SENATE BILL #2612

TITLE: ASUW By-Laws and Working Documents Revision—Changing the Name of Freshman Senate to First-Year Senate

DATE INTRODUCED: March 27, 2018

AUTHOR: Freshman Senator Gonzales; SALs Stročk and Wolfgang

SPONSORS: Senators Fried, and Stromberg; Freshman Senators Brooks, Dalman, Gruntmeir, Scalise, Ward, Wilkins, and Woodward; United Multicultural Council

1. WHEREAS, the Mission of the Associated Students of the University of Wyoming

2. (ASUW) is “to serve its students in the best manner possible through accurate

3. representation, professional interaction with campus programs and organizations, and

4. responsible, effective, leadership;” and,

5. WHEREAS, the ASUW Freshman Senate passed Freshman Senate Bill #53 to change

6. their name to First-Year Senate; and,

7. WHEREAS, this change will allow Freshman Senate to be more inclusive of first-year

8. nontraditional students, veterans, gender nonconforming students, and other first-year

9. students you do not identify with the term “freshman;” and,

10. WHEREAS, Freshman Senate Bill #53 requested that the ASUW Student Government

11. make the appropriate changes to all relevant working documents to reflect this name

12. change;

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

14. (ASUW) Student Government that the ASUW Bylaws be amended to reflect the changes

15. in Addendum A.
16. THEREFORE, be it further enacted that this bill shall go into effect at the end of the
17. 105th Administration of the ASUW Student Government.

Referred to: Program and Institutional Development

Date of Passage: 4/3/2018  Signed: Janyce Nede
(ASUW Chairperson)

"Being enacted on March 5th, 2018, I do hereby sign my name hereto and

approve this Senate action."

ASUW President
Addendum A

THE BY-LAWS
ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

Article II
Legislative Branch

Section 5. ASUW Senators shall have the following standardized individual responsibilities.

I. Senators shall attend one (1) meeting of the First-Year Senate per semester. Failure to attend one (1) First-Year Senate meeting per semester will count towards recorded absences.

Section 8. Addition of New Ex-Officios to the ASUW Senate

B. Ex-officio members who shall enjoy all rights of Senate membership, except the right to vote include:
   i. Representatives from organizations approved by the ASUW Senate.
   ii. The First-Year Senate Ex-Officio shall also enjoy the right to vote.

Section 12. Senate Committees:

A. In order to provide continuity in ASUW activities and business along with providing a mechanism for timely participation by the ASUW in University processes, the following permanent ASUW Senate committees are established:
   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) Executive Assistant to serve as an ex-officio on the committee. The Committee will seek appointed members from United Multicultural Council and International Student Association with the approval by the ASUW Vice President.

b. **The ASUW Student Outreach and Programming Committee**

i. **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.

ii. **Powers:** The Committee shall assist in organization and execution of events, workshops, 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 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.

iii. 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 one (1) being a First-Year Senator. The ASUW Vice President shall appoint two (2) Executive Assistant to serve as an ex-officio on the committee.

c. The ASUW RSO Funding Board

i. 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 ongoing requests by students and student organizations for ASUW financial support.

ii. 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 RSO 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.

iii. 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) Executive Assistant to serve as an ex-officio on the committee. The ASUW Advisor, or designee, shall serve as advisor.

d. 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, each semester. 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) one (1) returning Senator shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a First-Year Senator, an advisor appointed by the University Vice President for Administration, and the ASUW Advisor. The ASUW Vice President shall appoint one (1) Executive Assistant to serve as an ex-officio on the committee.

e. **The ASUW Steering Committee**

i. **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.

ii. **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 insure that those working documents remain consistent with the purpose of the ASUW and its Constitution. 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 monthly report of those Senators who have failed or are currently failing to meet their Senatorial duties as outlined in the ByLaws. 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 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 Assistant to serve as an ex-officio on the committee.

f. The ASUW Program and Institutional Development Committee

i. Purpose: The Program and Institutional Development Committee shall serve as a means by which the ASUW Student 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 informally 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 ASUW 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 one (1) Executive Assistant to serve as an ex-officio on the committee.

a. These program and service representatives may be, but not limited to the following:
   i. Associated Students Technical Services (ASTEC)
   ii. United Multicultural Council
   iii. A.L. Lupton Financial Literacy Program
   iv. First-Year Senate
   v. Students’ Legal Services
   vi. Non-Traditional Student Council
   vii. Panhellenic Council
   viii. Interfraternity Council

D. 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.

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

c. Powers. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under the ASUW By-Laws and its defined purpose. The ASUW Census Committee will have the authority to speak for ASUW on all matter surrounding the Census, be the contact organization for all interested parties involved in the Census, serve ASUW in an advisory capacity to expand their base of knowledge surrounding the Census, and shall recommend to the Senate actions it deems appropriate to fulfill its functions as a special committee of ASUW. The committee shall also have the power to take action it deems necessary and appropriate to enhance the efficacy and scope of the Census.

d. 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.

ii. The ASUW Mandatory Student Fee Committee

a. Purpose. The Committee shall serve as a means by which the ASUW Student Senate shall formulate recommendations on mandatory student fee requests from university fee units. The committee shall meet every few year to hear and review the mandatory fee units’ proposals with recommendations being made to the ASUW Senate. During the years in which fees are not adjusted, the committee shall meet to review the mandatory fee units’ programs, budget, and use of fees to evaluate and prepare for the next year’s mandatory student fee recommendations. Additionally the committee will be charged with exploring entity’s requests and possible merits for new fees.
b. Powers. The Committee shall hear mandatory fee requests from campus fee units, and may recommend adjusting the requested fee, give a vote of non-support for the request, or endorse the requested amount for each fee unit. The Committee shall draft legislation supporting a recommendation on a mandatory student fee package, or individual fees, to the ASUW Senate for a vote.

c. Composition. The ASUW Mandatory Student Fee Committee shall be composed of four (4) ASUW Senators, two (2) of which should be returning senators, and three (3) Students-at-Large appointed by the ASUW Vice President. The ASUW Vice President shall serve as chairperson of the committee.

iii. The ASUW Child Assistance Scholarships Committee

a. Purpose. The Committee shall serve as a means by which scholarships will be awarded for students who are parents and need financial assistance.

b. 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.

c. 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.

...
e. RSO Funding Board
f. Budget and Planning Committee
g. Mandatory Student Fee Committee
h. United Multicultural Council (business meetings only)

ii. No program or service may be classified as a High Interaction Governance Group without meeting all of the criteria specified above or without a two-thirds (2/3) vote of the ASUW Senate, approval of the Wyoming Union Board and consent of the Vice President of Administration.

iii. All Scheduling under this section must be completed through the ASUW Secretary. Any group that chooses to schedule its meetings on its own will be considered part of week three priority scheduling.

B. Low Interaction Governance Groups
   i. 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:
      a. Academics, Technology and Sustainability Committee
      b. Constitution Committee
      c. Senate Vacancy Committee and Elections Commission
      d. Safe Ride Advisory Board
      e. Steering Committee
      f. Student Outreach and Policy Committee
      g. Program and Institutional Development Committee
      h. Programming Committee

C. Other Programs and Services
   i. The following groups operate either in an advisory capacity to ASUW, have little need for consistency in meeting times and locations, or have available meeting space which they should be encouraged to utilize. These include:
      a. Associated Students Technical Services (ASTEC)
      b. United Multicultural Council
      c. A.L. Lupton Financial Literacy Program
      d. First-Year Senate
      e. Student Legal Services
      f. Non-Traditional Student Council
      g. Honorary Cowboy
      h. WyoVocal

D. Strategic Partnerships
i. These strategic partners must have direct oversight through an advisor by a staff member of the Dean of Students Office. The advisor’s main job must be advising the Strategic Partner’s organization and operations. 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 PID Committee. These include:
   a. Interfraternity Council
   b. College Panhellenic Council

ii. 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 Vice President, ASUW President, and/or the ASUW Director of Programs and Institutional Development, or other relevant executive, and the ASUW Advisor and the Strategic Partner’s President or Student Leader and advisor must be scheduled within 25 business days. At this meeting the Strategic Partner must show proof of how the organization fits better into a Strategic Partnership than it would in a High Interaction Governance Group. The organization also 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. 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.

iii. The expectations of the Strategic Partners defined above include:
   a. The Strategic Partner must follow all rules outlined in the ASUW Finance Policy in regards to any monetary support supplied by the ASUW Student Government.
   b. The Strategic Partner will use the ASUW logo on all advertisements (printed and digital) in which ASUW money is involved (this includes but is not limited to printing paid for by ASUW or for the advertisement of events paid for by ASUW)
   c. The Strategic Partner will fill out an event evaluation after every event paid for with money allocated by the ASUW Student Government.
   d. The Strategic Partner will help advertise ASUW elections, vacancies, and ASUW events and initiatives when asked by the ASUW President, Vice President, Director of Programs
and Institutional Development or other relevant Executive, or the Chairperson of the Elections Committee.

e. The Strategic Partner will fill out a self-evaluation and an evaluation of the ASUW Student Government quarterly (due by or before October 15th, December 1st, March 15th, and May 1st) throughout the academic year.

f. If there are concerns about an evaluation (either for an event, or a quarterly evaluation), the Strategic Partner’s president or student leader and advisor must attend a meeting with the ASUW President, ASUW Vice President, or the ASUW Director of Programs and Institutional Development or other relevant Executive in order to discuss the concerns and to create a strategy to remedy further concerns.

iv. The expectations of the ASUW Student Government in relation to Strategic Partners defined above include:

a. The ASUW Student Government shall 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 when asked by the Strategic Partner’s President or Student Leader.

c. If requested by the Strategic Partner, the Director of Programs and Institutional Development or other relevant Executive will work together with the President or Student Leader from the Strategic Partner to write legislation.

d. The ASUW Student Government will fill out a self-evaluation and an evaluation of the Strategic Partner quarterly (due by or before October 15th, December 1st, March 15th, and May 1st) throughout the academic year.

e. If there are concerns about a quarterly evaluation, the ASUW Vice President, ASUW President, or the ASUW Director of Programs and Institutional Development or other relevant Executive, 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.

v. 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: 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 quarterly evaluation 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 10 business days, or if the meeting could not be scheduled within 25 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 quarterly evaluation.

b. If the Strategic Partner wishes to dissolve the partnership: A letter requesting the dissolution of the partnership must be submitted to the ASUW President. A meeting between the ASUW President, ASUW Vice President, and/or the ASUW Director of Programs and Institutional Development or other relevant Executive, and the ASUW Advisor and the Strategic Partner’s President or Student Leader and Advisor must be scheduled within 25 business days. At this meeting, the Strategic Partner must show proof of a meeting where a concern recognized by a quarterly evaluation 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. If a meeting was scheduled or requested of the ASUW by the Strategic Partner, and was not attended or no response to the meeting was answered within 10 business days, then the meeting to request the dissolution only needs proof of the concern recognized by a quarterly evaluation. If after the end of the meeting about the dissolution of the partnership the Strategic Partner would still like to dissolve the partnership, legislation with amendment to the list of Strategic Partners in these By-Laws will be drafted by the ASUW Executive Branch, student leaders of the Strategic Partner, ASUW Senator, or other fee-paying student. If no meeting about dissolution of the partnership is accepted and scheduled by the ASUW Student Government within 25 business days, legislation amending the list of Strategic Partners in these By-Laws will be drafted by the ASUW Executive Branch, student leaders of the Strategic Partner, ASUW Senator(s), or other fee-paying student(s).

c. 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 two-thirds 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.

E. Priority Scheduling
   i. 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  
      c. First-Year Senate (business meetings only)  
      d. Non-Traditional Student Council (business meetings only)  
      e. Interfraternity Council (business meetings only)  
      f. College Panhellenic Council (business meetings only)  
      g. RSO Funding Board  
      h. Budget and Planning Committee  
      i. Mandatory Student Fee Committee  
      j. United Multicultural Council (business meetings only)  
   ii. This privilege will be granted to High Interaction Governance Groups and Strategic Partners if they meet the following criteria:
      a. Meeting times and places must be visible to the student body, and must appear on the Strategic Partner’s website as well as on the ASUW website.
      b. Students must be allowed to request access to a Strategic Partner’s meetings if they would like the opportunity to speak to the organization about something. The organization must try to oblige students’ requests and provide up to five (5) minutes for the student to speak to the members of the organization. The President or Student Leader of the program may reject a student’s request if the student’s request is not pertaining to the organization’s agenda for that week or the organization’s operations, or if the request is deemed inappropriate.

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