

**SENATE BILL #2513**



**TITLE:** Gender Neutral Revisions to the ASUW Working Documents

**DATE INTRODUCED:** September 13, 2016

**AUTHOR:** Constitution Committee; Executive Ryan

**SPONSORS:** Senators Munoz, Potter; SAL Albert; Executive Nesbitt

1. WHEREAS, the mission of the Associated Students of the University of Wyoming (ASUW)
2. Student Government is to serve our fellow students through accurate representation; and,
3. WHEREAS, the ASUW Constitution and the Code of Ethics contained in the ASUW By-
4. Laws, prohibit discrimination on the basis of sex or gender identity; and,
5. WHEREAS, binary language within the ASUW working documents does not represent all
6. students.
7. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
8. (ASUW) Student Government that the ASUW By-Laws be amended to reflect the changes
9. contained in Addendum A; and,
10. THEREFORE, be it further enacted that the ASUW Rules and Procedures be amended to
11. reflect the changes contained in Addendum B; and,
12. THEREFORE, be it further enacted the ASUW Finance Policy be amended to reflect the
13. changes contained in Addendum C; and,
14. THEREFORE, be it further enacted that Senate Bill #2513 take effect immediately.

**Referred to:** Constitution and SOP

**Date of Passage:** 09/27/2016 **Signed:** Tyler Welgauer  
(ASUW Chairperson)

**"Being enacted on** 09/30/2016 **, I do hereby sign my name hereto and**  
**approve this Senate action."** William Potter

ASUW President

**ADDENDUM A**  
**THE BY-LAWS**  
**ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING**

**ARTICLE I**  
**Executive Branch**

Section 1. Specific responsibilities and authorities of the ASUW President include the following:

- A. The promoting, improving, and pursuit of the goals and objectives of the ASUW and the University.
- B. Presenting a legislative report including the status of all legislation passed by the ASUW Senate, each semester (as a supplement to the Steering Committee reports).
  - i. The report given during the fall semester shall encompass the previous year and the report given during the spring semester shall encompass the fall semester of their term.
- C. The President shall insure that all resolutions and recommendations passed by the legislative branch are enforced or brought to the attention of those University officials with authority to take the recommended action.
- D. The President may veto, within ten (10) days of its passage, any action of the ASUW Senate, but such veto may be overridden by a two-thirds (2/3) vote of all the voting Senators at either of the two (2) regular ASUW Senate meetings following the veto.
  - i. If the President fails to act on any piece of legislation within ten (10) days of passage, or before the new President is sworn in, the legislation shall go into effect without the President's signature.
  - ii. The President shall provide a written explanation of any veto to the Senate at the next meeting following the veto or before the subsequent Senate is sworn in, whichever is sooner.
- E. The President or, in special situations, the President's designee, shall be the representative of the entire student body to the faculty, the administration, other officials of the University, and entities outside the University community.
- F. The delegation of any member of ~~his/her~~their staff to attend ASUW committee meetings as ex-officio members.
- G. Reporting all matters of interest or concern relative to student affairs to the various committees and the ASUW Senate, with such information as is within ~~his/her~~their power to supply, and to make recommendations thereon.

H. ~~His/her~~Their -presence during the summer for participation in the ASUW presidential internship.

Section 2.

The ASUW President shall have the following powers of appointment with the advice and consent of the ASUW Senate, and ~~he/she~~they may remove from office, for cause, any Presidential appointee in the Executive branch.

- A. The President shall appoint representative to fill all student held positions on university boards and committees.
  - i. The president shall make applications available for university committees and boards during the spring semester after ~~his/her~~their election.
  - ii. Appointments for the student held positions on the University boards and committees shall be presented to the ASUW senate for consideration at the first regularly scheduled meeting of the fall semester.
  - iii. As vacancies arise, appointments will be presented to the ASUW senate for consideration.

- B. The President may appoint Executive Assistants to assist with the President's responsibilities.
- C. The President shall appoint the members of the ASUW Judicial branch.
- D. The ASUW President may appoint such special or ad hoc committees as ~~he/she~~they deems appropriate to conduct investigations or study of, and make recommendations to the ASUW President about such matters as are deemed appropriate; such appointees shall serve only during the term of the President who appoints them.

Section 3. The ASUW President shall serve as:

- A. An ex-officio member of all ASUW committees.
- B. Ex-officio member of the University Of Wyoming Board Of Trustees (without vote).
- C. ASUW member of Faculty Senate.
- D. A member of any University Board or Committee as requested by any department head or administrator of the University community.

Section 4. The ASUW President shall be provided with compensation commensurate with the duties of ~~his/her~~their office, and not to be increased or decreased during his term of office.

## ARTICLE II

### Legislative Branch

Section 1. Specific authorities and responsibilities of the ASUW Vice President include the

following:

- A. Working with the Executive staff and organizing and coordinating ASUW committees in effecting better legislation and attaining student goals.
- B. The Vice president shall serve as chair~~person~~ of the ASUW Senate. ~~He/she~~They may not participate in debate unless ~~he/shethey~~ first relinquishes the chair to the President Pro Tempore of the Senate.
- C. The Vice President may vote on any matter only in the event of a tie.
- D. The Vice President, with the advice of the President and the consent of the ASUW Senate, shall appoint and may remove for cause, all members of the ASUW Standing and Special Committees. Except in extenuating circumstances, all senatorial positions on ASUW Standing committees shall be presented for approval to the ASUW Senate for no later than twenty-one (21) days after the first day of class of the Fall semester of the term. Other positions shall be filled as time permits.
- E. With the advice and approval of the ASUW Legislative Branch, the Vice President may appoint one (1) executive assistant to assist with the Vice President's responsibilities.
- F. The Vice President shall be in charge of maintaining a permanent, public record of all formal actions and business of the Executive, Legislative, and Judicial branches of ASUW.
- G. Administering the oath of office to all ASUW Senate members.
- H. ~~His/her~~Their presence during the summer for participation in the ASUW vice presidential internship.

Section 2.

The ASUW Vice President shall serve as:

- A. Chair~~person~~~~man~~ of the ASUW Steering Committee, without vote except in the case of a tie.
- B. A voting member of the Wyoming Union Board.
- C. A member of any University Board or Committee as requested by any department head or administrator of the University community.

Section 3.

The ASUW Vice President shall be provided with compensation commensurate with the duties of ~~his/her~~their office, and not to be increased or decreased during ~~his/her~~their term of office.

Section 4.

The ASUW Senate shall serve as the Legislative Body of the ASUW. The ASUW

Student Senate shall have the following authority and responsibilities:

- A. The ASUW Senate shall directly represent the students by the efficient, responsible, and coordinated functioning of student life and ASUW activities at the University, through the enactment of legislation in the form of bills or resolutions.
- B. It shall have the authority to assume whatever responsibilities it deems necessary to fulfill its obligations to the students.
- C. It shall have the authority to recommend to the Trustees the needed amount of ASUW fees to be assessed of all fee paying students for financial support of ASUW sponsored programs and activities.
- D. In accordance with applicable University regulations, the provisions of the Constitution, and the ASUW Finance Policy, the ASUW Senate shall have the authority to annually allocate all ASUW monies received through student registration fees.
- E. It shall have the authority to appoint and direct such special committees to study or investigate any issue of concern to the ASUW Senate in fulfilling its responsibilities for the University students; such committees shall serve only during the Senate term in which they are appointed.
- F. It shall have the authority and responsibility to develop standards of good practice for sponsorship or financial support from ASUW.
- G. It shall approve, or reject by a two-thirds (2/3) vote, any of the ASUW President's appointees or ASUW representatives to fill student held positions on University committees and boards.
- H. It shall approve, or reject by a two-thirds (2/3) vote, any of the ASUW Vice President's appointees to ASUW standing and special committees.
- I. The Senate shall have the responsibility to establish an enduring Finance Policy to include restrictions and procedures for utilization of ASUW monies in the best interest of the ASUW's purposes.
- J. The Senate shall have the power to move into Executive Session regarding matters concerning all paid employees of ASUW with the exception of the ASUW President and Vice President; or concerning matters of legal affairs brought by or against ASUW. When moving into Executive session only voting members of the Senate, the ASUW Secretary, and the ASUW Chairperson shall be allowed to stay; unless otherwise specifically stated in the motion. The Senate shall reconvene into open session to take any formal action on discussion from Executive Session.
- K. ASUW Senators shall have the following standardized physical responsibilities:
  - i. Senators shall attend regularly scheduled meetings of the ASUW Student Senate, and any special meetings of the ASUW Student Senate as scheduled by the ASUW Vice President.
  - ii. Senators shall serve on a minimum of two (2) ASUW Standing Committees.

- iii. Each full month of the academic semester, Senators will be required to accumulate one (1) office hour. Office hours will be held as follows:
  - a. They will be held one hour per full month of the semester.
  - b. The office hour may be held in the ASUW Office. It may be held in an alternative location with prior approval from the ASUW Steering Committee.
  - c. Hours will be used for committee work beyond regularly scheduled meetings, student outreach, and Legislative duties.
  - d. Senators will have an open door for any constituent.
  - e. Senators will document office hours in the ASUW Office upon completion of each hour.
  - f. The monthly time, date, and location of office hours shall be posted on the ASUW website Representative's page under the Senator's profile.
  - g. Any change to time, date, or location of office hours must be submitted to the ASUW Vice President at least twelve (12) hours in advance.
- iv. Each full month of the academic semester, Senators will be required to accumulate four (4) service hours. Service hours can be accumulated through the following means:
  - a. Documented office hour in the ASUW office.
  - b. Documented participation in an ASUW student outreach event.
  - c. Documented attendance or participation in an ASUW funded event.
  - d. Documented volunteering with an ASUW program.
  - e. Documented outreach to RSOs that Senators are not already affiliated with by attending an RSO meeting and sharing the resources ASUW can provide to RSOs to encourage stronger ties between ASUW and RSOs.
  - f. Any other form of service hour, as pre-approved in writing by the ASUW Vice President, with the subsequent approval of the ASUW Steering Committee.
- v. ASUW Senators shall be required to attend a diversity workshop. This workshop should focus, but is not limited to, the diversity as it pertains to the University of Wyoming to increase awareness and decrease insensitivity towards underrepresented populations throughout campus. This diversity training will be developed by UMC in coordination with the ASUW Vice President. Completion of this requirement shall serve as two (2) of the aforementioned service hours.

- vi. Appropriate documentation and documentation methods of service hours will be set and managed by the ASUW Vice President, with the subsequent approval of the ASUW Steering Committee.
- vii. The decisions of the Vice President regarding exceptions to the listed service hours can be verbally appealed to the ASUW Steering Committee at the next regular Steering Committee meeting.
- viii. Senators shall attend a minimum of two (2) RSO events funded by ASUW per semester, and complete a review to be submitted to the ASUW RSO Funding Board for each event.
- ix. Senators shall attend one (1) meeting of the Freshman Senate per semester. Failure to attend one (1) Freshman Senate meeting per semester will count towards recorded absences.
- x. Senators shall maintain a cumulative GPA of at least 2.0 for the duration of their service.
- xi. Senators shall pay the ASUW Student fee.
- xii. Senators must maintain student enrollment at the University of Wyoming for the duration of their service.
- xiii. Each Senator shall be required to complete an ASUW social media outreach effort, to be decided upon annually by the Steering Committee.

Section 5. Any action on a current bill or resolution will override previous Senate action on the same subject matter. Any legislation previously enacted by the ASUW Senate shall remain in full force and effect until such time as the ASUW Senate repeals or amends such prior actions, or expires of its own accord, except prior actions of the ASUW Senate which shall automatically be considered superseded, if inconsistent with these By-Laws, the Rules and Procedures, or the Constitution.

Section 6. Membership in the ASUW Senate shall consist of:

- A. Thirty (30) elected Senators apportioned using Hamilton's method as outlined below, and in accordance with Article 6, Section 1 of the ASUW Constitution.
  - i. Each of the University's seven (7) colleges is allocated one (1) student senator.

- ii. The remaining twenty-three (23) senators shall be allocated to those colleges with more than one-thirtieth (1/30) of the total fee paying University students using Hamilton's method as follows.
  - a. Compute the natural quota for each college with more than one thirtieth (1/30) of the total fee paying University students using the

$$\frac{NQ}{T}$$

formula:  $NQ = \frac{EQ}{T}$   
 where  $T$

$NQ$  = a college's natural quota  
 $E$  = the number of fee paying students enrolled in that college  
 $T$  = the total number of fee paying students enrolled in those colleges with more than one-thirtieth (1/30) of the total fee paying University students.

- b. Allocate to each college with more than one-thirtieth (1/30) of the total fee paying University students a number of student senators equal to the whole number portion of their natural quotas.
    - c. If all twenty-three (23) student senators are not allocated in the previous step the remaining student senators are allocated one by one in order to the colleges with the largest fractional portions in their natural quotas.
  - iii. The total allocation for each college is the sum of the student senators allocated in steps 1. and 2.
- B. All University organizations seeking an ex-officio position on the ASUW Student Senate must have that position approved by the Constitution Committee and further approved by the ASUW Student Senate by a two-thirds (2/3) majority.

- i. Any organization seeking an ex-officio position shall submit a written request to the Chairperson of the Constitution Committee
  - a. The Constitution Committee will review the request. Upon approval, the Chairperson will submit the letter of intent to the ASUW Senate for approval.
- ii. Organizations seeking an ex-officio position must exhibit all of the following qualifications:

- a. The organization must provide a diverse array of co-curricular activities including cultural, international, athletic, and/or student life programs.
  - b. The organization must utilize educational opportunities, which promote growth and involvement enriching daily life.
  - c. The organization must be a University Recognized Student Organization, but special exemptions may be granted for the representative bodies of University faculty and staff.
  - d. The organization must demonstrate inadequate representation by the existing ex-officio's.
  - e. Any organization that has lost its ex-officio position on the student senate will enter a period of probation and may not reapply for said position until a period of one semester has passed. Upon reapplication, the organization must provide a detailed account of activities conducted during this period of probation.
- iii. The ex-officio position cannot be represented by current senators, executives or other ex-officio representatives.
  - iv. If an ex-officio position representing a student organization goes unrepresented for 4 consecutive senate meetings they will be notified of their absences and potential consequences by the ASUW Vice President in writing; if the organization is absent for another 4 consecutive senate meetings they will lose their ex-officio position. After the loss of an ex-officio position the organization may petition to gain representation by following ASUW By-Laws Article II, Section 6, Paragraph B, Clause i.
- C. 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 Freshman Senate Ex-Officio shall also enjoy the right to vote.
- D. Those who shall have speaking rights only, excluding voting and parliamentary rights, include members of the ASUW Executive Branch.

## Section 7. Senate Officers:

- A. The Chair~~person~~~~man~~ of the ASUW Senate is the ASUW Vice President, who shall prepare the Order of Business, follow the Order of Business as outlined in, Article II, Section 1, of the Rules and Procedures, be the presiding officer for all meetings, and tally all head count votes of the ASUW Senate.
- B. At the first business meeting following the installation of new Senators, the following officers are elected from the Senate voting membership:

- i. President Pro Tempore – ~~He/she~~ They shall preside over the Senate and carry out the related duties of the Vice President including the preparation of the agenda, in the case of the Vice President's absence or at ~~his/her~~their request. ~~He/she~~ They shall also serve as Chairperson of the Committee-of-the-Whole as well as assist the Chairperson of the Senate. ~~He/she~~ They shall assume the duties of the Chair~~personman~~ of the ASUW Senate in the absence of the Chair~~person~~.
  - ii. Parliamentarian – ~~He/she~~ They shall keep the ASUW Senate procedure in accordance with the ASUW Constitution, By-Laws, and the most recent Robert's Rules of Order. ~~He/she~~ They shall inform the Chair~~person~~ of any procedural violations, which the Chair~~person~~ will remedy. ~~He/she~~ They shall record all motions and which ASUW Senators makes such motion s and seconds each motion. ~~He/she~~ They shall assume the duties of the President Pro Tempore in the absence of the President Pro Tempore.
  - iii. Sergeant-at-Arms – ~~He/she~~ They shall preserve order as the Chair~~person~~ may direct and assume the duties of the Parliamentarian in the case of the absence of the Parliamentarian and/or duties of the Marshal in the absence of the Marshal.
  - iv. Marshal- Immediately following the call to order, ~~he/she~~ they shall read the ASUW Senate's Mission Statement as stated in the ASUW Rules and Procedures. ~~He/she~~ They shall perform roll call of the ASUW Senate following the reading of the ASUW Senate Mission Statement. ~~He/she~~ They shall record late arrivals and early departures of ASUW Senators. ~~He/she~~ They shall read all first, second, and third readings of legislation before the ASUW Senate. ~~He/she~~ They shall tally and record all roll call votes of the ASUW Senate and record all head count votes and voice votes. ~~He/she~~ They shall assume the duties of the Sergeant-at-Arms in the absence of the Sergeant-at-Arms.
- C. Election Procedures for Senate Officers.
- i. Nominations from the Senate floor by anyone except the Chairperson.
  - ii. Written nomination submitted to ASUW Secretary by any Senator.
  - iii. A vacancy of office shall be filled from within the Senate.

## Section 8.

Oath of Office: Each ASUW Senator and Officer shall take the following oath before being sworn into office: "I, (full name), do affirm before these assembled witnesses that, to the best of my ability, I will faithfully perform the duties of my office, and that I will support and uphold the Constitution and By-Laws of the ASUW."

Section 9: Fees:

- A. The proceeds of collected fees shall be distributed by the ASUW Senate as provided in Paragraph B of this Section and according to the ASUW Finance Policy, to promote the educational, professional, cultural, social and athletic activities of its members. The ASUW Senate shall oversee the proper expenditure of funds allocated to a student organization from the ASUW General Budget.
- B. The ASUW Student Senate shall adopt an annual budget to be submitted to that body not later than five weeks prior to the end of the school year. This budget shall show projected income and proposed expenditures, and shall be approved by the outgoing Senate and the Board of Trustees before it becomes effective. Alterations in the general budget are approved, subject to approval by the University Vice President for Administration.

Section 10. 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:

i. The ASUW Academics, Technology and Sustainability Committee:

- a. Purpose. The Committee shall serve as the means by which the ASUW formulates student philosophy and position concerning

University scholastic and technological affairs to include academic policies, grading, class scheduling, faculty and course evaluations, student access to current technologies as they relate to education, quality of technology on campus, and other matters that affect the interests of students in their academic endeavors. The Committee shall also be responsible for formulating student philosophy and position concerning University issues with sustainability and will be annually charged with providing meaningful sustainability education, resources, and programming to students. The Committee shall be the point of contact between sustainability RSO's and ASUW.

- b. Powers. The Committee shall consider and render recommendations to the Senate on all academic, technological, and sustainable matters referred to it by the Senate or the ASUW Steering Committee; further, this 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 academic welfare and quality or accessibility of

academic, technological, and sustainable services available at the University. The Committee shall also be responsible for regularly updating and maintaining the ASUW website in conjunction with the ASUW Secretary.

- c. Composition. The Committee shall consist of a minimum of five (5) 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 Freshman Senator. The ASUW Vice President shall appoint one (1) Executive Assistant to serve as an ex-officio on the committee. ii. The ASUW Constitution Committee:
  - a. Purpose. The Committee shall be responsible for the initial review and formulation of all proposed amendments to the ASUW Constitution and shall review changes or additions to the ASUW By-Laws and ASUW Rules and Procedures to insure that the By-Laws and Rules and Procedures are consistent with the purpose of the ASUW and the Constitution. As well, the Committee shall serve as the body of initial review and recommendation in matters of disputed interpretation of the ASUW Constitution.
  - b. Powers. The Committee shall receive proposals and requests for recommendations regarding the ASUW Constitution, By-Laws, or Rules and Procedures, and shall act in an advisory capacity to the ASUW Senate. The Committee may propose amendments to the ASUW Constitution and By-Laws. The Committee shall have the power of oversight to make sure that all adopted amendments to the ASUW Constitution, By-Laws, Rules and Procedures, and Finance Policy are updated. The Committee shall do so at the subsequent meeting after the amendment takes effect. The Committee shall be responsible for the yearly review and (if necessary) revisions of ASUW Standing Committees. The Committee shall be responsible for identifying, and reporting to the Steering Committee any past legislation which is not currently being properly enforced. Additionally, the committee will assist the ASUW President with ~~his/her~~their legislative response, as well, give a presentation to the Senate over the ASUW Constitution, By-laws, and Rules and Procedures each semester. The Committee shall review all nominees to the ASUW Judicial Council. This review shall include, but is not limited to; questioning based on previous Judicial Council cases, knowledge of the working documents and future plans within ASUW. Upon completion of the review, the committee shall provide a recommendation to the ASUW Student Senate.

Furthermore, the Committee will have jurisdiction of all legislative matters concerning the Judicial Council.

- c. Composition. This Committee shall be composed of a minimum of five (5) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a Freshman Senator. The ASUW Vice President shall appoint one (1) Executive Assistant to serve as an ex-officio on the committee. iii. The ASUW Senate Vacancy Committee and Elections Commission:
  - a. Purpose. The Committee shall, year round, fill senate vacancies as they arise, as outlined in Article V, Section 2, Subsection D of the ByLaws. The committee will also serve as the Elections Commission in the spring semester, and administer all ASUW election policies and superintend all elections conducted under the auspices of the ASUW. The Committee shall also direct ASUW efforts involved in Encouraging the student body to participate in any pending state or national election.
  - b. Powers. The Senate Vacancy Committee shall conduct interviews in accordance with Article V, Section 2, Subsection D in the event that they become necessary. The Commission shall formulate and recommend ASUW election policies and procedures as well as review and provide recommendation on any proposed changes to such policies or procedures. Additionally, the Committee shall have the responsibility to provide, in accordance with established procedures, the initial hearing and recommendation to the ASUW President in any situation where the fairness of an ASUW election is contested. The Committee shall also have the authority to coordinate with the Student Outreach and Policy Committee for elections public relations and marketing. The Committee shall also direct ASUW efforts involved in encouraging the student body to participate in any pending state or national election.
  - c. Composition. The Senate Vacancy Committee shall consist of a minimum of seven (7) ASUW Senators, each representing a different College, one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a Freshman Senator. The ASUW Vice President shall appoint one (1) Executive Assistant to serve as an ex-officio on the committee. The Senate Vacancy Committee shall comprise the Elections Commission, with the Elections Commissioner serving as chairperson.
- iv. The ASUW RSO Funding Board:

- a. 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 on-going requests by students and student organizations for ASUW financial support.
  - b. 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.
  - c. Composition. The Board shall consist of a minimum of five (5) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a Freshman 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.
- v. The ASUW Budget and Planning Committee:
  - a. 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.
  - b. 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 as a whole, each semester.
  - c. Composition. The Committee shall consist of a minimum of five (5) ASUW Senators (two of which shall be returning Senators,) one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a Freshman 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. vi. The ASUW Steering Committee:

- a. Purpose. The Committee shall provide coordination for the various issues, legislative activities, and 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.
- b. 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 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 Section 4 of this Article

- c. 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 Secretary.

vii. The ASUW Student Outreach and Policy Committee:

- a. Purpose. The Committee shall serve as a medium for individual students and student organizations to voice opinions

and concerns regarding university policy, administration, or other issues associated with student life. The Committee shall have the responsibility to investigate said issues and will represent student opinion throughout the policy process. 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, and to assist the Elections Commission with public relations and marketing efforts during elections.

b. Powers. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules. 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 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 of student outreach and promotion of the ASUW.

c. Composition. The Committee shall consist of a minimum of seven (7)

ASUW Senators, one (1) of whom shall serve as chairperson and three (3) ASUW Students-at-Large, with one (1) being a Freshman Senator. The ASUW Vice President shall appoint one (1) Executive Assistant to serve as an ex-officio on the committee. viii. The ASUW Program and Institutional Development Committee:

a. 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. Furthermore, the committee shall be responsible for ensuring that the ASUW is constantly developing into a more effective organization.

b. Powers. The Committee shall advise and assist all programs of the ASUW and shall formally and informally evaluate aspects of the program which include but are not limited to the budget, student fee allocation, and staffing of all the current programs of the ASUW. The Committee shall also provide recommendations to all programs of the ASUW and the ASUW Senate and Executive Branch on staff, budget, etc. The Committee will maintain regular contact with all programs of the ASUW and will regularly provide institutional and programmatic support to all programs of the ASUW. The Committee will be

responsible for submitting yearly reports to the ASUW Budget and Planning Committee, as well as the full Senate, 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. 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.

- c. Composition. The Committee shall consist of a minimum of seven (7) Senators of the ASUW, one (1) of whom shall serve as chairperson, three (3) ASUW Students-at-Large, one (1) being a Freshman Senator, and a unique student representative of each ASUW program or service shall have the opportunity to serve as a voting member.
  - a. These program and service representatives may be from, but not limited to:
    - i. Associated Students Technical Services (ASTECH)
    - ii. United Multicultural Council
    - iii. A.L. Lupton Financial Literacy Program
    - iv. Freshman Senate
    - v. Students' Legal Services
    - vi. Non-Traditional Student Council
    - vii. Panhellenic Council
    - viii. Interfraternity Council
  - b. 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.
- ii. The ASUW Programming Committee

- a. Purpose. The ASUW Programming Committee shall serve as the organizing body for all events conducted by the ASUW Student Government.
- b. 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 in order to continue to foster growth. The Committee shall also aide the ASUW Executive Branch, the ASUW Judicial Branch , and ASUW Programs in their programmatic events should they require and request assistance.
- c. Composition. The Committee shall consist of a minimum of seven (7) ASUW Senators, one of whom shall serve as chairperson, and three (3) ASUW

Students-at-Large, one (1) of whom shall be a Freshman Senator.  
The

ASUW Vice President shall appoint Executive Assistants to rotate as exofficios on the Committee throughout the year.

- B. Each standing committee shall establish regular meeting times. The regular meeting time and place shall be permanently posted in the ASUW Senate Office and on the ASUW website during the academic year.
- C. Each ASUW Standing Committee shall be responsible for any and all outreach it deems necessary within its jurisdiction.
- 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 Freshman Senator appointed by the Freshman 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 fee 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 30<sup>th</sup>. Upon choosing awardees, information for the scholarship recipients must be submitted by November 30<sup>th</sup> 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 Freshman Senator, one (1) Student-at-Large, one (1) non-traditional student, and an ASUW Advisor or Dean of Students designee.

- E. Except where otherwise noted, each committee shall be responsible for electing its respective chairperson from among its approved members at its first business meeting after the approval of committee assignments. Until such time as a chairperson is elected, the senator with the longest consecutive service on a respective committee shall preside.
- F. The ASUW President and Vice President may require reports from any ASUW committees, program directors, or senators in such form and at such times, as they deem necessary and proper for the furthering of the goals and objectives of the ASUW.
- G. All standing and special committees shall endeavor to publicize in advance their meetings and the matters they may have under consideration. Any member of the ASUW shall be entitled to appear before any standing or special committee and be heard upon any pending matter or upon matters within the functions and duties of the committee under the same procedures as established for any ASUW member to appear before the ASUW Senate.

### ARTICLE III

#### Judicial Council

Section 1. The following matters shall be within the jurisdiction of the ASUW Judicial Council:

- A. In situations of disagreement or dispute, it shall provide interpretation of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, and the ASUW Finance Policy;
- B. It shall have jurisdiction over all actions of the ASUW Executive branch;
- C. It shall have jurisdiction over all violations of ASUW rules, regulations, policies, procedures, and/or standards governing student conduct or requirements of students who participate in officially approved ASUW programs; and
- D. It shall have jurisdiction over offenses against the Constitution of the Associated Students of the University of Wyoming.

Section 2. Any member of the ASUW may bring a dispute before the ASUW Judicial Council. All complaints must be filed with the ASUW Secretary within a timely manner upon discovery of a disputed action.

Section 3.

The Council must meet regarding the complaint within ten (10) school days after the written complaint is filed. In the discharge of its jurisdictional responsibilities, the ASUW Judicial Council shall have the following authority:

- A. Subject to the approval of the Vice President for Student Affairs, the Council shall be the final authority in making decisions brought before the Council and interpretations of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, and the ASUW Finance Policy. If the Vice President for Student Affairs has not issued a written disapproval within ten (10) school days, the Council decision will stand. If the Vice President for Student Affairs is unavailable, ~~he/she~~ they may appoint a designee to act on ~~his/her~~ their behalf;
- B. Subject to the approval of the Vice President for Student Affairs, the Council has the ability to impose sanctions to individual students or student organizations which have been appropriately charged and found responsible for violations of ASUW rules, regulations, policies, standards or conduct established as a part of officially approved ASUW programs;
- C. Subject to the approval of the Vice President for Student Affairs the Council may render final decisions regarding the actions of the ASUW Executive Branch for actions found to be procedurally inappropriate or incorrect pursuant to the provisions of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, and the ASUW Finance Policy;
- D. The Council shall have the right to summon any member of the ASUW to testify on any matter that is within the jurisdiction of the Council and which has been appropriately made a matter of issue or dispute before the Council; and,
- E. The Council may assign or refer any matter, which is within its jurisdiction and which has been appropriately brought to the Council, back to the ASUW body, unit or committee of original decision for such action or consideration as the Council determines is required.
- F. The Vice President for Student Affairs is encouraged not to take any action regarding the decision of the judicial council until the student appeals period has been exhausted.

Section 4.

In the discharge of its responsibilities, the ASUW Judicial Council shall conduct its business pursuant to the principles of due process and fairness; in compliance with established rules and procedures; it shall seek to protect the interests and rights of students, and it shall fulfill the following procedural requirements:

- A. The Council will not render a final decision until the appropriate body, unit or committee of original jurisdiction has fulfilled all of its responsibilities in the

matter; B. Decisions, including sanctions, by the Council may be appealed to the Dean of Students, or designee. Students or student organizations have five (5) school days to appeal a Council decision;

C. All official hearings by the Council shall be conducted in accordance with written rules and procedures. Proposed changes to the Rules and Procedures of the Judicial Council of the ASUW must be approved by the Vice President for Student Affairs, or designee. Such rules shall include provisions for the following matters:

- i. The rules for procedure shall provide for the fundamentals of due process and fairness;
- ii. In any situation where a charge is made against individual students or a student organization, the charge shall be made in writing, and those persons charged shall be provided with a copy of the charge along with the names of any persons who may speak against them;
- iii. Each party to a dispute or charge shall have the right to be present in the meeting room during all testimony and they shall be afforded an opportunity to speak in their own behalf, present rebuttal, have an opportunity to question any witnesses; and present summary testimony; and
- iv. Each party to a dispute or charge shall be provided a written explanation of the reasons for any decision rendered by the Council; and,
- v. The protocol for summoning any member of the ASUW to testify in front of the Council shall conform to outlined guidelines as promulgated in the Rules and Procedures of the ASUW Judicial Council.

D. A permanent copy of all Council documents, interpretations, sanctions and opinions shall be kept on file in the ASUW Office in order to uphold the precedence of Council decisions. All Council decisions must be turned into the ASUW Secretary within ten (10) academic days after a formal Council decision has been issued or the precedence of the case will not be honored.

## **ARTICLE IV**

### **Elections**

Section 1. In order to preserve an unbiased election, there shall be appointed an ASUW Elections Commissioner.

A. Selection, Compensation, and Removal of the ASUW Elections Commissioner:

- i. The ASUW President shall appoint the Elections Commissioner, to be approved by the ASUW Senate no later than the last regular ASUW Senate meeting of the fall semester.
  - a. Individuals to be considered for the position of Elections Commissioner may not currently hold a position within ASUW, or be running for a position within ASUW in the next spring election.
- ii. The Elections Commissioner will begin regular work with ASUW during the first week of the spring semester.
- iii. The Elections Commissioner will report to the ASUW President, and may be removed from office, with cause, by the ASUW President.
  - a. The Elections Commissioner shall function as a semi-autonomous member within the Executive Branch. The Commissioner shall report directly to the President, as well as to the Senate upon request.
- iv. The Elections Commissioner shall be provided with a stipend commensurate with the duties of ~~his/her~~their office, to be set annually in the budgeting cycle, and paid half of the stipend at the completion of the Primary Election, and half of the stipend following the completion of the General Elections.
  - a. In the case there is no Primary Election, the Election Commissioner shall be paid half the stipend mid-way through the election cycle.
- v. In the event of the resignation or removal of the Elections Commissioner, a replacement shall be selected following the procedures outlined in Article IV, Section I, subsection A, clause I of these By-Laws.

B. Specific duties of the Elections Commissioner include:

- i. In conjunction with the ASUW Elections Commission meet weekly to discuss issues pertaining to the ASUW Elections.
- ii. Work with the Elections Commission to prepare the annual Elections Code, to be approved by the ASUW Senate.

- iii. Work with the Elections Commission to create all marketing for the ASUW Elections, with a goal of ensuring the largest voter turnout as reasonably possible.
- iv. The Commissioner shall act as a liaison and primary point of contact between all campaigns and the Elections Commission.
- v. The Commissioner shall hold no fewer than two (2) information sessions for all candidates and possible candidates seeking office within ASUW between the date applications are available and the time applications are due, in conjunction with the Elections Commission.
- vi. The Commissioner shall be in charge of counting all ballots of the primary and general elections in conjunction with the ASUW Advisor or designee.
- vii. The Commissioner shall ensure that no speech, advertisement, or any other related activity pertaining to the current election and its respective races occurs inside the ASUW Office Suite or at official ASUW functions, other than those sponsored and conducted by the ASUW Elections Commission.
- viii. The Commissioner will ensure that all candidates adhere to the Elections Code.
- ix. The Commissioner shall preside over all hearings and inquiries regarding the violations of the ASUW Elections Code.
- x. The Commissioner is authorized to spend funds appropriated for the election, with the approval of the Elections Commission.
- xi. The commissioner will run any elections for any ASUW Program. Request for such must be made in writing to the ASUW Elections Commission. Dates for these elections must be constructed in consultation with the Elections Commissioner.

Section 2.  
throughout

Specific responsibilities and authorities of the ASUW Elections Commission the duration of the election process include the following:

- A. There shall be a General Election with a Primary Election not inconsistent with the provisions of this Article.
- B. The Elections Commission will set all election and associated dates to fit the current academic calendar following the guidelines set forth in this article, with the approval of the ASUW Senate.
- C. Applications, financial statements, and election rules shall be provided by the Elections Commission, and be made available in the ASUW Office by 9:00 a.m. on a school day selected by the Commission during the second week of February.
- D. All candidates must submit applications to the ASUW Office by 4:30 p.m. on the date selected by the Elections Commission, no less than three (3) and no more than four (4) weeks following the release of the applications to be

considered. Candidates who submit applications after that date will not have their names placed on the ballot. Candidates will be required to attend a workshop to explain the elections rules on the date applications are due at a time and place to be announced by the ASUW Elections Commission. Reasons constituting legitimate excuses for missing the workshop will be determined in advance by the Commission. Candidates with valid excuses must submit them to the Commission prior to the workshop and will be required to attend an alternate session with members of the Commission.

- i. It will be the responsibility of the ASUW Elections Commissioner to host a minimum of two (2) general information sessions between the dates applications are available and the time applications are due. These sessions must be open to the campus; style and programming will be at the discretion of the ASUW Elections Commission.
- E. It will be at the discretion of the Elections Commission each year to set the maximum amount of money that may be spent by the candidates for President, Vice President, and Senator for both the Primary and General elections, with the approval of the ASUW Senate.
- F. Campaigning and publicity rules shall be established by the Elections Commission with the approval of the ASUW Senate.
- G. The results of the voting in each election, including the number of votes received by each candidate, shall be released by the Commission as soon as possible after the polls close.
- H. The Elections Commission shall annually proscribe and disseminate to all official candidates for ASUW elective office the Election Code, which shall summarize the manner in which student elections shall be administered, the consequences for the failure of candidates to abide by such rules, and all other rules and regulations seen as prudent and necessary by the Elections Commission in accordance with Article II, Section 10, Subsection A, Clause 3 and Article IV of the ASUW By-Laws and with the consent of two-thirds of the ASUW Senate.

### Section 3.     Voting

- A. Voting shall be conducted using the voting method outlined below:
  - i. In the event of a Primary Election, students will be allowed, in any election they are allowed to vote in and for any office, to cast a number of votes up to, but not to exceed, the number of candidates or tickets advancing to the General Election.
    - a. For the ASUW Senate, the number of advancing candidates shall be double the number of senate seats allotted to each college (as outlined in

Article II, Section 6 of these By-Laws and the ASUW Constitution.)

- b. For ASUW President and Vice President, the number of advancing tickets is outlined in Section 4, Subsection C of this Article.
  - ii. In the General Election, students will be allowed to cast a number of votes up to, but not to exceed, the number of senate seats allotted to ~~his/her~~their college and only one (1) President and Vice President ticket.
- B. Any ASUW fee-paying student will be permitted to vote at the polling places or by voting online. The vote of the students will determine the winners of the election.
  - C. Students will only be allowed to vote for candidates in their college, excluding presidential and vice presidential candidates. Undeclared students will vote for candidates in the College of Arts & Sciences. Fee-paying students with more than one major will only be allowed to vote in their primary college, as documented by the Registrar.
  - D. Write-in votes will be permitted.
  - E. Thirty total senators will be elected. These seats will be divided among the seven colleges as stipulated by the Article II, Section 6 of these By-Laws and the ASUW Constitution.
  - F. Polling places will be considered as any university-operated computer lab, any computer station set up by the ASUW Elections Commission for the purpose of voting, and any other locations determined polling areas by the Elections Commission.
  - G. Such stations will be clearly identified and all candidates will be informed of what constitutes such polling areas. Students will be able to cast votes from any computer connected to the Internet with access to the University of Wyoming website.
  - H. All voting will be conducted with electronic online ballots unless technical difficulties make an online election impossible. Students with disabilities and who have been certified by University Disability Support Services (UDSS), will be afforded the opportunity to use paper ballots. These ballots will be available on the dates of the Primary Election (if needed) and/or General Election in the Union from 8:00 a.m. to 4:00 p.m.

#### Section 4.     Ballots and Elections:

##### A. Primary Election

- i. If there are more candidates running for Senator than twice the number of allotted positions in a particular college, or if there are more than two tickets running for President and Vice President, a

Primary Election will be used to determine whose names will appear on the General Election ballot.

- a. In the case of a Primary Election for President and Vice President the number of positions available to be contested in the General Election shall be in accordance with Section 4 of this Article.
- ii. The names of all qualified president and vice president tickets and senatorial applicants will appear on the ballot.

#### B. General Election

- i. The names to be listed on the ballot will include all qualified President and Vice President tickets and all qualified senate candidates. (In the event of a tie for the last advancing position in the Primary Election, the names of those tied and qualifying senate candidates and those tied and qualifying President and Vice President tickets will appear on the General Election ballot).

#### C. Paper Ballots

- i. In the case that the use of paper ballots is necessary (because of technical difficulties or to meet the needs of disabled students) the order of candidates on the primary and general ballots will be determined by a random drawing to be conducted by the Elections Commission as soon as the previously mentioned circumstances become apparent.

D. Senate candidates shall not be allowed to change the college for which they wish to run after the final filing date of his/her/their application. If senate candidates wish to change colleges after the submission of his/her/their application, they shall be required to run as a write-in candidate for his/her/their respective new college.

## Section 5.

### Primary Election:

- A. The names of all qualified candidates shall appear on the ballot.
- B. Any necessary primary elections will be held three (3) weeks after the filing deadline  
(as outlined in Section 1(D) of this Article) at the discretion of the Elections Commission. Polling options must be open for no less than 65 hours and no more than 90 hours.
- C. In the event of a Primary Election for President and Vice President half the number of filed candidate tickets shall be allowed to move on to the General Election.
  - i. If there are an odd number of candidate tickets appearing on the Primary Election ballot, the number of candidate tickets allowed to enter the General Election shall be half of the number of filed candidate tickets rounded down to the nearest whole number.
  - ii. Under no circumstances shall the number of tickets able to enter the General Election fall below two (2), unless only one ticket has filed consistent with the deadline in Section 1 of this Article.
  - iii. Under no circumstances shall the number of tickets able to enter the General Election be above three (3).
  - iv. All votes cast shall be tabulated in accordance with the method provision as proscribed in Sections 2 and 10 of this Article.
  - v. Voters shall be able to cast their vote for up to, but not to exceed the number of advancing tickets as outlined in the above clauses.
- D. In the event of a Primary Election for senators, each student shall be permitted to vote for up to, but not to exceed double the senate seats allotted to his/her/their college (as outlined in Sections 2 and 10 of this Article).
- E. Write-in candidates shall be permitted, but any candidate must submit an application and itemized expense statement (in the case of a write-in President and Vice President ticket) to be declared a winner. Such application and expense statement shall be due at noon the Tuesday following his/her/their winning in order to advance to the General Election. Write-in candidates must have abided by all election and campaigning rules to be considered eligible to advance to the General Election ballot.
- F. In accordance with the number of seats in any particular office, a tie in the primary election shall increase the number of candidates normally to be carried into the general election.

## Section 6.

### General Election:

- A. The candidates for ASUW Office who receive a plurality of the votes for any position shall be declared the winners of those positions. The number of winning candidates shall not exceed the number of apportioned seats of any college.

- i. In the event that there were no candidates for a given Office, the individual with the greatest number of legitimate write-in votes shall be declared the winner. Otherwise the Elections Commission will distribute applications for the specific office.
- B. General elections will be held no less than four (4) and no more than five (5) weeks after the filing deadline (as outlined in Section 1(D) of this Article). Polling options must be open for no less than 65 hours and no more than 90 hours.
  - i. The General Elections end date must allow for Senate Meetings to be held before the end of that semester, not including finals week.
- C. In the case of a tie in the General Election, a run-off election shall be called to resolve the tie and determine the winner. The run-off election shall occur no later than five (5) school days following the General Election. The candidate who holds a plurality of votes for any one (1) position in the run-off election shall be declared the winner of that position.
- D. Each student may vote for up to, but not to exceed, the number of senate seats allotted to ~~his/her~~their college (as outlined in Section 2 and 10 of this Article).
- E. President and Vice President tickets to be listed on the ballot will be consistent with the number of candidates allowed to enter the General Election consistent with Section 4 of this Article (except in the case of a tie).
- F. Write-in voting shall be permitted; any write-in candidate or ticket must submit an application and expense statement at noon the Tuesday following ~~his/her~~their notification of winning an election. Write-in candidates must have met the requirements for nomination and abide by election and campaigning rules to be considered eligible for office up to the discretion of the Elections Commission.

## Section 7. Candidate Requirements:

### A. A candidate for Senator must meet the following requirements:

- i. ~~He/she~~ They must be student enrolled at the University of Wyoming and an ASUW fee paying student, and maintain this status.
- ii. ~~He/she~~ They must have and maintain a minimum 2.0 cumulative grade point average as an undergraduate and a minimum 3.0 cumulative grade point average as a graduate or professional student or a 2.0 if the program does not require it.
- iii. ~~He/she~~ They must have completed no less than twenty-four (24) hours of university credit at the beginning of the academic year of

- ~~their~~his term of office as an undergraduate student, or, as a graduate or professional student eighteen (18) hours.
- iv. ~~He/she~~ They must have completed no less than twelve (12) of those hours at the University of Wyoming as an undergraduate student, or, as a graduate or professional student nine (9) hours at the University of Wyoming.
  - v. ~~He/she~~ They must submit an application by the required deadline (as outlined in Section 1, Subsection C of this Article) provided by the Elections Commission.
  - vi. ~~He/she~~ They cannot be a currently serving member of the ASUW Judicial Council.

In the event that an individual who wishes to declare ~~his/her~~their candidacy for Senator and is currently serving as the ASUW Chief Justice or a Justice, ~~he/she~~ they must resign as a member of the ASUW Judicial Council in order to officially declare ~~his/her~~their candidacy when filing closes.

- vii. All candidates for Senator will run individually.

B. Both candidates on a ticket for ASUW President and Vice President must meet the following requirements:

- i. ~~He/she~~ They must be a full-time ASUW fee paying student.
- ii. ~~He/she~~ They must have and maintain a minimum 2.0 cumulative grade point average as an undergraduate and a minimum 3.0 cumulative grade point average as a graduate or professional student or a 2.0 if the program does not require it.
- iii. ~~He/she~~ They must submit an application by the required deadline (as outlined in Section 1, Subsection C of this Article) provided by the Elections Commission.
- iv. ~~He/she~~ They must have completed no less than sixty (60) hours of university credit by June 10 of the calendar year in which ~~he/she~~ they was elected as an undergraduate student, or, as a graduate or professional student, ~~he/she~~ they must have completed no less than eighteen (18) hours of university credit by June 10 of the calendar year in which ~~he/she~~ they was elected.
- v. ~~He/she~~ They must have completed no less than twenty-four (24) of those hours as an undergraduate student, or, as a graduate or professional student, eighteen (18) hours, at the University of Wyoming.
- vi. Candidates for President and Vice President will run jointly, on a combined ticket, through both the primary and general elections. Students will not be able to vote for a President and Vice President individually, but must instead vote for a ticket. All election rules will

apply jointly to candidates for President and Vice President running on the same ticket.

- vii. ~~He/she~~ They cannot be a currently serving member of the ASUW Judicial Council or the ASUW Elections Commission. In the event that an individual who wishes to declare ~~his/her~~their candidacy or is currently serving in one of these capacities, ~~he/she~~ they must resign as a member of the ASUW Judicial Council or the ASUW Elections Commission in order to officially declare ~~his/her~~their candidacy when filing closes.

C. Candidates for President and Vice President who wish to be eligible as candidates for

Senator must submit a separate application (by the required deadline as outlined in Section 1, Subsection C of this Article) to run for Senate and must be among the winning primary candidates to reach the General Election ballot for Senate.

Section 8. Rules for campaign materials shall be as follows:

- A. Campaign materials regulated by these rules shall not include non-broadcast spoken words, with the following exceptions: non-broadcast spoken words shall be considered campaign materials in the event they are used within an identified polling place during an election.
- B. Campaign materials may not be posted until after the ASUW Elections Commissioner has received the candidate's application and the filing deadline has passed. Posted campaign material will include: e-mails, internet websites, posters, fliers, hand-outs, and all other formal campaign materials. No candidate may send campaign e-mails to more than fifty (50) UW e-mail accounts within a 24-hour period (list serves shall count only as one account; third-party list serves are prohibited). Candidates must account for any costs incurred by the use of these campaign materials. All materials displayed must conform to the restrictions placed on them by the administrator of that area. It will be at the discretion of the Elections Commissioner to determine the definition of campaign materials, should the issue arise.
- C. Campaigns may use the services of Associated Students Technical Services (ASTEC); however, these fees must be reported on their campaign expense reports.
- D. Signs hung on the outside of the Union or on the fences surrounding it must be approved by the Wyoming Union.
- E. Campaign materials in the residence halls must follow the rules and regulations set forth by the residence hall director. These rules will be

obtained by the Elections Commissioner and included on the Elections Code for all candidates.

- F. According to the ASUW-recommended addition to UNIREG 178 (4) (b) (vii): “An internal user may not attach posters to or write on with any substance, the exterior or interior of any building or structure except at designated locations. Outside signs may be displayed on the kiosks provided at various locations on the campus for that purpose. Trees, sidewalks and signposts or lamp posts shall not be used for the display of signs, posters, or any writings.” If signs, posters, or other writings are found in any of the prohibited areas, the candidate will be subject to University fines.
- G. All political advertisements, campaign materials, and promotional materials, including, but not limited to, banners, posters, and Branding Iron ads, must include a disclaimer identifying the sponsor. The disclaimer must state either “paid for by” or “sponsored by.” Materials not bearing this statement including materials ordered by candidates prior to the Candidate Orientation may be prohibited and subject to removal at the discretion of the Elections Commissioner.
- H. There shall be no defacing or removal of another candidate’s campaign material by a candidate or a candidate’s campaign staff.
- I. The use of the ASUW logo on campaign materials is prohibited.
- J. All candidates are responsible for removing all election materials by 10 a.m. on the Monday following the election.
- K. Any campaign material in violation of any of the above rules will be subject to removal by the Elections Commission. Candidates in violation will be subject to sanctions by the Elections Commissioner or the Judicial Council.
- L. An itemized statement of expenses incurred during the election must be submitted to the ASUW Office by 4:30 p.m. the Tuesday following the Primary Election by all President and Vice President tickets and by 4:30 p.m. of the Tuesday following the General Election for all candidates (President and Vice President tickets and Senate candidates). All expenditures and expense statements must conform to the following criteria:
  - i. Items or services that are donated to the candidate must be included in the expense statement at retail value. All copying and printing costs (including those made in University labs or on personal printers) must be included.
  - ii. Attached to the expense statement must be receipts for all expenditures. If, for any reason, a receipt is unavailable, the candidate must note the lack of receipt on the expense statement. If the exact amount for expenditures is not known, candidates are expected to accurately estimate the cost involved.
  - iii. All candidates must submit a signed expense statement, even if no costs were incurred. Separate signed expense statements must be submitted for each campaign if a candidate is running for a senate position, as well as a president/vice president position.

- M. Expense statements filed after the aforementioned deadline are subject to discretionary review by the Elections Commission and discretionary sanctions by the Elections Commissioner.
- N. No campaign material shall be displayed or stored in the ASUW Office.
- O. Use of the University radio station for campaigning shall be limited by the policy of the station.
- P. Meetings of the ASUW programs listed under Article II, Section 10, Subsection A, Paragraph viii, Subparagraph c, Clause a, shall have specific campaign rules that will be decided on and outlined in the Election Code.
- Q. There shall be no posters hanging within 30 feet of any polling places on the dates of the elections. There shall also be no active campaigning within 30 feet of these polling places on the dates of the elections; campaigning includes, but is not limited to possession of campaign materials such as buttons, flyers, clothing, etc.
- R. There shall be no disruptive campaigning in class. This will be at the discretion of the presiding instructor and the Elections Committee.
- S. Candidates wishing to sponsor parties or barbeques on campus must complete an Activities Notification Form, obtain a noise and/or a food permit if necessary, and include the cost incurred by or donations given to these events on the aforementioned itemized statement of expenses. A copy of the Activities Notification Form must be filed with the Elections Committee in the ASUW Office at least two weeks prior to the event.
- T. Candidates will be held responsible for making their associated supporters aware of all election rules.

## Section 9. Campaign Endorsements

- A. Candidates will report all financial endorsements on their campaign expense reports.
- B. Should a Registered Student Organization (RSO) endorse a campaign ticket which results in the waiver of ASTEC fees, this must be noted as a donation in the campaign expense reports.
- C. Members of the ASUW Executive Branch will not publicly endorse any Candidate.
  - i. Current ASUW Executives are allowed to be a Candidate and are allowed to campaign for themselves or their ticket. However, their campaigning must not interfere with their official duties in ASUW.

Section 10. Complaints and Violations

- A. All complaints must be submitted in writing to the ASUW Secretary. Verbal complaints will not be considered.
- B. The Elections Commissioner will review and decide on all complaints within 72 hours of the submission of the complaint.
- C. The Commissioner may impose sanctions for all officially written complaints and violations.
- D. The Commissioner may also impose sanctions against the complainant should the Commissioner feel that the complainant has intentionally filed erroneous complaints.
- E. The decision of the Elections Commissioner can be appealed by either party to the Judicial Council within 72 hours of the decision of the Commissioner.
- F. All appeals to the Judicial Council will follow the method prescribed in the ASUW By Laws and the Rules and Procedures of the Judicial Council.

Section 11. Sanctions

- A. No sanctions reached by the Judicial Council or the Commissioner will be final unless approved by the University of Wyoming Vice President for Student Affairs (as stipulated in the ASUW By-Laws).
- B. Any candidate who fails to abide by the verdict and sanctions of the Commissioner or the Judicial Council may be disqualified from the election or from the position won in the election.
- C. No candidate shall be disqualified from a currently elected position or appointed office for a campaign violation for the most recent election; nor shall a candidate be disqualified from running for or serving in another ASUW position.
- D. If sanctions were imposed by the Elections Commissioner, appeals may be made to the Judicial Council in accordance with the ASUW By-Laws.
- E. Sanctions may include, but are not limited to, placing that candidate's/ticket's name at the bottom of the ballot, removal from the ballot, or disqualification from office.

## Section 12. Results

- A. Results shall be tabulated using the method proscribed in Section 2 of this article.
- B. No information shall be available until the Elections Commission has finished tabulating all ballots.
- C. The results of voting in each election shall be announced at a location chosen by the Election Commission and posted in the ASUW Office window as soon as they are available.
- D. If any person is elected to more than one position in the election, that person must resign from all but one position.
- E. In the case of a tie in the General Election for President and Vice President ticket or last elected Senate seat, a run-off election shall be called to resolve the tie and determine the winner.
- F. The run-off election shall occur no later than five school days following the General Election. The candidate who holds a plurality of votes for any one position in the run-off election shall be declared the winner of that position. An additional itemized cost statement must be submitted to the ASUW Office no later than 4:30 p.m. on the day following the run-off election.
- G. In the case of a tie for those candidates not receiving a senate seat, the order of replacement seats in the case of a resignation in the Senate shall be determined by lottery with all parties present. The procedure for the lottery shall be determined by the Election Commission.

## Section 13. Student Initiatives

- A. Any ASUW member may put an item to a referendum vote of the student body through during either a general or special election.
  - i. The exact language of the question to be place upon the ballot, framed in a  
“yes or no” format, may be eligible.
  - ii. The question to be considered shall be accompanied by student signatures representing at least 10% of the currently enrolled, fee paying students of the University of Wyoming.
  - iii. The Question to be considered shall be presented to the Senate during a regularly scheduled meeting as “New Business”
  - iv. At least fifty percent (50%) of the accompanying signatures shall be verified by the ASUW Elections Commission with the assistance of the ASUW Student Outreach and Policy Committee, using whatever method the committees jointly decide will most efficiently reach the goal of verifying the signatures. The verification process shall extend no more than thirty (30) days beyond the date the question to be considered has been presented to the Senate. At the end of the verification process or at the end of thirty days, the

ASUW Elections Commissioner shall report the results of the verification process to the Senate.

- v. The preferred forum of any such ballot measure shall be a regularly scheduled General Election of ASUW. In the instance that the feasibility of waiting until the next General Election does not exist, a special election may be called by a two-thirds (2/3) vote of the ASUW Senate, at the time of presentation of the question to the Senate. Failure to acquire the necessary votes will result in the measure automatically being relegated to the ballot of the next General Election.

- a. Any special election shall be publicized by the ASUW Executive Staff by advertising the special election for at least two (2) weeks prior to the special election utilizing the executive advertising budget. The venues for such publication shall include the Branding Iron and the Student List serve. Any additional means of publicity shall be at the discretion of the Executive Branch. All such notifications must include the exact wording of the question as it will appear on the ballot.
- vi. The ASUW Executive Branch shall work to enact any such measure passed by a majority of the voting student body, so long as the measure is under the direct control of the ASUW Student Government. Any measure passed that is not under the direct control of the ASUW Student Government shall be the subject of a report by the ASUW President to the University Of Wyoming Board Of Trustees at their next meeting. In the case that such a question relates to off campus entities, the ASUW Executive Branch shall inform the appropriate body of the vote of the students.

#### Section 14. Senate Initiatives

The ASUW Senate may place any item of concern upon the ballot of a Special or General Election.

- A. Any such request shall come to Senate in the form of legislation.
- B. The exact language of the question to be considered shall be included as a part of the legislation, in the form of an addendum. All such questions shall be framed in a "yes or no" format.
- C. Legislation to place a question upon a ballot shall require a two-thirds (2/3) vote of the Senate.
- D. The preferred forum of any such ballot measure shall be a regularly scheduled General Election of ASUW. In the instance that the feasibility of waiting until

the next General Election does not exist, a special election may be called by a two-thirds

(2/3) vote of the ASUW Senate. If a special election is being called for, the legislation presenting the question to be considered shall reflect it. Failure to acquire the necessary votes will result in the measure automatically being relegated to the ballot of the next General Election.

- i. Any special election shall be publicized by the ASUW Executive Staff by advertising the special election for at least two (2) weeks prior to the special election utilizing the executive advertising budget. The venues for such publication shall include the Branding Iron and the Student List serve. Any additional means of publicity shall be at the discretion of the Executive Branch. All such notifications must include the exact wording of the question as it will appear on the ballot.

E. The ASUW Executive Branch shall work to enact any such measure passed by a majority of the voting student body, so long as the measure is under the direct control

of the ASUW Student Government. Any measure passed that is not under the direct control of the ASUW Student Government, but is relevant to the UW campus community, shall be the subject of a report by the ASUW President to the University of Wyoming board of Trustees at their next meeting. In the case that such a question relates to off campus entities, the ASUW Executive Branch shall inform the appropriate body of the vote of the students.

## Section 15. Changes to Election Rules

- A. No changes will be made less than two weeks before the General Election and candidates will be given written notice of the changes. Candidates are responsible to make themselves aware of any other university regulations or policies that might affect their campaign.

Section 16. Disclosures

- A. Any person who is a candidate or official for ASUW shall have to file a disclosure form granting the ASUW Advisor permission to verify that a candidate or student government officer is not on Conduct Probation as assigned by the Assistant Dean of Students for Judicial Affairs or designee in the Dean of Students Office while running for office or while serving in office.
- B. No person shall be required to submit this form for any reason. However, if a candidate fails to submit the required disclosure form then such individual shall be barred from candidacy.

**ARTICLE V**

Vacancy of Office

Section 1. Procedure for filling vacancies of Executive officers between elections:

- A. Upon the resignation, permanent absence, or incapacity of the President, the Vice President shall become president.
- B. Upon the resignation, permanent absence, or incapacity of the Vice President, the President Pro Tempore of the Senate shall become Vice President.
- C. Upon the resignation, permanent absence, or incapacity of the President Pro Tempore of the Senate, the Senate Parliamentarian shall become the President Pro Tempore.
- D. Upon the resignation, permanent absence, or incapacity of the aforementioned members of ASUW, the following order of offices shall assume the executive responsibilities until the special election outlined in clause E is held;
  - i. Senate Sergeant at Arms
  - ii. Senate Marshal
  - iii. Chief of Staff
- E. Upon resignation, permanent absence, or incapacity of the aforementioned members of ASUW, any further line of succession may be outlined by the president at the beginning of their term and approved by ASUW.
- F. At the next senate meeting following the resignation, absence, or incapacity outlined above, a special in-senate election will be held to fill the open position with current senators.

Section 2. Procedure for filling Senate vacancies between elections:

- A. Upon the resignation, permanent absence or incapacity of any Senator, the senatorial candidate from the college who received the next highest number of votes in the preceding election shall fill the vacancy.
  - i. In accordance with Article IV, Section 3, Subsection C of the ASUW ByLaws, senators terminated from their senate seats due to a change in college shall be placed subsequent to all other candidates from the preceding election of the college to which ~~he/she~~ they changes.
- B. The ASUW Vice President will notify the person with the next highest number of votes as soon as a Senator's resignation has been approved at an ASUW Senate meeting. The person notified will have two school days to accept or refuse the Senate position. Upon acceptance the person will be sworn in at the next ASUW Senate meeting. In the event of refusal, the same procedure will be followed with the next available candidate. This process will include write-in candidates, if applicable. C. In the event that a vacancy occurs and the list of eligible candidates from the preceding General Election has been exhausted, the procedure outlined in Subsections A and B of this Section will then be applied to the results of the associated Primary Election.
- D. In the event that a vacancy occurs and the list of eligible candidates from the preceding General Election and associated Primary Election has been exhausted, the Senate Vacancy Committee will begin an application and interview process to fill the vacant seat.
  - i. As soon as possible after the vacancy occurs, a call for applicants will be made to the affected College with the application period lasting two (2) weeks from the time of initial notice.
  - ii. At the close of the application period, the Senate Vacancy Committee, with the aid of the ASUW Adviser, will review the applications for eligibility (see Article IV, Section 6, Subsection A.)
  - iii. All those meeting initial eligibility requirements will be contacted with an interview time. Interviews will be conducted no later than two (2) weeks after the close of the application period.
  - iv. After all interviews have been conducted, the Senate Vacancy Committee will debate and vote on which candidate shall be granted the seat. If no candidate receives a majority, then all but the two leading candidates are removed from consideration, and a second vote is taken.
  - v. The Senate Vacancy Committee Chair~~person~~man will notify the chosen applicant as soon as possible after a decision has been made. Upon acceptance, the candidate will be sworn in at the next ASUW Senate Meeting.

Section 3. Procedure for filling vacancies for Judicial Council member:

- A. Upon the resignation, permanent absence or incapacity of any Judicial Council member, a new member shall be appointed by the ASUW President, with the advice and consent of three-fourths (3/4) of the ASUW Senate.
- B. In making a subsequent appointment, the ASUW President shall make all possible efforts to preserve the existing diversity of the Judicial Council before the departing justice's absence from office, making special efforts to see that the Council represents as many of UW's seven colleges as possible.
- C. The appointment shall only last until the expiration of the term of the absent justice.
- D. Any Justice appointed in such a situation shall, at the end of the term, be eligible to be appointed to a full two (2) year term.

## **Article VI**

### **Code of Ethics**

#### Section 1.     Preamble

We, the elected and/or appointed representatives of the Associated Students of the University of Wyoming Student Government, seek to promote the interests and wellbeing of all students, regardless of race, color, religion, sex, sexual orientation, age, political belief, veteran status, disability, national origin, relationship status or gender identity. In doing so, we will respect the integrity, dignity and worth of individual students and will recognize and acknowledge the differences in each. We will be sensitive and protective of the liberties and respect to which each individual student is entitled. We will refrain from and discourage behaviors that threaten these ideals and freedom and civility that every individual deserves.

#### Section 2.     Standards of Behavior

As an elected and/or appointed representative of the Associated Students of the University of Wyoming Student Government (ASUW):

- A. I will not misuse my position as an elected representative or the resources of ASUW for personal gain.
- B. I will express my opinions and views on subjects brought before this governing body in a professional and civil manner and will respect and objectively evaluate the opinions and views of others.
- C. I will not tolerate language or actions that may discriminate against or discredit any individual student, group of students, or student organization(s).
- D. I will endeavor to allow the presentation of all views, however diverse, of any student, group of students, or student organization(s) or subject, which may come before this governing body.
- E. I will actively promote open two-way communication between the ASUW leadership and the students we serve.

### Section 3.      Obligations and Duties

As an elected and/or appointed representative of the Associated Students of the University of Wyoming Student Government (ASUW):

- A. I will at all times, refrain from conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination or other actions contrary to the spirit or intent of this Code of Ethics.
- B. I will familiarize myself with the Constitution, By-laws and other rules and procedures of this governing body and will act within the spirit and intent of these documents.
- C. I will endeavor to advance and promote the interests of the students of the University of Wyoming, taking into account their diverse needs and views.
- D. I will acknowledge and make public any potential conflict of interest arising from my other involvements and will abstain from voting in the matter and will be encouraged to refrain from misusing my position in ASUW Government to influence the vote of any voting member.
- E. I will present an accurate portrayal of the nature and extent of my qualifications and competencies when applying for positions within ASUW Government and when representing ASUW Government.

Section 4.      Procedures for Violations

- A. Proceedings against an individual for an alleged violation of the Code of Ethics may be initiated by the following methods upon receiving a written complaint from any source indicating that a violation may have occurred.
  - i. Senate Violations: complaints pertaining to Code of Ethics violations committed by members of the senate shall be presented to the ASUW Vice President.
  - ii. Executive Violations: complaints pertaining to Code of Ethics violations committed by the members of the executive board shall be presented to the Judicial Council.
- B. Upon delivery of a complaint, the ASUW Vice President or the Judicial Council shall meet with the alleged violator and discuss why the action of the individual was not appropriate. It is then up to the discretion of the recipient to refer the complaint directly to the Judicial Council for their review, if the complaint is egregious enough to merit such a decision.
  - i. The complaint recipient shall inform the alleged violator that future violations can be considered negligent and can be grounds for impeachment upon review by the Judicial Council.
  - ii. The alleged violator shall receive a copy of the complaint in writing at the meeting with the complaint recipient.
  - iii. A copy of the complaint shall also be sent to the ASUW Advisor or designee.
  - iv. All communications between the alleged violator and the complaint recipient shall remain confidential, including any copies sent to the ASUW Advisor or designee.
  - v. All other disciplinary procedures that are not outlined in this document shall follow the guidelines set forth by the regulations of the University of Wyoming.

**ARTICLE VII**

**Removal from Office**

- Section 1.      Any member of the ASUW Legislative, Executive or Judicial branch shall be removed from office through automatic disqualification during an election or term of office if found to be in violation of academic or disciplinary requirements as established in the ASUW Constitution or By-Laws.

- A. The ASUW Advisor, or designee of the Dean of Students Offices shall have the authority to remove any ASUW official who is ineligible due academic or conduct violations.

- B. The ASUW Advisor, or designee of the Dean of Students Office, shall be responsible for reviewing the eligibility of each member of ASUW at least once during the ASUW election and once during each academic semester.
- C. If a candidate or ASUW official is ineligible for office, the ASUW Advisor, or designee of the Dean of Students Office, shall be responsible for notifying the ASUW Elections Commission of an open seat and the individual in question within (1) one academic week.
- D. Election candidates who are found to be ineligible for office shall be removed from the ballot upon notification. Elected or appointed officials found to be ineligible shall be removed from their respective office.
- E. Election candidates who are removed from the ballot shall have the privilege of being reinstated on the ballot if the appeals process of the Dean of Students Office clears the individual in question of all charges in cases of disciplinary ineligibility before the election.
- F. In cases when an official in either the Legislative, Executive or Judicial branches is found to be ineligible, their position shall remain vacant until all appeals processes are exhausted or if the appeals process as found in the Student Code of Conduct clears the individual of all charges. If an individual is cleared of charges, then that person shall be reinstated to their position. If the appeals processes fails to clear an individual of charges then the appropriate ASUW body shall be instructed by the ASUW Advisor or designee of the Dean of Students Office that a replacement ought to be found to fill the vacant position.

## Section 2.

Any member of the ASUW Senate who changes ~~his/her~~their major during ~~his/her~~their term in office resulting in a change in college shall automatically be terminated from ~~his/her~~their office.

**ADDENDUM B**  
**RULES AND PROCEDURES**  
**ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING**

**Article I**  
Time of meeting

Regular meetings shall be determined according to Article VIII, Section 1 of the ASUW Constitution.

**Article II**  
Order of Business

Section 1. The following shall be the order of business:

- A. Call to order
- B. Pledge of Allegiance (at individual member's discretion)
- C. Mission Statement: "The purpose of the Student Government of the Associated Students of the University of Wyoming is to serve our fellow students in the best manner possible through accurate representation, professional interaction with campus programs and organizations, and responsible, effective leadership."
- D. Roll call – all voting and non-voting members of the Senate
- E. Approval of Minutes
- F. Approval of the Agenda
- G. Open Forum
- H. Special Event – determined by Chairperson and if necessary
- I. Communications
  - i. President
  - ii. Executive Assistants
  - iii. Judicial Council
  - iv. Vice President
  - v. Advisor
  - vi. Ex-Officio Communications
  - vii. Committee Reports--Steering first, followed by others in alphabetical order, followed by Ad-Hoc Committees
  - viii. College Contact Reports
- J. RSO Funding Board Requests – Listed by group name
- K. Old Business
- L. New Business
- M. Announcements
- N. Processing
- O. Adjournment

Section 2. All ASUW Senate Agendas shall be posted 24 hours prior to meeting

Section 3. All ASUW Senate Meetings shall be conducted in accordance with the most recent revision of Robert's Rules of Order. In the event that Robert's Rules of Order contradict the ASUW Constitution, By-Laws, and/or Rules and Procedures, the procedures outlined in these documents shall take precedence over Robert's Rules of order.

Section 4. Attire for ASUW business meetings shall be business casual. Breaches of business dress shall be addressed by the ASUW Steering Committee.

### **Article III** **Absenteeism**

Section 1. Any senator with three (3) absences shall appear before the ASUW Steering Committee to determine whether they are able to continue serving and what remedial actions, if any, should be taken. After three (3) absences, a senator shall appear before the ASUW Steering Committee after each subsequent absence, unless the ASUW Steering Committee finds extraordinary circumstances exist that would justify a waiver of the attendance policy. In such a case, the Steering Committee must make a recommendation to the Senate and a waiver can only be granted upon a vote of the Senate.

Section 2. Remedial actions, should they be found necessary by the ASUW Steering Committee, shall be reported to the Senate at the next regularly scheduled meeting. Remedial actions may include, but are not limited to: time spent in additional committee meetings, time spent in student outreach efforts, or in other projects as assigned by the Steering Committee.

Section 3. The chairperson of the Steering Committee shall notify the senator in question regarding the Steering Committee's decision immediately following the Steering Committee meeting.

Section 4. The ASUW Steering Committee shall have the power to bring impeachment charges should the Committee find such action necessary and appropriate under the circumstances. No senator shall be removed from the ASUW Senate for absences except through the impeachment process.

Section 5. Committee chairpersons shall be responsible for taking attendance at their respective committee meetings. A senator who misses two (2) or more committee meetings may be referred by the committee chairperson to the Steering Committee to add one (1) absence to the senator's ~~his or her~~ total number of absences.

## **Article IV**

### **Resignation Policy**

Acceptable forms of resignation shall be as follows:

- Section 1. A senator wishing to resign their Senate seat shall present written notification of resignation to the Vice President.
- Section 2. A senator may announce their resignation during a regular senate meeting during Open Forum. Following the announcement, the resigning senator shall present written verification of the resignation to the Vice President within two (2) business days. If no written verification is provided, the announcement as recorded in the minutes will stand for an appropriate and formal resignation.

## **Article V**

### **Legislative System**

- Section 1. Mechanics - All major actions shall be submitted in bill form.
- A. All bills or resolutions shall be submitted to the ASUW Secretary, in writing, at least two (2) class days prior to the day of their introduction on the floor.
  - B. The ASUW Secretary shall number the bills and resolutions according to the order of their introduction on the floor.
  - C. The bill or resolution shall be headed by the statement "Senate Bill number" or "Senate Resolution number" respectively.
  - D. The title, date introduced, the author(s) and the sponsor(s) name(s) shall follow the heading.
  - E. In the case of a bill, the proposal shall begin by stating, "Be it enacted by the Student Senate of the Associated Students of the University of Wyoming that..."
  - F. In the case of a resolution, the proposal shall be in the form listed in the latest edition of Robert's Rules of Order, Revised.
  - G. If the bill or resolution shall be of such a technical nature that the definition of pertinent terms or explanation of any portion shall be necessary, this shall be added as an addendum to the legislation.
  - H. A bill shall be an action to be held binding upon the Associated Students of the University of Wyoming, or their officers and administrators.
  - I. A resolution shall be a statement of the opinion of the Senate of the ASUW and binding upon that body alone.
  - J. Each line of the resolution or bill shall be numbered to facilitate debate and changes.
  - K. The bill or resolution shall conclude with the following statement: "Being enacted (resolved) on (date of passage) I do hereby sign my name hereto and approve this Senate action. (signature) ASUW President."
  - L. The ASUW Secretary will forward all legislation to the ASUW Steering Committee so that it can refer the proposed ASUW legislation to the proper

ASUW permanent or special committee for specified action or recommendation. All finance bills shall be automatically referred to the appropriate finance committee.

- M. Bills may be referred to more than one committee by the Steering Committee for extended deliberation with the provision that the bills be considered separately and all changes made during committee proceeding be reconciled by the respective chairpersons of the committees to which the legislation was referred.
- N. The reconciled legislation must be considered by the original committees for a second vote.
- O. If the chairpersons and committees are unable to reconcile differences in the legislation before the scheduled second reading, the legislation may be withheld from the ASUW Senate until reconciliation is complete.
- P. Chairpersons will jointly report the results of committee proceedings during regularly scheduled ASUW Senate meetings.
- Q. The ASUW Secretary shall reproduce the proposed bills and resolutions and provide copies to the Senators prior to the Senate meetings.

Section 2. Records: A record of all bills and resolutions passed shall be maintained in the ASUW Office. These shall be listed according to number and shall state the following:

- A. Chronological (file) number
- B. Title
- C. Date introduced
- D. Thesis
- E. Author(s)
- F. Sponsor(s)

## **Article VI**

### **Legislative Action**

Section 1. Legislative Process

- A. Bills and resolutions may be submitted by any fee paying student. All bills and resolutions must be sponsored by no less than two (2) Senators of the ASUW Senate, who are not authors, or by an ASUW standing committee. Students-at-Large, ASUW Programs or Services, and Recognized Student Organizations may also sponsor legislation. Regardless of their fee paying student status, members of the Judicial Council may not author or sponsor legislation due to their association.
- B. Bills and resolutions must be read in no less than two (2) Senate meetings by the ASUW Marshal before passage.
- C. Upon referral to a standing committee by the Steering Committee, an ASUW Executive shall submit an advertisement for a bill or resolution to the

Branding Iron. The advertisement must contain the following information: the name of the bill or resolution, a neutral brief description, the name of the committee to which the bill or resolution has been referred, the name of that committee's chairperson, and the email address or other contact information of the committee chairperson. If multiple bills or resolutions are referred by the Steering Committee at a single time, one advertisement may be used to advertise multiple bills or resolutions.

- D. The bill or resolution shall be read the first time by the ASUW Marshal and the ASUW Vice President shall immediately report the committee(s) to which the bill or resolution has been referred by the Steering Committee. There shall be no debate following the first reading.
- E. Committee procedures for handling bills, resolutions, hearings, and other committee business shall be determined by Committee Rules and Procedures established in Article VI, Section 2.
- F. After being reported out of committee, the ASUW Vice President shall place the bill or resolution on the agenda and it shall be read a second time and recommendations of the committee(s) shall be given by the chairperson(s) of the committee(s) to whom it was assigned. The bill or resolution is now open for debate and subject to amendments. During debate, no Senator may propose any amendment that contradicts or changes the intent of the original legislation.
- G. At the end of debate, the bill shall be read a third time by the ASUW Marshal and shall be voted upon at the end of this reading. No debate or amendment shall be permitted after the chairperson has put forth the question to the voting membership. The final vote on all ASUW bills and resolutions shall be a roll call vote. The passage of a motion for unanimous consent on the final vote for any ASUW bill or resolution shall qualify as a roll call vote under this section and shall be recorded by the ASUW Marshal as a roll call vote with all senators present at the meeting voting "aye."
  - i. In the event that legislation with multiple addenda has had those addenda divided into separate items via the Motion to Divide the Question (as outlined in *Roberts Rules of Order*.) each item shall have a third reading.
  - ii. Only legislation containing multiple addenda shall be eligible for a Motion to Divide the Question.
  - iii. After passage of one or more parts of the divided legislation, the ASUW Steering Committee shall be responsible for making all applicable changes to the legislation for the purposes of record keeping.
- H. Following action by the ASUW on a bill or resolution, the original copy of the legislation shall be signed by the presiding officer of the Senate to attest to the action.
- I. This signed legislation shall be submitted to the ASUW President for ~~his/her~~their action. If this legislation is signed by the ASUW President, goes into effect without ~~his/her~~their signature, or ~~his/her~~their veto is overridden by

- the ASUW Senate, it shall be entered and kept in a volume of legislation of the ASUW by the Secretary.
- J. None of the above rules shall be construed as an abridgment of the right of any senator to move to postpone indefinitely or definitely until any future time.
  - K. In the case of an emergency, a bill or resolution may be voted on in the meeting of its introduction if the Senate, by a four-fifths (4/5) vote of its members present, shall vote to suspend the rules. (Suspends Article VI, Paragraphs B and C) and resolve itself into Committee of the Whole (as prescribed in the most recent edition of Robert's Rules of Order.) After such action, the proper committee shall be asked for its recommendation. This recommendation may have been prepared prior to the Senate meeting or the committee may meet in a special session during the Senate meeting if a quorum of the committee is present.
  - L. Abernathy Clause:
    - i. All roll call votes shall include votes only of Senators present at roll call. Any Senators present at roll call but not responding in roll call votes shall have their votes counted as abstentions. Senators leaving prior to the adjournment of the meeting without permission of the presiding officer, and who, by their leaving, miss a roll call vote, shall have their names removed from future roll call votes of that meeting. Senators leaving with permission of the presiding officer will have their names called at any roll call votes following their return.
  - M. Any action on a current bill or resolution will override previous Senate action on the same subject matter. Any legislation previously enacted by the ASUW Senate shall remain in full force and effect until such time as the ASUW Senate repeals or amends such prior actions, or it expires of its own accord, except prior actions of the ASUW Senate which shall automatically be considered superseded, if inconsistent with these by-laws.
  - N. Senators and Ex-Officios may have electronic document readers (i.e laptops, tablets, etc) in all ASUW related meetings to view documents pertaining to the meeting's agenda, as long as use of such devices does not become distracting.
  - O. Bills, resolutions, or any other ASUW document will regularly be distributed to Senators and Ex-Officios in electronic format, unless otherwise requested.

## Section 2.

### Committee Powers and Procedures

- A. Powers - Standing committees of ASUW shall be authorized to hold meetings, make investigations into any matter within their jurisdiction, report on the findings of such investigations to the ASUW Senate, and shall have any and all necessary authority to carry out their functions as established under the ASUW By-Laws. Each standing committee shall be authorized to

originate bills and resolutions within its jurisdiction, in addition to considering legislation or other business referred to it.

- B. Meeting times - Each standing committee shall fix regular weekly, biweekly, or monthly meeting days for the transaction of business before the committee and additional meetings may be called by the committee chairperson as ~~he/she/they~~ may deem necessary.
- C. Electronic Meetings- No official business (debate on issues before the committee votes, etc.) may be conducted via electronic communications.
- D. Quorum - Each standing committee is authorized to fix the number of its senators (but no less than four (4) voting members in addition to the Chairperson) who shall constitute a quorum for the transaction of such business as may be considered by said committee.
- E. Proxies - No senator shall be allowed to cast a vote in committee by proxy.
- F. Records - Each standing committee shall keep as complete a record as practicable of all committee actions. The results of votes taken in any committee meeting on any legislation, amendments, or other business considered by the committee shall be reported by the committee chairperson when such legislation, amendments, or other business is brought before the full ASUW Senate.
- G. Procedures - It shall be at the discretion of the chairperson of the committee to determine the level of parliamentary procedure necessary for the committee to effectively conduct its business. The committee chairperson, in cooperation with committee members, shall make reasonable efforts to run the meeting as efficiently as possible under the circumstances.

### Section 3.      Bills and Resolutions

- A. Scheduling - Once a bill or resolution is referred to an ASUW standing committee by the ASUW Steering Committee, the committee chairperson shall set a date and time for the standing committee to discuss the bill or resolution. This discussion can take place during the normal meeting times of the committee or at a different time to be determined by the committee chairperson.
- B. Consideration Requirements - The meeting in which the legislation is discussed must be attended by a quorum of committee members and may be attended by the authors of the legislation. The committee consideration of bills, resolutions, or other legislative acts shall be open to the public, except when a committee is asked to consider matters which fall under executive privilege. Should a committee meeting be closed for executive session, no legislative business or votes shall be recorded until the meeting is reopened to the public. The committee chairperson shall have full discretion to determine when and where to hold the meeting and how much public notification and/or advertising is necessary to encourage public involvement in the process. The committee chairperson shall also have discretion to determine the process of inviting comments, either written or in person, from University of Wyoming Administration Officials and Employees, the ASUW President, Vice

President, Executives, Senators, ASUW Ex-Officios, Recognized Student Organizations (RSOs), and Students.

- C. Purpose of Authors' Attendance - The authors of the legislation shall be encouraged to attend the committee meeting to discuss the purposes behind the legislation and to answer questions from committee members regarding issues including, but not limited to: justification, subject matter, implementation, financing, and other relevant considerations regarding the legislation. If the authors are not able to attend the committee meeting in which their legislation will be discussed, they are encouraged to submit a supplementary document containing sufficient information to assist the committee in its consideration of the legislation.
- D. Committee Consideration of Legislation: Amendments - The standing committee shall have broad powers to amend any bill, resolution, or other legislative act referred to it. The committee shall not have the power to completely contradict the original intent of the legislation through amendment. All amendments adopted during committee consideration shall be submitted to the ASUW Secretary for inclusion in the legislation prior to consideration by the Senate. The amended language submitted must be bolded or highlighted to show changes to the legislation. Additionally, the amended legislation must include a header stating the legislation is amended, the name of the committee who amended it, and the date amended. The text of amendments shall be submitted to the Secretary of the Senate no later than 12:00 p.m. on the Friday prior to the Senate meeting in which the legislation is to be considered.
- E. Committee Consideration of Legislation: Time - It shall be within the discretion of the committee chairpersons to determine the time necessary for full consideration of any legislative matter before the committee. The committee chairpersons shall inform the Vice President and the Secretary of the Senate no later than 12:00 p.m. on the Friday prior to the Senate meeting in which the committee(s) will report any pending legislation for second reading. If the Senate desires to take up legislation that has not been reported out of committee, senators can discharge the committee of legislation using appropriate motions in Robert's Rules of Order.
- F. Committee Consideration of Legislation: Duties of Committee Chairperson - It shall be the duty of the chairperson of each committee to promptly report to the Senate any legislation, amendment, or other business requiring a vote of the Senate, which has been approved by the committee and to take necessary steps to bring the matter to a vote. It shall also be the duty of the committee chairperson(s) to reconcile conflicting amendments should legislation or other committee business be referred to two or more committees, or in any other circumstances where conflicting amendments may arise between committees. Irreconcilable committee amendments shall be offered by the respective committee chairpersons in the form of general amendments during Senate consideration, in the order the committees were referred the legislation.

## **ARTICLE VII**

### **Judicial Council Appointments**

- Section 1. Per the ASUW By-Laws, the ASUW Constitution Committee shall have the original jurisdiction to review all appointments to the ASUW Judicial Council.
- Section 2. Upon receiving a nomination for an appointment to the ASUW Judicial Council from the ASUW President, the ASUW Constitution Committee shall have five (5) school days to review said nominee.
- Section 3. Upon conclusion of the review of the nominee by the ASUW Constitution Committee, the committee shall make a formal recommendation to the ASUW Senate at the next ASUW Senate meeting.

## **ARTICLE VIII**

### **Use of ASUW Name and Logo**

- Section 1. "Logo" refers to any design used by ASUW officials that represents ASUW or the ASUW Senate.
- Section 2. Any ASUW function shall be entitled and required to use the name and/or logo in the promotions of programs partially or fully sponsored by that entity.
- Section 3. Any non-ASUW entity wishing to use the name and/or logo for commercial purpose can do so only after receiving approval from the ASUW Senate.
- A. Approval of the ASUW Senate requires a majority vote.
- B. Any non-ASUW function receiving ASUW funds will be required to have the name and/or logo appear in promotions.
- Section 4. Any group using the name or logo without ASUW Senate approval will be denied any future consideration for funds or support, unless retribution specified by the Senate has been received.
- Section 5. The ASUW Senate reserves the right to pursue violations further, both within and out of the University.

## **Article IX**

### **Recognition by the Chairperson**

Upon recognition by the presiding officer, and subject to ~~their~~<sup>his</sup> discretion on time limits:

- A. Any member of the ASUW after being yielded the floor by an ASUW Senator, Vice President, or Ex-Officio member may address the ASUW Senate on a matter pending before it or upon matters falling within its jurisdiction.

- B. Any ASUW Senator, Vice President, or ex-officio member shall have the privilege of introducing a guest speaker not a member of the ASUW.
- C. Those having business before the Senate, not being Senators or Senate Officers, shall state their names and who they represent before speaking. While the ASUW Senate is in session, no one but ASUW Senators, the ASUW Vice President, the ASUW Secretary, and ex-officio members of the Senate shall sit at the Senate round table.

#### **Article X**

##### **Suspension**

These rules, or any portion thereof, may be temporarily suspended by a two-thirds (2/3) vote of the ASUW Senate with the exceptions of Article VI, Section 1, Paragraphs B and C, which require a four-fifths (4/5) vote.

#### **Article XI**

##### **Revisions and Adoption**

Upon approval of these Rules and Procedures by a two-thirds (2/3) majority vote of the current ASUW Senate membership, changes shall require a vote of the same before adoption.

Updated: April 2016

## ADDENDUM C

### Article II. Budget and Planning

- i. It is the responsibility of the ASUW Budget and Planning Committee to prepare and submit an annual budget to the ASUW Senate. To aid the Committee in this duty, the following procedures shall be followed:

~~1.~~ Budget requests shall be submitted to the ASUW Business Office by a stated deadline.

~~2.~~ The ASUW Senate shall approve and submit the ASUW Budget, including the use of reserve funds, to the UW Board of Trustees through the Dean of Students or designee and to the appropriate University budgeting entities for approval. The ASUW Budget and Planning Committee, the ASUW Senate, The Vice President of Administration, and the UW Board of Trustees must approve changes to the UW Board of Trustees' approved spending authority.

~~3.~~ If the purpose of any organization's budget should change during the fiscal year, the organization must obtain approval of the ASUW Budget and Planning Committee or the ASUW Senate prior to making such a change. Approval from the ASUW Budget and Planning Committee must precede the approval of the ASUW Senate before such a change. The Chair~~person~~~~man~~ of the Budget and Planning Committee must notify the realigning program of the Committee's decision by the following Wednesday at 5:00 PM.

### Article VI. ASUW Endowments

~~1.i.~~ The ASUW shall maintain an Endowment Fund, with the University of Wyoming Foundation, hereinafter referred to as the "ASUW Special Projects Endowment". This fund shall consist of monies derived from the sources specified in the passage of Senate Bill #1857 and any additional gifts or annual investment interest.

1. The annual interest from the ASUW Special Projects Endowment may be used for onetime projects that will benefit a large population of students for several years and shall be called "ASUW Special Projects". These funds shall be distributed in one or more allocations to be determined by the ASUW Budget and Planning Committee with the approval of the ASUW Senate. The Budget and Planning Committee based on current market return shall determine funds available.
2. The recommendation from the ASUW Budget and Planning Committee will follow an application process to be determined by the Committee. RSOs, UW colleges, UW departments, ASUW committees or any member of ASUW may submit applications. The ASUW Budget and Planning Chair~~person~~ shall develop a schedule, including guidelines and deadlines, annually. Final decisions and notification of awards of annual allocations will be made prior to the end of the fall semester.