

Date Passed: 3/31/15

Vote Count: 28-1-0

SENATE BILL #2456

TITLE: Operations of the RSO Asset Storage – Knight Hall and RSO Asset Storage Locker Unit

DATE: March 9, 2015

AUTHOR: Executive West

SPONSORS: Senators De Wett, Messer, Perez, Scherlin, and Segrave; Student-at-Large Austin



1. WHEREAS, it is the purpose of the Student Government of the Associated Students of the
2. University of Wyoming (ASUW) to be fiscally responsible and sustainable with the funds it
3. receives from Mandatory Student Fees; and,
4. WHEREAS, the ASUW Student Government distributes funds to Recognized Student
5. Organizations (RSOs) for events which benefit a significant and diverse student population;
6. and,
7. WHEREAS, it is understood that RSOs lose an extensive amount of materials and items
8. purchased through the funds distributed by the ASUW Student Government to fund RSO
9. events; and,
10. WHEREAS, these occurrences are due to the natural and constant change of RSO leadership
11. between academic years; and,
12. WHEREAS, RSOs lack a centralized location to store materials and items purchased through
13. the funds distributed by the ASUW Student Government to fund RSO events; and,
14. WHEREAS, RSOs also lack a centralized location to store materials and items purchased
15. through their own funds; and,
16. WHEREAS, Senate Bill #2442 funded the RSO Asset Storage – Locker Unit to create such a

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17. centralized location for RSOs to store both their own materials and items, as well as materials

18. and items purchased through the funds distributed by the ASUW Student Government to

19. fund RSO events; and,

20. WHEREAS, the current ASUW Student Government Executive Branch has worked with the

21. Vice President for Student Affairs to secure a storage room within Knight Hall to create the

22. RSO Asset Storage – Knight Hall; and,

23. WHEREAS, the RSO Asset Storage – Knight Hall will provide RSOs another centralized

24. location to store both their own materials and items, as well as materials and items purchased

25. through the funds distributed by the ASUW Student Government to fund RSO events beyond

26. the limited space currently provided by the RSO Asset Storage – Locker Unit; and,

27. WHEREAS, the ASUW Student Government, as well as its various Programs and Services

28. will be able to store materials and items within the RSO Asset Storage – Knight Hall in order

29. to alleviate the lack of personnel space within the ASUW Student Government Office; and,

30. WHEREAS, all RSOs which store materials and items within the RSO Asset Storage –

31. Knight Hall will be encouraged, but not required, to share such materials and items with

32. other RSOs in order to increase financial and material sustainability; and,

33. WHEREAS, existing shelving within the RSO Asset Storage – Knight Hall is not adequate

34. for these purposes; and,

35. WHEREAS, an official Request for Estimate has been submitted to and completed by

36. the University of Wyoming Physical Plant for the construction of additional shelving units

37. within the RSO Asset Storage – Knight Hall; and,

38. WHEREAS, the ASUW Reserve has a current expendable balance of \$126,051.00.

39. THEREFORE, be it enacted by the Student Senate of the Associated Students of the

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40. University of Wyoming (ASUW) that the Executive Branch of the ASUW Student
41. Government will have sole authority over the operation of the RSO Asset Storage – Locker
42. Units as outlined in Addendum A; and,
43. THEREFORE, be it further enacted that the Executive Branch and the Business Office of the
44. ASUW Student Government will have sole authority over the operation of the RSO Asset
45. Storage – Knight Hall as outline in Addendum B; and,
46. THEREFORE, be it further enacted that these operating procedures are subject to change at
47. the discretion of the Executive Branch and/or the Business Office of the ASUW Student
48. Government; and
49. THEREFORE, be it further enacted that when and if these operating procedures are
50. changed, the Executive Branch and/or Business Office of the ASUW Student Government
51. must report such changes to the ASUW Student Senate; and,
52. THEREFORE, be it further enacted that \$1,900.00 be allocated from the ASUW Reserve to
53. fund the construction of additional shelving units within the RSO Asset Storage – Knight
54. Hall as outlined in Addendum C.

Referred to: Budget and Planning; Programming and Institutional Development

Date of Passage: 03/31/15 Signed: Ricardo Lind-Gonzalez
(ASUW Chairperson)

“Being enacted on April 6th 2015, I do hereby sign my name hereto and
approve this Senate action.” [Signature]

ASUW President

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Addendum A

RSO Asset Storage – Locker Unit Operating Procedures

The below described operations and procedures of the Recognized Student Organization (RSO) Asset Storage – Locker Unit, herein after referred to as a and/or the Locker Unit, will be within the sole authority of the Executive Branch of the ASUW Student Government, herein after referred to as the Executive Branch. The Locker Units will be comprised of three (3) double-tired lockers, a total of six (6) locker units, in the basement of the Wyoming Union to be operated and distributed for usage by RSOs through the below described procedures.

Terms of Usage Policies:

1. A RSO may apply to access a Locker Unit through the Executive Branch.
 - a. A RSO will not be charged a deposit or any other monetary measure to access a Locker Unit.
2. A RSO must currently have approved status through the Campus Activity Center (CAC) in order to be eligible for access to a Locker Unit.
 - a. The Executive Branch will coordinate with the CAC to determine the approved status of any RSO which applies for access to a Locker Unit.
3. A RSO will only be able to store materials and items purchased through the funds distributed by the ASUW Student Government to fund RSO events or materials and items purchased through its own funds in a Locker Unit.
 - a. No personal materials or items of a RSO member will be allowed to be stored in a Locker Unit.
 - b. No food or beverage materials or items will be allowed to be stored in a Locker Unit.
 - c. No weapons will be allowed to be stored in a Locker Unit.
 - i. A weapon is defined in accordance with state criminal law and includes any object or substance designed or used to inflict a wound or cause injury.
 - d. The Executive Branch reserves the right to deny the storage of any other materials or items it deems necessary within a Locker Unit.
4. If a RSO is selected to access a Locker Unit, the RSO will be required to:
 - a. Sign a lease agreement with the ASUW Student Government for a Locker Unit.
 - i. The lease agreement will detail terms of usage policies, as well as specific responsibilities and restrictions of accessing the Locker Unit
 - ii. The lease agreement will only grant RSO access to the Locker Unit until the end of the following spring semester.
 1. A RSO's access to the Locker Unit will cease at the end of the following spring semester, unless the RSO is selected to access a locker unit again through the procedures described below.
 - iii. Any further details of the lease agreement will be developed by the

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Executive Branch in coordination with the RSO Funding Board.

- b. Submit a detailed written description of all materials or items to be stored within the Locker Unit to the Executive Branch.
 - i. RSO's will be required to submit an updated written description of all materials or items within the Locker Unit at the beginning of each semester.
 - ii. The Executive Branch will keep electronic documentation of all materials and items stored within all the Locker Units.
5. The Executive Branch reserves the right to deny a RSO access to a Locker Unit or terminate the lease agreement if a RSO is found to be in violation of these terms of usage policies or any stipulation within the lease agreement.
6. The Executive Branch reserves the right to remove the materials and items from a Locker Unit of a RSO found in violation of these terms of usage policies or any stipulation within the lease agreement.
 - a. A RSO's materials and items will not be removed from a RSO Asset Storage locker unit by the Executive Branch unless requested by the RSO which owns such materials and items, or if a RSO is found to be in violation of these terms of usage policies.
7. The Executive Branch will be responsible for the general maintenance of the Locker Units.
 - a. If any significant damage occurs to a Locker Unit, the RSO which has been granted access to such Locker Unit might be held responsible for the necessary repair costs depending on the nature of the damage.

Access Policies:

1. If granted access to a Locker Unit, a RSO must maintain approved status through the CAC throughout the term of the lease agreement.
 - a. Any RSO which loses approved status through the CAC, for any given reason, after being granted access to a Locker Unit, will immediately forfeit the Locker Unit.
 - i. The Executive Branch will work with any such RSO in a timely manner to remove all of the RSO's materials and items from a Locker Unit.
 1. Any such RSO will be given a one (1) month time period to remove its materials and items from the Locker Unit. After such time, all of the RSO's materials and items not removed from the Locker Unit will become the sole property of the ASUW Student Government.
2. If granted access to a Locker Unit, a RSO will have personal access to a Locker Unit during normal operating hours of the Wyoming Union.
 - a. The Locker Unit will remain the sole property of the ASUW Student Government even after access to a Locker Unit has been granted to a RSO.
3. Once a RSO has met the above requirements, it will be granted access to a Locker Unit,

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which will have a corresponding lock and key.

- a. A RSO granted access to a Locker Unit will be given the corresponding key to the Locker Unit assigned to it.
 - i. The Executive Branch will also have a spare key to all Locker Units.
 - ii. The Executive Branch reserves the right to access a Locker Unit at any time, for any reason.
 - iii. A RSO may not place its own lock on a Locker Unit.
 - iv. If the corresponding lock or key of a Locker Unit is damaged or lost, the RSO will be responsible for any and all replacement costs.
 - v. Upon the expiration or termination of the lease agreement, the RSO must return the corresponding key of a Locker Unit to the Executive Branch.
 1. If the RSO does not return the corresponding key of a Locker Unit, the RSO will be charged a replacement cost for the corresponding lock and key of a Locker Unit.

Distribution of RSO Asset Storage Locker Units:

1. An application process will begin after the passage of such ASUW Student Senate legislation which approves the operation and funding of the Locker Units to distribute the Locker Units for the remainder of the 2014-2015 academic year.
 - a. This application process will select one (1) RSO per Locker Unit to be granted access to the locker units.
 - b. The Executive Branch will structure the application in a way to determine if a RSO meets the above referenced terms of usage policies and obtain a detailed description of what materials and items the RSO would like to store within a Locker Unit.
 - i. The Executive Branch reserves the right to place any other question(s) it deems necessary on the application.
 - c. The Executive Branch will select from the RSOs which submit an application those allowed to access to a Locker Unit with coordination from the RSO Funding Board.
2. During every subsequent spring semester, the Executive Branch will begin another application process for the distribution of the Locker Units for the following academic year.
 - a. This application process for the distribution of the Locker Units will follow the same procedures as described above.
 - b. If a RSO is granted access to a Locker Unit at the end of the spring semester for the following academic year, it will be allowed to store materials and items within the Locker Unit over the summer.
 - c. A RSO's access to a Locker Unit for the following academic year is contingent upon the RSO following the necessary RSO renewal process through the CAC.
 - i. The Executive Branch will coordinate with the CAC to determine the renewal status of all the RSOs granted access to a Locker Unit at the

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- beginning of every fall semester.
 - ii. The Executive Branch will also periodically check with the CAC on the approved status of all the RSOs granted access to a Locker Unit throughout the term of the lease agreement.
 - iii. The Executive Branch reserves the right to deny access to a Locker Unit any RSO found in violation of this requirement.
 - iv. The Executive Branch reserves the right to remove the materials and items from a Locker Unit of any RSO found in violation of this requirement.
3. If a RSO is denied access to and/or removed from a Locker Unit for any reason described in this document, the Executive Branch will be responsible for filling the Locker Unit vacancy as soon as possible.
- a. The Executive Branch will use previously submitted RSO applications for a Locker Unit to determine which new RSO is selected to access any vacant locker unit with coordination from the RSO Funding Board.
 - i. Any RSO selected for a Locker Unit through this process will be held to the same stipulations and requirements outlined above.
 - b. If there are no applications to fill such a Locker Unit vacancy, then a new application process for the distribution of any vacant Locker Unit will begin.
 - i. This application process for the distribution of any vacant Locker Unit will follow the same procedures described above.

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Addendum B

RSO Asset Storage – Knight Hall Operating Procedures

The below described operations and procedures of the Recognized Student Organization (RSO) Asset Storage – Knight Hall, herein after referred to as the Space, will be within the sole authority of the Business Office and Executive Branch of the ASUW Student Government, herein after referred to as the Business Office and Executive Branch. The Space will be comprised of a storage closet within Knight Hall to be operated and distributed for usage by RSOs and the ASUW Student Government, including its various Programs and Services, through the below described procedures.

Terms of Usage Policies:

8. A RSO may apply to store materials and items within the Space through the Business Office and Executive Branch.
 - a. A RSO will not be charged a deposit or any other monetary measure to a store materials and items within the Space.
9. A RSO must currently have approved status through the Campus Activity Center (CAC) in order be eligible to store materials and items within the Space.
 - a. The Business Office and Executive Branch will coordinate with the CAC to determine the approved status of any RSO which applies to store materials and items within the Space.
10. A RSO will only be able to store materials and items purchased through the funds distributed by the ASUW Student Government to fund RSO events or materials and items purchased through its own funds within the Space.
 - a. No personal materials or items of a RSO member will be allowed to be stored within the Space.
 - b. No food or beverage materials or items will be allowed to be stored within the Space.
 - c. No weapon will be allowed to be stored within the Space.
 - i. A weapon is defined in accordance with state criminal law and includes any object or substance designed or used to inflict a wound or cause injury.
 - d. The Business Office and the Executive Branch reserves the right to deny the storage of any other materials or items it deems necessary within the Space.
11. The Business Office and Executive Branch reserves the right to deny a RSO storage of materials and items within the Space if it is found in violation of these terms of usage policies.
12. The Business Office and Executive Branch reserves the right to remove the materials and items from the Space of a RSO found in violation of these terms of usage policies.

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- a. A RSO's materials and items will not be removed from the Space by the Business Office and Executive Branch unless requested by the RSO which owns such materials and items, or when a RSO is found to be in violation of these terms of usage policies.
13. A RSO which has materials and items stored within Space will be encouraged, but not required, to share such materials and items with other RSOs.

Access Policies:

1. If allowed to store materials and items within the Space, a RSO must maintain approved status through the CAC throughout the time any such materials and items are stored within the Space.
 - a. Any RSO which loses approved status through the CAC, for any given reason, after being allowed to store materials and items within the Space will immediately forfeit the right to do so.
 - i. The Business Office and Executive Branch will work with any such RSO in a timely manner to remove all of the RSO's materials and items from the Space.
 1. Any such RSO will be given a one (1) month time period to retrieve its materials and items from the Space. After such time, all of the RSO's materials and items will become the sole property of the ASUW Student Government if not retrieved.
2. If allowed to store materials and items within the Space, a RSO will not have personal access to the Space.
 - a. RSOs will only be able to access the Space between the hours of 8:00 a.m. and 5:00 p.m. during the academic year or between 7:30 a.m. and 4:30 p.m. during the summer when accompanied by a designee from the Business Office or Executive Branch.
 - b. Any RSO materials and items within the Space will remain the sole property of that RSO.
3. The Business Office and the Executive Branch reserve the right to examine, move, and/or access any RSO materials and items within the Space at any time, for any reason.

Storage of Materials and Items:

1. A continual rolling application process will be operated by the Business Office and Executive Branch to select RSOs to store materials and items within the Space, available space depending.
 - c. The Business Office and Executive Branch will structure the application in a way to determine if a RSO meets the above referenced terms of usage policies and obtain a detailed description of what materials and items the RSO would like to store within the Space.

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- i. The Business Office and Executive Branch reserves the right to place any other question(s) it deems necessary on the application.
 - d. The Business Office and Executive Branch will select from RSOs which submit an application those allowed to store materials and items within the Space with coordination from the RSO Funding Board.
 - i. Any time a RSO would like to store materials and items within the Space beyond its original request, the RSO will be required to submit another application for such materials and items.
 - ii. A RSO is not limited in the amount of materials and items which it can apply to store within the Space, but the RSO's current amount of materials and items already within the Space will be taken into account when deciding future applications for additional materials and items to be stored within the Space.
 - e. A RSO which is selected to store materials and items within the Space will be required to sign an agreement with the Business Office and the Executive Branch which summarizes the stipulations within this document.
 4. The Business Office and Executive Branch will store the materials and items of RSOs which have been selected to store materials and items within Space in the most constructive and organized manner possible through containers, shelving, and/or any other means deemed necessary.
 - a. Based upon the lack of climate control capabilities within the Space, RSOs should not store any materials or items that require specific climate control settings. If a RSO chooses to store such materials and items within the Space, the ASUW Student Government will not be held accountable for any climate control damage such materials and items accrue.
 5. A RSO which has materials and items within the Space will be required to fill out a check out form with the Business Office and Executive Branch any time it wishes to access such materials and items within the Space.
 - a. If RSO materials and items within the Space are damaged while checked out by the RSO which owns such materials and items, all damage and/or replacement costs will be the responsibility of said RSO.
 6. RSOs will be able to request to borrow other RSO's materials and items within the Space.
 - a. Whether such a request is granted is solely up to the RSO which owns such materials and items within the Space.
 - b. A RSO which has been granted permission to borrow another RSO's materials and items will be required to fill out a check out form.
 - i. A RSO which checks out another RSO's materials and items within the Space will be responsible for any damage and/or replacement costs to such materials and items.
 7. The ASUW Student Government, including its various Programs and Services, will be allowed to store materials and items within the Space following the same procedures and policies defined above.
 8. The ASUW Business Office will:

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- a. Store all materials and items within the Space in the most constructive and organized manner possible through containers, shelving, and/or any other means deemed necessary.
 - b. Keep track of all applications to store materials and items within the Space.
 - c. Keep track of all signed agreements between RSOs and the Business Office and the Executive Branch to store materials and items within the Space.
 - d. Keep track of all check out forms for materials and items within the Space.
 - e. Keep track of all requests to borrow materials and items within the Space.
 - i. Contact group which owns materials and items within the Space in order to gain approval for a request to borrow such materials and items.
 - ii. Contact group which requested to borrow materials and items within the Space with final decision of the group which owns such materials and items.
 - d. Keep an electronic ledger of:
 - i. A list of the RSOs, ASUW Student Government Branches, and ASUW Programs and Services which have materials and items within the Space.
 - ii. All such materials and items within the Space owned by RSOs, ASUW Student Government Branches, and ASUW Programs and Services.
 - iii. Contact information for RSOs, ASUW Student Government Branches, and ASUW Programs and Services which have materials and items within the Space.
 - iv. Check out and check in information for all materials and items within the Space.
9. The ASUW Executive Branch will:
- a. Keep a hard copy record of all materials and items within the Space
 - i. This hard copy record of all materials and items within the Space should:
 1. Include pictures and descriptions of all materials and items within the Space.
 2. Be used in the RSO Funding Board funding process to encourage the sharing of all materials and items within the Space.
 - b. Keep an electronic record of all materials and items with the Space, to be maintained on the ASUW website.
 - i. This electronic record of all materials and items within the Space should:
 1. Include pictures and descriptions of all materials and items within the Space.
 2. Be accessible to RSOs before, during, and after the RSO Funding Board process.
 - c. Continually look to develop and improve the overall effectiveness of the Space.

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Addendum C

UNIVERSITY OF WYOMING

Physical Plant
Dept. 3227 • 1000 East University Avenue • Laramie, WY 82071
(307) 766-6225 • Fax (307) 766-4040 • svdesk@uwyo.edu

To: Robert West
From: Woody Lundmark
Date: 2/25/15
Re: Project # 15-06484

Thank you for the opportunity to provide Physical Plant services for your project. As requested, an estimate for the project #15-06484 has been prepared based on the scope as indicated below.

The project scope for this estimate includes building two shelving units; units will be built to match existing cabinetry.

Attached is a Request for Estimate (RFE) form for this project. Please review the scope indicated above and the estimate amount on the attached RFE and complete Part III of the RFE to authorize approval of the project. The form is to be signed by a person authorized to commit departmental funds. Work on this project will be scheduled after receipt of the signed RFE.

The estimate provided is a not to exceed price. Only the actual project cost will be billed. Any changes to project scope as stated above must be identified, estimated and approved by the person who signed the RFE. Should any unforeseen conditions arise during the execution of the project, you will be notified of the issue and provided with an estimate of costs associated with these unforeseen conditions and the project budget will adjusted accordingly.

If you have any questions or concerns please contact me.

Respectfully,



Woody Lundmark
Carpenter Shop Manager
766-3301
wlundmar@uwyo.edu

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Date Received: 2.12.15
AiM Project #: 15-06484

Physical Plant
1000 E. University Ave. Dept 3227
Laramie, WY 82071
Phone 307-766-6225 Fax: 307-766-4040

REQUEST FOR ESTIMATE

PART I:

INSTRUCTIONS FOR PART I (completed by department):

1. Complete ALL fields in Part I.
2. Obtain signature of authorizing departmental authority. Email signature is acceptable.
3. Forward to Heather Earl (hearl@uwyo.edu) at the Service Building. For additional information, call 766-6883.
4. Originator will be contacted by a Physical Plant representative with additional information.

Request Date:	1/29/2015	Desired Project Completion Date:	2/27/2015
Originator:	Robert West	Email Address:	asuwexc3@uwyo.edu
Department Name:	ASUW	Phone Number:	307-766-5204
Job Location - Building:	Knigh Hall	Job Location - Room:	37
Job Description:	ASUW is looking to add two new shelving units to storage room 37 in the basement of Knight Hall.		
The shelving units should be added parallel to the existing shelving unit in the storage room. They should be approximately 2.5 feet in width.			
Please find the attached diagram of the storage room for more details. Please contact me with any questions.			

[Signature] Date: 2/3/15
Department Signature

PART II: ESTIMATED COSTS

Customer Contacted Date:

(completed by Physical Plant)

Estimator:	<i>Neddy Lusk</i>	Date of Estimate:	2-25-15	Estimate is valid for 60 days
Estimator Phone Number:	766-3301	Estimate Amount:	\$1900.00	<input type="checkbox"/> Budgetary purposes only
Estimator Comments:	<input checked="" type="checkbox"/> See attached memo			

Capital Non-Capital (Department will be notified if project is classified as a capital project)

[Signature] Date: 2/25/15
Deputy Director, Facilities Engineering

PART III: JOB AUTHORIZATION

INSTRUCTIONS FOR PART III (completed by department):

1. Complete ALL fields in Part III for entire estimated amount.
2. Obtain signature of authorizing departmental authority.
3. Forward to Estimator at the Service Building.

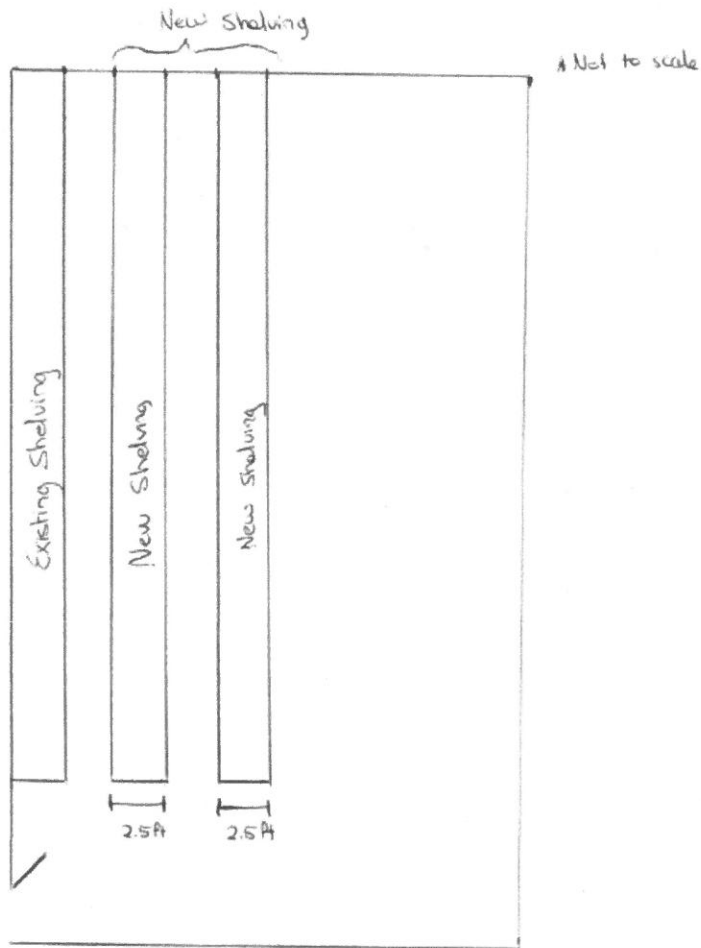
PeopleSoft Dept#	Chartfield Description	Fund	Org	BR	Project/Grant	Amount or %

Dean, Director, or Dept. Head (Print Name) _____ Date: _____
Dean, Director, or Dept. Head Signature _____

Admin Authorization Required _____ Date: _____
UW Physical Plant 05/15/2008

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* We would like the new shelving to be open from either side and with no dividing support beams. Also, the shelves will be approximately 6 feet tall with 4 shelves.