to the Senate by relevant parties as proof the meetings and memos were completed.
- g. Spring semester requirements are as follow:
1. Another introductory meeting will be held in the first three weeks of the semester, with any new relevant members of ASUW or Strategic Partner Leadership.
  2. The strategic partner will send a memo to the ASUW President and relevant ASUW Executive five days after the end of the semester detailing accomplishments of their organization during the semester, collaboration between the partners, and ways the partnership can improve next semester.
  3. A general update will be given to the Senate by relevant parties as proof the meetings and memos were completed.
  4. If money is budgeted to the Strategic Partner, a fiscal report will be submitted to the ASUW President and relevant Executives at the end of the fiscal year detailing how ASUW money was used through the year. The fiscal report shall be distributed to the ASUW Budget and Planning Committee when the partner submits their budget request for the next fiscal year.
- h. If there are concerns about a memo, the Strategic Partner's president or student leader and advisor must attend a meeting with the ASUW President, ASUW Vice President, and/or relevant ASUW executives in order to discuss the concerns and to create a strategy to remedy further concerns.
4. Expectations of the ASUW Student Government
- A. The expectations of the ASUW Student Government in relation to Strategic Partners defined above include:
    - a. The ASUW Student Government may financially support a Strategic Partner as defined by the ASUW Finance Policy.
    - b. The ASUW Student Government will help advertise a Strategic Partner's events and initiatives.
    - c. If requested by the Strategic Partner, relevant ASUW Executives will work together with the President or Student Leader from the Partner organization to write legislation.
    - d. ASUW will send a memo to the appropriate Strategic Partner leadership five days after the end of the semester detailing accomplishments of ASUW during the semester, collaboration between the partners, and ways the partnership can improve next semester.
    - e. If there are concerns about a memo, the ASUW President and relevant ASUW Executives and the ASUW Advisor must attend a meeting with



the Strategic Partner's President or Student Leader in order to discuss the concerns and to create a strategy to remedy further concerns.

## 5. Dissolution

- A. A Strategic Partnership may be dissolved by the ASUW Student Government or a Strategic Partner through the following steps:
  - a. If the ASUW Student Government wishes to dissolve the partnership: A letter requesting the dissolution of the partnership must be submitted to the relevant student leaders and advisor. A meeting between the ASUW President, relevant ASUW Executives, the ASUW Advisor, the Strategic Partner's Student Leaders, and Advisor must be scheduled within 10 business days. At this meeting, the ASUW must show proof of a meeting where a concern recognized by a memo was discussed and a strategy was developed to remedy further concern. In addition, there must be proof the strategy was not followed, and the concern was not remedied by the ASUW Student Government. The dissolution of a partnership requires amendment to the list of Strategic Partners in these By-Laws, and the legislation for the dissolution must show proof of a meeting where a concern recognized by a memo was discussed and a strategy was developed to remedy further concern. In addition, there must be proof the strategy was not followed, and the concern was not remedied by the Strategic Partner. If a meeting was requested and no response was given within 5 business days, or if the meeting could not be scheduled within 15 business days, or if a meeting was scheduled and the Strategic Partner did not attend then the legislation for the dissolution only needs proof of the concern recognized by a memo. Dissolution of the partnership will require two-thirds vote of the current ASUW Senate membership.
  - b. If both the Strategic Partner and ASUW would like to dissolve the partnership for reasons unrelated to meeting expectations outlined above: the dissolution of the partnership will require a simple majority vote of the current ASUW Senate body. The legislation dissolving the Strategic Partnership shall contain the rationale for the dissolution and must have the Strategic Partner as a sponsor.
  - c. If a Strategic Partnership is dissolved the partner will be allowed to finish using the money allocated to them for the current Fiscal Year, as a partner with the expectation money still be used for the designated line items. They will not be allowed to request funding for the next Fiscal Year, as a partner. If the Partner has already been awarded money for the next Fiscal Year, when the partnership is dissolved the leadership members of the partner shall collaborate with Budget & Planning and the Executive branch to establish a revised budget allocation- with the goal of reducing their budget while supporting their organizational activities during the transition.

### Section 8.03 Scheduling

#### 1. Priority Scheduling

- A. Because of the highly interactive nature of High Interaction Governance Groups and Strategic Partnerships, these groups require consistent public visibility, especially of their 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 week of priority scheduling. These include in specific order:

- a. ASUW Senate
  - b. All Traditionally Sponsored ASUW Programming
    1. First-Year Senate (business meetings only)
    2. United Multicultural Council (business meetings only)
  - c. ASUW Student Organization Funding Board
  - d. Mandatory Student Fee Committee
  - e. Strategic Partners
    1. Interfraternity Council (business meetings only)
    2. College Panhellenic Council (business meetings only)
- B. This privilege will be granted to programs and partners if they meet the following criteria:
- a. Meeting times and places must be visible to the student body, and must appear on the program or partner's website.
  - b. At least half of the program or partner's meeting time must be open to the general student body. During this time, students must have the ability to address the group and raise concerns to be discussed.
- C. This section shall become effective upon approval of related policy changes to the Union Events Office scheduling policy.

## **Article 9. Suspension**

### **Section 9.01 Suspension**

1. Any portion of these By-Laws may be temporarily suspended by a four-fifths (4/5) vote of the ASUW Senate.

## **Article 10. Revisions and Adoptions**

### **Section 10.01 Revisions**

1. All revisions and amendments to these By-Laws shall facilitate the requirements of the Constitution and not be in conflict with the Constitution.
2. The ASUW Steering Committee shall have the power and duty to change any formatting, grammar, and spelling errors that are present within ASUW's working documents without going through the typical legislative process. The Steering Committee shall conduct a thorough non-legislative review of ASUW's working documents on a yearly basis in order to find and correct these errors. This shall be referred to as the Titus Clause.

### **Section 10.02 Adoptions**

1. 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.