

Associated Students of the University of Wyoming  
Student Activities Council  
By-Laws

Article I  
Name and Purpose

Sec. 1.        Name: This organization shall be known as the Associated Students of the University of Wyoming (ASUW) Student Activities Council (SAC).

Sec. 2.        Purpose: The ongoing mission of the ASUW Student Activities Council shall be to provide a synergetic forum which promotes:

Unity through meaningful communication

Advocacy through mutual respect

Proficient student activities programming through the coordination of resources

The development of leadership through experience

Above all, the ASUW Student Activities Council shall strive to provide quality programming which promotes student development.

Sec. 3.        Governing Laws: The laws governing this council shall be the Constitution and By-Laws of the Associated Students of the University of Wyoming, the Finance Policy of the Associated Students of the University of Wyoming, and these by-laws. Each member is responsible for reading and abiding by the above mentioned documents.

Article II  
Council Membership

Sec. 1.        Eligibility: Any University of Wyoming student may apply to be a member of ASUW Student Activities Council; however they must meet the following requirements:

A.        As a minimum during their membership term, be registered for and maintain the required number of credit hours to be classified as a full-time student as such is defined by University Regulations.

B.        As undergraduate students, maintain a cumulative grade point average of 2.00 or better; or

C.        As graduate or professional students, maintain a cumulative grade point average of 3.00 or better unless such a grade point average is not required by a particular graduate or professional program.

Sec. 2            Leadership Team: The ASUW Student Activities Council Leadership Team will be made up of Council Officers, Committee Chairs and the ASUW Senator.

- A        Officers: The officers of the ASUW Student Activities Council shall be the Lead Student Programmer (LSP), Director of Information, Director of Marketing and Director of Finance. The LSP shall serve as chair of the ASUW Student Activities Council.
  
- B        Committee Chairs: The following committee chairs will also be considered members of the ASUW Student Activities Council Leadership Team: Concerts and Music Chair, Comedy and Variety Chair, Lectures and Speakers Chair, Community and Family Programs Chair and Films Chair.
  
- C.        ASUW Senator: One Senator, appointed by the ASUW vice-president, will be part of the ASUW Student Activities Council Leadership Team. The ASUW Senator will act as the council chair in the absence of the LSP. If an incoming officer or chair is an incoming member of ASUW Senate this individual can serve as the ASUW Senator.

Sec. 3            Term of Office: The terms of office for all elected and appointed positions shall be one academic year with one month of training. In the event that a position is filled mid-term that position is still terminated at the end of that academic year.

Sec. 4            Programming Committees: The ASUW Student Activities Council will include the following committees:

- Concerts and Music Committee
- Comedy and Variety Committee
- Lectures and Speakers Committee
- Community and Family Programs Committee
- Films Committee
- Marketing Committee

- A. Each committee shall have a committee chair with the exception of the Marketing Committee. The Director of Marketing shall chair the Marketing Committee.

Sec. 5            Students-at-Large: Student-at-Large (SAL) membership is unlimited, although there is a minimum requirement of five(5) SAL's sitting on the council.

Sec. 6            Other Student Programmers: The chair of the ASUW Concerts and Convocations Committee shall have a permanent seat on the ASUW Student Activities Council.

Sec. 7           Ex-Officio's: The following persons shall serve on the ASUW Student Activities Council as ex-officio members:

Assistant Director, Wyoming Union  
ASUW Business Manager  
Residence Hall Association Representative  
United Multicultural Council Representative  
Friday Night Fever Representative  
Homecoming Committee Representative  
Wyoming Union Programming Representative  
Freshman Senate Representative

Sec. 8           Advisor: The ASUW Student Activities Council Program Advisor hired by the Wyoming Union, shall serve as advisor to the council. The Assistant Director of the Wyoming Union will serve as advisor in the absence of the ASUW Student Activities Council Program Advisor.

### Article III Duties of Leadership Team

Sec. 1           General: The duties of the ASUW Student Activities Council Leadership Team are those prescribed by the Constitution, By-Laws and Finance Policy of the Associated Students of the University of Wyoming and these by-laws.

Sec. 2           Enforcing Rules: It shall be the responsibility of the ASUW Student Activities Council Leadership Team to read thoroughly and understand the Constitution, By-Laws and Finance Policy of the Associated Students of the University of Wyoming and read, understand and enforce these by-laws.

Sec. 3           Chairperson: The Lead Student Programmer shall sit as chair of the council. In the event that the LSP is absent, the ASUW Senator shall assume the duties of chair. In the event that both the LSP and ASUW Senator are absent, the duties of chair will fall to the Director of Marketing.

Sec. 4           Lead Student Programmer: The LSP is responsible for overseeing all the activities of the council. They will oversee and aid the Leadership Team and the Council Membership in their respective duties, maintain communication between themselves, the Leadership Team, SAL's and the advisor, run business meetings, coordinate the duties of the SAL's and any additional council members who do not have specific responsibilities outlined in these by-laws. In addition, the LSP will oversee the activities and events sponsored by the council. This can include but is not limited to; assisting committee chairs, aiding in marketing and performing the necessary duties to insure the success of the ASUW Student Activities Council and its programming.

Sec. 5           Director of Information: The Director of Information shall be responsible for the recording and distribution of council minutes, maintaining a record of council

activities, informing members of meeting times and locations, maintaining a calendar of events, informing members of unexcused absences and distributing information throughout the council. They are responsible for attending all ASUW Student Activities Council business meetings. In the event of this directors absence the LSP will perform or designate another member to perform these duties.

Sec. 6            Director of Marketing: The Director of Marketing shall be responsible for coordinating the efforts of the Marketing Committee. This committee is responsible for all aspects of advertising and promotion of the council and council's activities and programs. The Director of Marketing shall attend all ASUW Student Activities Council business meetings. In the event of this directors absence the LSP will perform or designate another member to perform these duties.

Sec. 7            Director of Finance: The Director of Finance shall be responsible for monitoring all of the ASUW Student Activities Council funds and preparing individual committee budgets. The Director of Finance will also assist the LSP, the advisor, and the ASUW Senator on creating the ASUW Student Activities Council budget for the year following their term in office. They are required to attend all council business meetings. In the event of this directors absence the LSP will perform or designate another member to perform these duties.

Sec. 8            Programming Committee Chairs: Each chair will conduct committee meetings, attend the ASUW Student Activities Council business meeting, report to the council and, with the assistance of their respective committees, program in accordance with the ASUW Student Activities Council's stated purpose and within their specific area as sated below:

A.            Concerts and Music Committee: This committee shall provide programs that expose UW students to diverse and entertaining musical performances.

B.            Comedy and Variety Committee: This committee shall bring entertaining and unique comedy and variety programs to the UW Campus.

C.            Lectures and Speakers Committee: This committee will bring interesting, educational and/or entertaining speakers and lecturers to the UW campus.

D.            Community and Family Programs Committee: This committee will provide programs that enhance, inform, educate and/or benefit the UW and Laramie Communities.

E.            Films Committee: This committee will provide UW students with films that are entertaining, educational and /or thought provoking.

Sec. 9            ASUW Senator: The ASUW Senator shall assume the same duties as a Student-at-Large with the added responsibility of serving as the ASUW Student Activities Council Chair in the event that the LSP is absent. The ASUW Senator can

hold additional leadership positions on the council with the approval of the LSP. The ASUW Senator is required to attend all council business meetings and will fulfill the role of the ASUW Student Activities Council Ex-Officio at ASUW Senate Meetings.

#### Article IV Selection of Leadership Team

Sec. 1        Lead Student Programmer: Applications for the position of LSP shall be available two weeks prior last day before Spring Break and will be due on the last day before Spring Break. Each applicant must meet the necessary requirements for ASUW Student Activities Council eligibility with the added requirement of at least one year of service on the council.

A.        LSP Selection Process:

- a. Each qualified applicant shall be allowed to address the council. Each council member can make a recommendation as to whether the candidate is Preferred, Acceptable or Unacceptable. These recommendations will be collected by the council advisor who will be responsible for arranging interviews for each candidate.
- b. Each qualified applicant will be interviewed by the council advisor, the Assistant Director of the Wyoming Union and the current ASUW Vice-President. These individuals will select the new LSP based on the following criteria:
  - i. Recommendations from the council
  - ii. Leadership ability
  - iii. Programming experience and knowledge
  - iv. Organizational skills
  - v. Ideas and plans for the future of the council
- c. The LSP elect is subject to approval by the ASUW Senate.

Sec. 2        Directors: Nominations for the positions of Director of Information, Director of Marketing and Director of Finance shall be taken from the current membership of the council. Nominations are due one week after the new LSP has been approved. Each council member can nominate one individual for each of the three director positions. They can nominate the same person for each position or nominate a different student for each position and council members can nominate themselves. Each nominated individual shall be allowed to address the council. An election shall be held in which each member of the Student Activities Council is allowed one vote for each position. A candidate must receive a majority of the votes cast by the council in order to be elected. The process of selecting directors will proceed immediately following the appointment of the new LSP. To avoid a conflict in case the outgoing LSP is nominated

for a director position, the new LSP is responsible for coordinating this process with the assistance of the council advisor. In the event of that a majority is not received a new election will take place between the two candidates that received the most votes.

Sec. 3            Committee Chairs: Selection of Concerts and Music Chair, Comedy and Variety Chair, Lectures and Speakers Chair, Community and Family Programs Chair and Films Chair will be taken from the current membership of the council. Council members who wish to be elected to one of these positions can apply by giving their name to the new LSP within one week of the selection of that individual. Each candidate shall be allowed to address the council. An election shall be held in which each member of the ASUW Student Activities Council is allowed one vote for each position. The candidate who receives the most votes will be elected. The process of selecting Committee Chairs will proceed immediately following the appointment of the new LSP. The new LSP is responsible for coordinating this process, with the assistance of the council advisor, to avoid a conflict in case the outgoing LSP applies for a chair position.

Sec. 4            Lack of Applicants: If there is a lack of sufficient applicants or nominees to fill any position the new LSP and the advisor will determine how to proceed. Decisions made by the LSP and advisor in regard to leadership positions must be approved by a majority vote of the council.

Sec. 5            ASUW Senator: One ASUW Senator will be appointed to the council by the ASUW Vice-President.

## Article V Duties of Membership

Sec. 1            Students-at-Large: Any ASUW Student Activities Council member that does not have a position on the Leadership Team is considered a Student-at-Large. SAL's may be chosen by the council for the following duties:

- A.            Recognition: From time to time it may be appropriate to recognize or reward members of the council, the campus community or other individuals or groups for service to the council. The Recognition Manager will oversee these activities and report to the council when appropriate.
  
- B.            Historian: The Council Historian will maintain an accurate account of council programs and activities. These duties can include but are not limited to: maintaining a list of council programs, documenting any co-sponsorship activities, maintaining a record of membership, recording any significant difficulties or challenges facing the council and documenting desired changes to the ASUW Student Activities Council by-laws. The historian will report to the council when appropriate.

- C. Recruitment and Retention: The duties for Recruitment and Retention can be allocated to any number of members depending on need. These students will work to recruit new ASUW Student Activities Council members and work to retain the ones that have made an initial commitment to the council. A report to the council will be made when appropriate.
- D. Committee Assistants: All SAL's who have not been appointed or elected to specific duties will serve as committee assistants. Committee Assistants will help with all aspects of programming within the assigned committee. SAL's can serve on more than one committee and may be asked to assume numerous responsibilities when needed.
- E. Leadership Team: When appropriate SAL's can run for, be nominated for or appointed to positions on the Leadership Team. The Leadership Team selection regulations must be followed as stated above.

Students-at-Large are expected to attending all ASUW Student Activities Council business meetings.

Sec. 2 Concerts and Convocations Chair: The C&C Chair shall be responsible for maintaining the communication between C&C and the council, informing each other on the activities of each group. The C&C Chair is a voting member of the council and has all of the responsibilities and privileges as a Student-at-Large. The C&C Chair is expected to attend all ASUW Student Activities Council business meetings.

Sec. 3 Ex-Officio's: The Residence Halls Association Representative, the United Multicultural Council Representative, the Friday Night Fever Representative, the Homecoming Representative, the Wyoming Union Programming Representative and the Freshman Senate Representative shall be responsible for maintaining the communication between their respective organizations and the council, informing each other on the activities of each group. These representatives can apply for SAL positions in order to become voting members. These representatives are invited and encouraged to attend all council business meetings.

Sec. 4 Advisor: The council advisor is responsible for advising and training the LSP and shall assist the LSP in advising all council members in their duties and expectations. The advisor will also assist council members with understanding university policies, ASUW budget procedures and other areas as needed. The primary responsibility of the ASUW Student Activities Council advisor is to advise and inform and it is not the responsibility of this adviser to program.

## Article VI Selection of Membership

Sec. 1 Students-at-Large: All fee-paying University of Wyoming students are eligible for council membership. Students wishing to serve on the council are asked to complete an ASUW Committee Application available in the ASUW Government Offices.

Sec. 2 Concerts and Convocations Chair: The C&C Chair is chosen according to that committee's guidelines and as automatically a member of the ASUW Student Activities Council at the start of their term.

Sec. 3 Ex-Officio's: The Residence Halls Association Representative, the United Multicultural Council Representative, the Friday Night Fever Representative, the Homecoming Committee Representative, the Wyoming Union Programming Representative and the Freshman Senate Representative shall be chosen by their respective entities to sit as an ex-officio on the council. These representatives must be approved by the council.

#### Article VII Finance Board

Sec. 1 General: Funding for the ASUW Student Activities Council will be allocated each fiscal year by the ASUW Budget and Planning Committee with approval of ASUW Senate.

Sec. 2 Composition: There will be an ASUW Student Activities Council Finance Board that will be composed of the council advisor, LSP, Director of Finance and the ASUW Senator.

Sec. 3 Responsibilities: The ASUW Student Activities Council Finance Board is responsible for preparing and presenting the council budget that will go to the ASUW Budget and Planning Committee. They will then distribute the approved budget to committees as appropriate. They will also oversee that each committee remains within their allotted amount and that the overall budget is maintained in accordance with the ASUW Finance Policy.

Sec. 4 Committee Responsibilities: Each committee chair is responsible for submitting a projected budget for the year following their term to the Finance Board by the Friday before Spring Break.

#### Article VII Business Meeting

Sec. 1 Business Meetings: The ASUW Student Activities Council will conduct weekly business meetings.

A. The date, time and location of the council business meetings will be determined by the LSP and the council advisor. These meetings will take place when it is

most convenient for the majority of council members but may not accommodate everyone.

B. Council members are responsible for attending meetings or communicating with the Director of Information if they will be absent.

Sec. 2 Order of Business: Each ASUW Student Activities Council Business Meeting will follow this order of business:

1. Meeting called to order by LSP
2. Roll Call of Current Members
3. Introduction of New Members
4. Introduction of Guests
5. Special Programs
6. Advisor Report
7. Business Report
  - A. Lead Student Programmer
  - B. Director of Information
  - C. Director of Marketing
  - D. Director of Finance
  - E. ASUW Senator / ASUW Senate Report
8. Activity Report
  - A. Lead Student Programmer
  - B. Concerts and Music Chair
  - C. Comedy and Variety Chair
  - D. Lectures and Speakers Chair
  - E. Community and Family Chair
  - F. Films Chair
  - G. Concerts and Convocations Report
  - H. Representatives Reports
    - a. Residents Halls Association
    - b. United Multicultural Council
    - c. Friday Night Fever
    - d. Homecoming
    - e. Union Programming
9. Old Business
10. New Business
11. Open Forum
12. Closing

Sec. 3 Voting Members: The Voting members of the ASUW Student Activities Council shall include:

Director of Information, Director of Marketing, Director of Finance, All Committee Chairs, the ASUW Senator, all Students-at-Large, the Concerts and Convocations Chair.

- A. The Lead Student Programmer shall only vote in the case of a tie.

Article VIII  
By-Laws

Sec. 1 Changes to by-laws: The adoption, amendment, suspension or alteration in any manner of these by-laws shall only be accomplished in the following manner:

- A. A proposed amendment or alteration to these by-laws must be presented to the council and must receive an affirmative two-thirds (2/3) vote of the council membership.
- B. The alterations or amendments must then be approved by the ASUW Senate.

March 2005