

**SENATE BILL #1911**

**Title: ASUW Student Activities Council By-Law Changes**

**Date: February 12, 1999**

**Authors: Senators Bean, Esquibel, and Tufts**

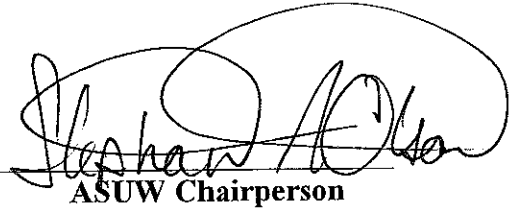
**Sponsors: Senators Bean and Tufts**

1. WHEREAS, the By-Laws for the ASUW Student Activities Council are out-
2. dated and ambiguous; and
3. WHEREAS, the ASUW Student Activities Council has undergone major
4. reorganization during the last few academic years; and
5. WHEREAS, the ASUW Student Activities Council By-Laws are an official
6. document of the Associated Students of the University of Wyoming. (Senate
7. Bill #1753).
8. THEREFORE, be it enacted by the Associated Students of the University of
9. Wyoming that Articles II through XI of the ASUW Student Activities Council
10. By-Laws be changed according to the reorganization of the ASUW Student
11. Activities Council (see Addendum).
12. THEREFORE, be it further enacted by the Associated Students of the University
13. of Wyoming that the following disclaimer be added at the beginning of the
14. ASUW Student Activities Council By-Laws: "No significance is to be attached
15. to singular or plural designations or the use of masculine, feminine, or neuter
16. gender in these By-Laws. Each designation or gender shall be construed to
17. include the others where appropriate. Whenever used in these By-Laws, the
18. term University refers to the University of Wyoming."

Referred to: Constitution

Date of Passage: March 23, 1999

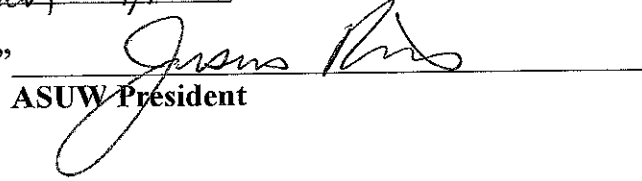
Signed:



Handwritten signature of Stephen A. Olson in cursive, written over a horizontal line.

ASUW Chairperson

“Being enacted on March 24, 1999, I do hereby sign my name hereto and  
approve this Senate action.”



Handwritten signature of James R. ... in cursive, written over a horizontal line.

ASUW President

## Article II

### Council Membership

Sec. 1. Eligibility: Any member of the ASUW may apply to be a member of ASUW Student Activities Council (SAC), however, they must meet the following requirements:

- A. As a minimum during his term of office, he must 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 an undergraduate student, he must maintain a cumulative grade point average of 2.00 or better; or
- C. As a graduate or professional student, he must maintain a cumulative grade point average of 3.00 or better unless such a grade average is not required by a particular graduate or professional program.

Sec. 2. Officers: The officers of the Student Activities Council shall be the Chairperson, Lead Student Programmer, Corresponding Secretary, Recording Secretary, and Treasurer.

Sec. 3. Term of Office: The terms of office for the elected and appointed officers shall be one academic year. The terms of office for the commissioners and LSP shall be one academic year with one month of training.

Sec. 4. Senators: A minimum of five ASUW Senators, including the Chairperson, shall serve on this Council.

Sec. 5. Commissions: The following ASUW commissions shall have a permanent seat on the ASUW Student Activities Council to be filled each year by a respective commissioner:

Community Service

Environmental

Family Programming

Films

Marketing

Special Events

Sec. 6. SAL's: There is an unlimited number of SAL's that shall serve on this Council.

Sec. 7. Other Student Programmers: In addition to the ASUW Commissioners, a representative from these additional student-programming entities shall have a permanent seat on the Student Activities Council.

Residence Halls Association

Wyoming Union Programming Committee

Sec. 8. Ex-Officios: The following persons shall serve on the Student Activities

Council as ex-officio members:

The Assistant Director, Programs and Activities

The Campus Activities Center's Graduate Assistant

The ASUW Business Manager

Sec. 9. Advisor: The Advisor will be the Assistant Director of Programs and Activities.

### Article III

#### Responsibilities of Council Officers

Sec. 1. General: The duties of the officers are those prescribed by these By-Laws and the Constitution, By-Laws, and Finance Policy of the Associated Students of the University of Wyoming.

Sec. 2. Enforcing Rules: It shall be the responsibility of all officers to read thoroughly, understand, and enforce all of the Constitution and By-Laws of the Associated Students of the University of Wyoming and these By-Laws.

Sec. 3. Chairperson: The Chair is responsible for all the business activities of the Council. He is to run meetings; coordinate SAC marketing; oversee ASUW senators and students-at-large; and maintain communication between himself, the Advisor, and Lead Student Programmer (LSP). He is also responsible for attending all SAC business meetings. When a decision is to be made by the Chair, it will be a final decision to act upon, unless put to the Council for a vote. The Chair will assist the LSP, as needed, and will be knowledgeable about the LSP's duties. In the event of the Chair's absence the LSP will assume the duties of the Chair.

Sec. 4. Lead Student Programmer: The LSP is the activity manager for the Council. He is responsible for overseeing all programming of SAC. He shall aid, and oversee, as necessary, commissioners with their programs and related marketing; and is responsible for maintaining communication between himself, the Advisor, and Chair. He is also responsible for attending all SAC business meetings. The LSP will also assist the Chair with his duties, as needed, and will be knowledgeable about the Chair's duties. In the event of the LSP's absence the Chair will assume the duties of the LSP.

Sec. 5. Corresponding Secretary: The secretary shall be responsible for maintaining all correspondence within the committee. He will also keep a record of all activities and members of the Council, notify all members of meeting times and events, and maintain a calendar of events. The corresponding secretary will notify any SAC member if the member has unexcused absences. He is also responsible for attending all SAC business meetings. In the event of the

Corresponding Secretary's absence, these previously mentioned duties shall carry over to the Recording Secretary.

Sec. 6. Recording Secretary: The secretary shall be responsible for the recording, typing and distribution of the Council's minutes and agendas. He is responsible for attending all SAC business meetings. In the event of the Recording Secretary's absence, the previously mentioned duties shall carry over to the Corresponding Secretary.

Sec. 7. Treasurer: The treasurer is responsible for the financial records of the Council. He is responsible for attending all SAC business meetings. In the event of the treasurer's absence, the duties of the treasurer shall carry over to another senator/SAL. He will work with the Advisor, LSP, Chair, and the ASUW Business Manager in keeping track of SAC's funds. He will also give a weekly report on the Council's financial situation. Finally, he will work with the finance board in preparing an annual budget request.

#### Article IV

##### Selection of Officers

Sec. 1. Chairperson: The chairperson shall be appointed by the ASUW Vice President with the approval of the ASUW Senate to serve as the chair of SAC.

Sec. 2. Lead Student Programmer: The LSP shall be chosen by the previous SAC. Applications/nominations shall be due the day before Spring Break begins, with interviews the week after Spring Break. Each individual shall be allowed to address the Council and be interviewed by them. An election shall be held by the voting members, where a quorum must be obtained. After voting, the current LSP

will train the LSP-elect on the duties and responsibilities of the position. The LSP-elect's term will begin after the last day of the spring semester.

Sec. 3. Secretaries and Treasurer: Nominations for the positions of Corresponding Secretary, Recording Secretary, and Treasurer shall be taken from the new membership of the Student Activities Council. 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. A candidate must receive a majority of the votes cast by the Council in order to be elected.

## Article V

### Duties of Membership

Sec. 1. Senators and Students-at-Large: A minimum of five ASUW Senators, with one serving as Chair, and a minimum of two Students-at-Large, with one being a Freshman Senator appointed by Freshman Senate, subject to the approval of the ASUW Vice President, shall be appointed by the ASUW Vice President to serve on the Student Activities Council. The Senators and Students-at-Large may be assigned or elected (to be determined by the Chair) to the following duties:

A. Recognition: The Recognition Coordinator is responsible for coordinating the end of the year awards. He is responsible for attending all SAC business meetings. In the event of the Recognition Coordinator's absence, the duties of the Recognition Coordinator will carry over to another Senator/SAL. The Recognition Coordinator will work with the Chair, LSP, and the Advisor to select the recipients of the awards and to decide when and where the awards will be given. The chair, LSP, and the Advisor are responsible for maintaining

a file of all the evaluations of programs and activities conducted by each commission and for advising the Council of any evaluations that need to be done.

B. Historian: The Historian is responsible for maintaining a current and accurate history of all activities and programming in which SAC is involved. He is also responsible for maintaining pertinent materials for the establishment and continuance of a permanent SAC archives. He is responsible for attending all SAC business meetings. In the event of the Historian's absence, the duties of the Historian will carry over to another Senator/SAL.

C. Recruitment and Retention: This office will be filled by two members.

These two members will work on recruitment and retention for the Council and commissions. They will be responsible for correspondence with new members to inform them of the Council meetings, programs, and other pertinent information.

D. Commission Assistants: The rest of the Senators/Students-at-Large who have not been appointed or elected to a duty shall choose or be appointed to serve as an assistant to any commission. They will assist the commissioner(s) with their duties. There shall be a minimum of one Senator or Student-at-Large to serve as an assistant to any one commission. Senators are also responsible for attending their respective commission meetings and all SAC business meetings. SALs are only responsible for attending their commission meetings, unless elected to an office.

Sec. 2. Commissioners: Each commissioner is responsible for planning programs and



activities for the University of Wyoming student body to attend, participate in, or watch. They are responsible for attending all SAC business meetings; conducting commission meetings; communicating with the LSP, Advisor, and the Chair; communicating with their commission members; and recruiting members for their commission. They are also responsible for the planning, promoting, execution, and evaluation of every event that is carried out by their commission.

Sec. 3. Advisor: The SAC Advisor is responsible for advising all members of SAC in their duties. He is also responsible for attending all SAC business meetings and maintaining communication between all members of SAC.

Sec. 4. Residence Halls Association Representative: The RHA Representative is responsible for attending all SAC business meetings. He shall serve as a communication link between RHA and SAC in informing each other on the activities of each group.

Sec. 5. Wyoming Union Programming Committee Representative: The UPC Representative is responsible for attending all SAC business meetings. He shall serve as a communication link between UPC and SAC in informing each other on the activities of each group.

## Article VI

### Selection of Membership

Sec. 1. Senators: A minimum of 5 ASUW Senators, including the chair, shall be appointed by the ASUW Vice President, with the approval of the ASUW Senate.

Sec. 2. Commissioners: Application for commission positions shall be out no later than four weeks before they are due. They are due on the last school day before Spring Break. Interviews will be after Spring Break, following the election of the LSP. Interviews will be conducted by the Chair, LSP, LSP-elect, outgoing Commissioner and Advisor. Appointments must be approved by the voting members of the ASUW Student Activities Council. Once approved, each outgoing Commissioner will train their Commissioner-elect on the duties and responsibilities of their position. The Commissioner-elect's terms will begin after the last day of the spring semester.

Sec. 3. Students-at-Large: Applications for SAL positions become available through ASUW student government. Appointments will be made by the ASUW Vice President, with the approval of ASUW Student Senate.

Sec. 4. Residence Halls Association Representative: A representative from the Residence Hall Association shall be chosen by the entity. This representative must then be approved by the Council as a whole.

Sec. 5. Wyoming Union Programming Committee Representative: A representative of the Wyoming Union Programming Committee shall be chosen by that entity. This representative must then be approved by the Council as a whole.

Sec. 6. Lack of Applicants: If there is a lack of applicants to fill all the commissions, it is up to the Chair and the LSP to decide how long the application deadline should be extended.

Article VII

Installation

Sec. 1. When: All officers, except the elected LSP, of the Student Activities Council shall be installed immediately upon either their selection or election.

Sec. 2. When: All commissioners and the LSP shall be installed after a one month training period.

## Article VIII

### Removal of Membership

Sec. 1. Absences:

B. Officers:

1. Any SAC officer or member that has two unexcused absences will receive written notification of such and a warning informing him that a further absence will require him to go before the Officers of the Council.
2. When a SAC member misses three business meetings, he will go before the Officers of the Council to explain himself.
  - a. The Officers will determine what actions should take place.
    1. The SAC Chair or any Senator may be referred to the ASUW Steering Committee for further action.
    2. The Lead Student Programmer may be removed by the Officers, with the approval of the Council and ASUW Student Senate.
    3. Commissioners may be removed by the Officers, with the approval of the Council and ASUW Student Senate.
    4. SAL's may be removed by the ASUW Vice President with the approval of the ASUW Student Senate.

Sec. 2. Unprofessional/Unethical Conduct:

- A. Any SAC member or officer that has unprofessional and/or unethical conduct that diminishes the reputation of SAC at any SAC event, will go before the Officers of the Council.
  - B. Complaints about a SAC member must be submitted in writing to any Officer of the Council.
  - B. Following the written complaint, the individual will receive written notice to go before the Officers to explain himself.
  - D. The Officers will decide what actions should take place.
    - 1. The SAC Chair or any Senator may be referred to the ASUW Steering Committee for further action.
    - 2. The Lead Student Programmer may be removed by the Officers, with the approval of the Council and ASUW Student Senate.
    - 3. Commissioners may be removed by the Officers, with the approval of the Council and ASUW Student Senate.
- SAL's may be removed by the ASUW Vice President with the approval of the ASUW Student Senate.

## Article IX

### Finance Board

- Sec. 1. General: Funding for SAC will be allotted each fiscal year by the ASUW Budget and Planning Committee, with approval of ASUW Senate.
- Sec. 2. Composition: There will be a SAC Finance Board that will be composed of the SAC Advisor, SAC Chair, LSP, and SAC Treasurer.
- Sec. 3. Responsibilities: The SAC Finance Board is responsible for presenting and

preparing the budget that will go to the ASUW Budget and Planning Committee. They will then distribute the given funding to each commission, with some remaining for the Council as a whole. They will also be responsible for making sure that each commission remains within their allotted amount.

Sec. 4. Commission Responsibilities: Each commission is responsible for submitting a projected budget for the upcoming fiscal year to the SAC Finance Board.

## Article X

### Business Meeting

Sec. 1. SAC Business Meetings shall:

A. The location, time, and day of meetings shall be determined by the SAC Chair, LSP, and SAC Advisor.

Sec. 2. Order of Business for SAC: The following order of business shall be followed at each SAC business meeting. Any parts which are unnecessary may be omitted by the Chairperson:

1. Meeting called to order by Chair
2. Roll Call
3. Introduction of Guests
4. Special Events
5. Advisor Report
6. Business Report
  - a. Chairperson
    1. Marketing Commissioner
    2. Senators

3. Students-at-Large

4. Secretary

7. Activity Report

a. Lead Student Programmer

1. Community Service

2. Environmental

3. Family Programming

4. Films

5. Special Events

8. Representative Report

a. Residents Hall Association

b. Union Programming

9. Old Business

10. New Business

11. Announcements

12. Open Forum

13. Adjournment

Sec. 3. Voting Members in SAC Business Meetings:

A. Shall include: The LSP, Senators, Commissioners (in the event of a Co-Chair each Co-Chair shall have a vote), and all Students-at-Large.

B. In the event of a tie, the Chair shall cast a vote.

Article XI

By-Laws

Sec. 1. Amendment: The adoption, amendment, suspension or the alteration in any manner of these By-Laws shall only be accomplished in the following manner:

- A. The proposed By-Laws or amendments, or suspension of, or alterations to, shall be read to the Council at each of three successive meetings and must be passed at the final reading by an affirmative vote of two-thirds (2/3) of the total Council membership. It is then submitted to the ASUW Student Senate for approval.
- B. The proposed changes to the By-Laws cannot be voted on until seven days from the first reading.
- C. The proposed changes shall be voted on using a roll call vote. The vote shall be recorded by the ASUW secretary and placed in the minutes.