

**University of Wyoming Engineering Fund for Enrichment  
By-Laws  
Modified September 10, 2009**

## **I. Introduction**

The University of Wyoming Engineering Fund for Enrichment (UWEFE) was established in 2000 to provide financial support for projects enhancing the student environment in the College of Engineering. Revenues from the UWEFE fee are intended to augment funds already expended for student activities. The UWEFE fee is not to be used to supplant or replace current or future budgets, fundraising efforts, or other income sources for student enrichment activities.

The UWEFE Council was created to administer the fund.

## **II. UWEFE Fund**

### ***A. Student Fee***

1. A fixed fee of twenty dollars (\$20.00) shall be assessed of all full-time graduate and undergraduate students, each spring and fall semester. The fee will not be collected for the summer session.
2. The existence and amount of the UWEFE Fee for the upcoming academic year will be reviewed and decided upon annually by the UWEFE Council by the end of each spring semester.

### ***B. Requests for Funds.***

1. Eligibility
  - a) Engineering students, student organizations, faculty, and staff are eligible to submit requests to the UWEFE fund.
  - b) If any of the guidelines listed in these By-Laws are violated, the student organization making the request for funds will be suspended from making further requests for one full academic year following the infraction.
2. Prohibited Expenditures / Request Guidelines
  - a) Student organizations receiving allocations of the UWEFE Fund shall use them in accordance with their itemized requests and any additional stipulations placed on the allocations by the UWEFE Council. Any changes made to an approved request

must be reconsidered and approved by the UWEFE Council prior to its use.

- b) Previous allocations for the same or similar activity or program shall not be binding on the consideration of a current request; however, information gained from past activities may be utilized in judging the value of the request.
- c) The availability of outside funding shall be considered and discussed before requests are granted by the UWEFE Council. UWEFE funds will not be granted when other such funding sources have not been explored.

### 3. Request Form

Requests for funds must be submitted on the Request for Funding Form, which is available electronically, on the web site: [www.eng.uwyo.edu/efe](http://www.eng.uwyo.edu/efe). The name of a faculty or staff sponsor, which represents their endorsement of the project or activity, must be provided on each Request for Funding Form. Requests that include travel must also be accompanied by a budget worksheet that has been preapproved by the UWEFE Financial Advisor.

### 4. Deadlines

Requests for Funds must be submitted at least one week prior to a scheduled Hearing.

## ***C. Allocation of Funds***

### 1. Hearings

A schedule of Hearings will be published within one month of the beginning of each semester. A student representing the party submitting a request should be available to present each Request for Funding considered and to answer questions on the proposal. Those wishing to vote on a Request for Funds must be in attendance at the Hearing for that respective Request.

### 2. Voting "Sessions"

A Voting Session must be held within 1 week of each Hearing. In this Voting Session, a decision must be made as to the action to be taken on the Request(s) for Funds discussed at the previous Hearing. Council members must attend the Hearing to subsequently vote on Requests for Funds. A three-fourths ( $\frac{3}{4}$ ) majority of the Council's voting members is required for approval of any decisions on Requests

for Funds. Any member with a conflict of interest will be asked to decline from voting. If this reduces the voting members to below the quorum, an alternative voting method may be determined by the Council at that time, to be used for that session alone.

### 3. Awards

a) The deadline for use of funds allocated will be the end of the academic year in which they were allocated, unless otherwise defined by the Council. Receipts for use of funds must be turned in by this time.

b) Notification

Within one week of the Council's decision on a request, those submitting requests will be notified and a general notice will also be posted on the UWEFE fund's website.

c) Project report

A 200-500 word report must be submitted to the Council no later than two weeks after the completion of the project or activity funded.

## III. UWEFE Council

The UWEFE Council is responsible for soliciting, reviewing, and deciding upon all proposals submitted to the UWEFE Fund. The Council will also publicize the Fund, oversee proposal submission procedures, solicit input on proposals, and publish Council actions.

### ***A. Membership of the Council***

#### 1. Students

a) The voting membership of the Council will consist of one student representative from each undergraduate degree program in the College of Engineering and Applied Science and one graduate student from any program.

b) The student representatives will be elected by the student societies or selected by the Department Head in their program. All student representatives for the upcoming academic year will be determined by the end of the spring semester.

c) A student term on the Council coincides with a university academic year. Students may serve multiple, consecutive terms.

- d) Student representatives are expected to be at all scheduled meetings. Members will be permitted one unexcused absence per year. Following a second unexcused absence, the Council member will be dismissed and the Department Head of the program represented by the dismissed member will select a replacement.

## 2. Faculty Advisors

- a) The Dean of the College of Engineering will appoint three faculty advisors, each of a different discipline, to advise the Council on University regulations, procedures, policies, etc.
- b) The terms of the Advisors will be three years, on a staggered basis. Advisors may serve multiple, consecutive terms.
- c) Faculty Advisors are non-voting members of the UWEFE.

## ***B. Administrative Functions***

- 1. Student UWEFE Council members will provide the following functions:
  - a) Chair: Will call meetings and conduct meetings.
  - b) Secretary: Will record and distribute minutes of meetings.
- 2. Faculty, staff, or both will provide the following administrative functions for the Council:
  - a) Webmaster: Posts proposal information (UWEFE information, submission forms, and award information) on the College website, accepts proposal submissions, sends proposals to Council Members and Advisors, and notifies applicants of Council Decisions.
  - b) Financial Advisor: Provides feedback concerning budget and financial issues, works with representatives of student organizations to prepare project or activity budgets, and will provide a budget report to the Council in September, January, and May and any other time requested by the Council.

### **C. Council Duties.**

*The Council shall:*

1. Establish all proposal requirements and timelines.
2. Solicit and review proposals at least once per semester.
3. Encourage proposals that request matching funds.

### **D. Quorum**

In order to conduct official business, a quorum of three-fourths ( $\frac{3}{4}$ ) of the voting membership of the Council shall be present.

### **E. Revisions/Amendments.**

1. Amendments to these By-Laws may be initiated by any member of the Council and must be approved with a three-fourths ( $\frac{3}{4}$ ) majority vote of the Council's membership.
2. Revisions to supporting documents may be initiated by any member of the Council and must be approved with a majority vote of the Council's voting membership.

### **F. Enactment**

1. These By-Laws shall become effective upon a three-fourths ( $\frac{3}{4}$ ) majority vote of the Council's voting membership.
2. These By-Laws shall supersede all previous UWEFE By-Laws.