

**SENATE BILL #2537**



**TITLE:** Clarity and Structure Revisions to the ASUW By-Laws  
**DATE INTRODUCED:** February 14, 2017  
**AUTHOR:** Constitution Committee  
**SPONSORS:** Senators Defebaugh and Wetzel

1. WHEREAS, the Associated Students of the University of Wyoming (ASUW) Student
2. Government should serve its fellow students in the most effective manner possible; and,
3. WHEREAS, any governing entity should ensure its polices and working documents are
4. written to facilitate effectiveness, clarity, and ease of use; and,
5. WHEREAS, poorly written and grammatically incorrect policies can result in unintended
6. interpretations; and,
7. WHEREAS, maintaining policies which are similar in structure to State and Federal
8. Governments can increase their effectiveness; and,
9. WHEREAS, maintaining well-kept working documents can make ASUW Student
10. Government a more transparent organization; and,
11. WHEREAS, ASUW Student Government Elections are events of very large scale, which
12. warrant the relevant policies being kept outside of the ASUW By-Laws; and,
13. WHEREAS, isolating the ASUW Elections Policies would enable those unfamiliar with
14. ASUW Elections to become more familiar without searching through the ASUW By-
15. Laws.
16. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
17. (ASUW) Student Government that the ASUW By-Laws be amended to reflect the
18. changes in Addendum A; and,
19. THEREFORE, be it further enacted that the ASUW Student Government establish a

20. new working document pertaining to elections policies and titled as such, as contained
21. within Addendum B.

**Referred to:** Senate Vacancy and Constitution

**Date of Passage:** 02/21/17 **Signed:** Tyler Wimmer  
(ASUW Chairperson)

**"Being enacted on** 02/01/2017 **, I do hereby sign my name hereto and**  
**approve this Senate action."** [Signature]

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 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 their power to supply, and to make recommendations thereon.
- H. 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 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 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 they deem 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 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.
- B. The Vice president shall serve as chairperson of the ASUW Senate. They may not participate in debate unless they first relinquish the chair to the President Pro Tempore of the Senate.
- C. The Vice President may only vote on a 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. Committee vacancies occurring after the initial approval may be filled by the Vice President without Senate approval. 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. Administering the oath of office to all ASUW Senate members.
- G. Their presence during the summer for participation in the ASUW vice presidential internship.



Section 2. The ASUW Vice President shall serve as:

- A. Chairperson 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 their office, and not to be increased or decreased during 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 ensuring 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.

Section 5.

ASUW Senators shall have the following standardized individual responsibilities:

- A. 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.
- B. Senators shall serve on a minimum of two (2) ASUW Standing Committees.
- C. Each full month of the academic semester, Senators will be required to accumulate one (1) office hour. Office hours will be held as follows:
  - i. They will be held one hour per full month of the semester.
  - ii. 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.
  - iii. Senators will have an open door for any constituent.
  - iv. Senators will document office hours in the ASUW Office upon completion of each hour.
  - v. The monthly time, date, and location of office hours shall be posted on the ASUW website Representative's page under the Senator's profile.
  - vi. 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.
- D. 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:
  - i. Documented office hour in the ASUW office.
  - ii. Documented participation in an ASUW student outreach event.
  - iii. Documented attendance or participation in an ASUW funded event.
  - iv. Documented volunteering with an ASUW program.
  - v. 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.
  - vi. 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.
- E. 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 for the month in which the workshop is held.
- F. 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.
- G. 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.
- H. 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.

- I. 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.
- J. Senators shall maintain a cumulative GPA of at least 2.0 for the duration of their service.
- K. Senators shall pay the ASUW Student fee.
- L. Senators must maintain student enrollment at the University of Wyoming for the duration of their service.
- M. Each Senator shall be required to complete an ASUW social media outreach effort, to be decided upon annually by the Steering Committee.

Section 6. 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 7. 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 eight (8) colleges is allocated one (1) student senator.
  - ii. The remaining twenty-two (22) 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 formula:  $NQ = \frac{(23)E}{T}$  where
 

$NQ$  = 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-two (22) 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.

Section 8. Addition of New Ex-Officios to the ASUW Senate.



- A. 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 9.

### Senate Officers:

- A. The Chairperson 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 – 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 their request. They shall assist the Chairperson of the Senate and serve as Chairperson of the Committee-of-the-Whole. They shall assume the duties of the Chairperson of the ASUW Senate in the absence of the Chairperson.

- ii. Parliamentarian – They shall keep the ASUW Senate procedure in accordance with the ASUW Constitution, By-Laws, and the most recent Robert's Rules of Order. They shall inform the Chairperson of any procedural violations, which the Chairperson will remedy. They shall record all motions and which ASUW Senator makes and seconds each motion. They shall assume the duties of the President Pro Tempore in the absence of the President Pro Tempore.
- iii. Sergeant-at-Arms – They shall preserve order as the Chairperson 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, they shall read the ASUW Senate's Mission Statement as stated in the ASUW Rules and Procedures. They shall perform roll call of the ASUW Senate. They shall record late arrivals and early departures of ASUW Senators. They shall read all first, second, and third readings of legislation before the ASUW Senate. They shall tally and record all roll call votes of the ASUW Senate and record all head count votes and voice votes. 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 can be from the Senate floor by anyone except the Chairperson.
- ii. Written nomination may be submitted to ASUW Secretary by any Senator.
- iii. A vacancy of office shall be filled from within the Senate.

Section 10.

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 11:

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 12.

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 their legislative response, as wells, 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 By-Laws. 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 (ASTEC)
- 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 ex-officios 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 chair from among its approved members at its first business meeting after the approval of committee assignments. Until such time as a chair 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, they may appoint a designee to act on 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**  
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 a special election within the senate will be held to fill the open position with current senators:
  - i. Senate Sergeant at Arms
  - ii. Senate Marshal
  - iii. Chief of Staff
- E. Any further line of succession may be outlined by the President and approved by the ASUW Senate within the first four (4) senate meetings of that ASUW Administration.

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 the ASUW Elections Policy, 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 they change.
- B. The ASUW Vice President will notify the person with the next highest number of votes as soon as a Senator's resignation, permanent absence or incapacity takes place. 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 ASUW Elections Policy)
  - 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 Chairperson 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. If filling a vacancy, 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 V**  
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 well-being 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 refrain from misusing my position in ASUW Student 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 Student Government and when representing ASUW.

### 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 VI

### 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 due to cases of disciplinary ineligibility 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 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 their major during their term in office resulting in a change in college shall automatically be terminated from their office.
- Section 3. Articles of Impeachment shall be brought against any member of the Executive, Legislative, or Judicial branch of the ASUW if it is suspected that the persons in question violated the ASUW Code of Ethics as found in the ASUW By-Laws, is unable to fulfill their duties of office, or has committed any other acts that would compromise their integrity as a student leader or representative of ASUW.
- A. The Student Senate shall have the sole power to try all impeachments.
  - B. The impeachment proceeding shall be considered legislative action and carry the same weight as legislation.
  - C. A vote of two-thirds (2/3) of the current membership of the Student Senate shall be necessary to bring the charge of impeachment.
  - D. The trial of impeachment must be commenced following the vote of the Student Senate to authorize the charge of impeachment.



- E. The accused must have a fair trial consistent with the concept of due process as provided by the University Procedures in such matters.
  - i. The trial of impeachment shall consist of the following proceedings:
    - 1. The President Pro Tempore shall preside over all trials of impeachment.
      - a. In the event that Articles of Impeachment are brought against the President Pro Tempore, the ASUW Vice President shall preside.
    - 2. The author of the articles of impeachment may address the Student Senate with concerns and/or reasons why the charged should be removed from office.
    - 3. The charged may then plead guilty or not guilty of allegations and address or present a letter to the Student Senate addressing concerns and/or a list of reasons of why they should be removed from their position.
    - 4. The Student Senate will then debate whether to convict the charged member.
- F. Charges of impeachment must be publicized by being published in at least one (1) issue of the official campus newspaper.
- G. A person shall not be convicted without the concurrence of at least three-fourths (3/4) of the voting Student Senate.
- H. Individuals who are being charged with impeachment shall not have the privilege to vote in their own impeachment.
- I. If found guilty of articles of impeachment, there shall be no punishment other than the removal of office.
- J. If found not guilty, the individual shall be cleared of all charges and cannot be tried for the same incident without new evidence arising for the remainder of their term.

Section 4. All ASUW Legislative, Executive, and Judicial Branch vacancies shall be filled as outlined in Article V of the ASUW By-Laws.

## ARTICLE VII

### Programs, Services, and Strategic Partners

Section 1. All services and programs funded by the ASUW shall be placed in one (1), and only one (1), of the following categories:

- A. High Interaction Governance Groups
  - i. These groups experience a high degree of interaction with students who come before them to petition for support of various student needs and concerns.
    - a. ASUW Senate
    - b. All Traditionally Sponsored ASUW Programming
    - c. Freshman Senate (business meetings only)
    - d. Non-Traditional Student Council (business meetings only)
    - e. RSO Funding Board
    - f. Budget and Planning Committee
    - g. Mandatory Student Fee Committee
    - h. United Multicultural Council (business meetings only)
  - ii. No program or service may be classified as a High Interaction Governance Group without meeting all of the criteria specified above or without a two-

thirds (2/3) vote of the ASUW Senate, approval of the Wyoming Union Board and consent of the Vice President of Administration.

- iii. All Scheduling under this section must be completed through the ASUW Secretary. Any group that chooses to schedule its meetings on its own will be considered part of week three priority scheduling.

B. Low Interaction Governance Groups

- i. These groups provide governance which is either internal to ASUW, require little interaction with the public or both. Because of this, these groups are not to be considered priorities for scheduling during the first run-week one priority scheduling block in the Wyoming Union. These groups should be encouraged to make use of the ASUW Office for their weekly meetings whenever possible. Groups which choose not to use the ASUW Office are subject to the availability and scheduling policies of all other student groups of the Union Events Office. These include:
  - a. Academics, Technology and Sustainability Committee
  - b. Constitution Committee
  - c. Senate Vacancy Committee and Elections Commission
  - d. Safe Ride Advisory Board
  - e. Steering Committee
  - f. Student Outreach and Policy Committee
  - g. Program and Institutional Development Committee
  - h. Programming Committee

C. Other Programs and Services

- i. The following groups operate either in an advisory capacity to ASUW, have little need for consistence in meeting times and locations, or have available meeting space which they should be encouraged to utilize. These include:
  - a. Associated Students Technical Services (ASTEC)
  - b. United Multicultural Council
  - c. A.L. Lupton Financial Literacy Program
  - d. Freshman Senate
  - e. Student Legal Services
  - f. Non-Traditional Student Council
  - g. Honorary Cowboy
  - h. WyoVocal

D. Strategic Partnerships

- i. These strategic partners must have direct oversight through an advisor by a staff member of the Dean of Students Office. The advisor's main job must be advising the Strategic Partner's organization and operations. The organization must be student-run, and there must be a direct advantage to both ASUW and the organization throughout the partnership. Strategic Partnerships are not ASUW Programs, and as such they shall not experience oversight by the ASUW Executive Branch, or by the PID Committee. These include:
  - a. Interfraternity Council
  - b. College Panhellenic Council
- ii. A Strategic Partnership may be created by the ASUW Student Government and a Strategic Partner, through a letter requesting the creation of a Strategic Partnership. The letter must be submitted to the ASUW President by the

President or Student Leader of the organization. A meeting between the ASUW Vice President, ASUW President, and/or the ASUW Director of Programs and Institutional Development, or other relevant executive, and the ASUW Advisor and the Strategic Partner's President or Student Leader and advisor must be scheduled within 25 business days. At this meeting the Strategic Partner must show proof of how the organization fits better into a Strategic Partnership than it would in a High Interaction Governance Group. The organization also must have evidence of how the Strategic Partnership aligns with the goals of the ASUW Student Government and how the partnership would benefit both the ASUW Student Government and the Strategic Partner. If at the end of the meeting about the creation of the partnership both parties are in agreement that the partnership is beneficial to both the ASUW Student Government and the organization, legislation should be drafted to amend the list of Strategic Partners within these By-Laws.

- iii. The expectations of the Strategic Partners defined above include:
  - a. The Strategic Partner must follow all rules outlined in the ASUW Finance Policy in regards to any monetary support supplied by the ASUW Student Government.
  - b. The Strategic Partner will use the ASUW logo on all advertisements (printed and digital) in which ASUW money is involved (this includes but is not limited to printing paid for by ASUW or for the advertisement of events paid for by ASUW)
  - c. The Strategic Partner will fill out an event evaluation after every event paid for with money allocated by the ASUW Student Government.
  - d. The Strategic Partner will help advertise ASUW elections, vacancies, and ASUW events and initiatives when asked by the ASUW President, Vice President, Director of Programs and Institutional Development or other relevant Executive, or the Chairperson of the Elections Committee.
  - e. The Strategic Partner will fill out a self-evaluation and an evaluation of the ASUW Student Government quarterly (due by or before October 15<sup>th</sup>, December 1<sup>st</sup>, March 15<sup>th</sup>, and May 1<sup>st</sup>) throughout the academic year.
  - f. If there are concerns about an evaluation (either for an event, or a quarterly evaluation), the Strategic Partner's president or student leader and advisor must attend a meeting with the ASUW President, ASUW Vice President, or the ASUW Director of Programs and Institutional Development or other relevant Executive in order to discuss the concerns and to create a strategy to remedy further concerns.
- iv. The expectations of the ASUW Student Government in relation to Strategic Partners defined above include:
  - a. The ASUW Student Government shall financially support a Strategic Partner as defined by the ASUW Finance Policy.
  - b. The ASUW Student Government will help advertise a Strategic Partner's events and initiatives when asked by the Strategic Partner's President or Student Leader.
  - c. If requested by the Strategic Partner, the Director of Programs and Institutional Development or other relevant Executive will work together with the President or Student Leader from the Strategic Partner to write legislation.
  - d. The ASUW Student Government will fill out a self-evaluation and an evaluation of the Strategic Partner quarterly (due by or before October



15<sup>th</sup>, December 1<sup>st</sup>, March 15<sup>th</sup>, and May 1<sup>st</sup>) throughout the academic year.

- e. If there are concerns about a quarterly evaluation, the ASUW Vice President, ASUW President, or the ASUW Director of Programs and Institutional Development or other relevant Executive, and the ASUW Advisor must attend a meeting with the Strategic Partner's President or Student Leader in order to discuss the concerns and to create a strategy to remedy further concerns.
- v. A Strategic Partnership may be dissolved by the ASUW Student Government or a Strategic Partner through the following steps:
  - a. If the ASUW Student Government wishes to dissolve the partnership: The dissolution of a partnership requires amendment to the list of Strategic Partners in these By-Laws, and the legislation for the dissolution must show proof of a meeting where a concern recognized by a quarterly evaluation was discussed and a strategy was developed to remedy further concern. In addition, there must be proof the strategy was not followed, and the concern was not remedied by the Strategic Partner. If a meeting was requested and no response was given within 10 business days, or if the meeting could not be scheduled within 25 business days, or if a meeting was scheduled and the Strategic Partner did not attend then the legislation for the dissolution only needs proof of the concern recognized by a quarterly evaluation.
  - b. If the Strategic Partner wishes to dissolve the partnership: A letter requesting the dissolution of the partnership must be submitted to the ASUW President. A meeting between the ASUW President, ASUW Vice President, and/or the ASUW Director of Programs and Institutional Development or other relevant Executive, and the ASUW Advisor and the Strategic Partner's President or Student Leader and Advisor must be scheduled within 25 business days. At this meeting, the Strategic Partner must show proof of a meeting where a concern recognized by a quarterly evaluation was discussed and a strategy was developed to remedy further concern. In addition, there must be proof the strategy was not followed, and the concern was not remedied by the ASUW Student Government. If a meeting was scheduled or requested of the ASUW by the Strategic Partner, and was not attended or no response to the meeting was answered within 10 business days, then the meeting to request the dissolution only needs proof of the concern recognized by a quarterly evaluation. If after the end of the meeting about the dissolution of the partnership the Strategic Partner would still like to dissolve the partnership, legislation with amendment to the list of Strategic Partners in these By-Laws will be drafted by the ASUW Executive Branch, student leaders of the Strategic Partner, ASUW Senator, or other fee-paying student. If no meeting about dissolution of the partnership is accepted and scheduled by the ASUW Student Government within 25 business days, legislation amending the list of Strategic Partners in these By-Laws will be drafted by the ASUW Executive Branch, student leaders of the Strategic Partner, ASUW Senator(s), or other fee-paying student(s).
  - c. If both the Strategic Partner and ASUW would like to dissolve the partnership for reasons unrelated to meeting expectations outlined above: the dissolution of the partnership will require a two-thirds vote of the

current ASUW Senate body. The legislation dissolving the Strategic Partnership shall contain the rationale for the dissolution and must have the Strategic Partner as a sponsor.

E. Priority Scheduling

- i. Because of the highly interactive nature of High Interaction Governance Groups and Strategic Partnerships, these groups require consistent public visibility, especially of their meetings times and locations. Therefore, the following groups will be considered to have first priority when the ASUW schedules meeting times and locations with the Union during the first week of priority scheduling. These include in specific order:
  - a. ASUW Senate
  - b. All Traditionally Sponsored ASUW Programming
  - c. Freshman Senate (business meetings only)
  - d. Non-Traditional Student Council (business meetings only)
  - e. Interfraternity Council (business meetings only)
  - f. College Panhellenic Council (business meetings only)
  - g. RSO Funding Board
  - h. Budget and Planning Committee
  - i. Mandatory Student Fee Committee
  - j. United Multicultural Council (business meetings only)
- ii. This privilege will be granted to High Interaction Governance Groups and Strategic Partners if they meet the following criteria:
  - a. Meeting times and places must be visible to the student body, and must appear on the Strategic Partner's website as well as on the ASUW website.
  - b. Students must be allowed to request access to a Strategic Partner's meetings if they would like the opportunity to speak to the organization about something. The organization must try to oblige students' requests and provide up to five (5) minutes for the student to speak to the members of the organization. The President or Student Leader of the program may reject a student's request if the student's request is not pertaining to the organization's agenda for that week or the organization's operations, or if the request is deemed inappropriate.

- F. This section shall become effective upon approval of related policy changes to the Wyoming Union Board scheduling policy.

## **ARTICLE VIII**

### **Revisions and Adoption**

Section 1. All revisions and amendments to these By-Laws shall facilitate the requirements of the Constitution and not be in conflict with the Constitution.

Section 2. Approval for any revisions of these By-Laws requires a two-thirds (2/3) vote of the current ASUW Senate membership.

Section 3. Any amendment to these By-Laws must be presented to the ASUW Senate membership and be approved by a two-thirds (2/3) majority of the current ASUW Senate body.



## **Addendum B**

### **ASUW Student Government Elections Policies**

- 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 their office, to be set annually in the budgeting cycle, and paid half of the stipend before the Election, and half of the stipend following the completion of the Elections.
  - 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 election in conjunction with the ASUW Advisor or designee.
  - a. The Elections Commissioner is authorized to determine and use software needed to count all ballots of the elections according to Instant-Runoff Voting.
- 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.

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

- A. There shall be an 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 the Election, 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 Election, students will rank their preferences of candidates in both their college elections and the Presidential and Vice-Presidential elections from the first to last according to the principles of the Alternative Vote/Instant-runoff voting.
  - a. The procedures of the Alternative Vote, also known as Instant-runoff voting or preferential voting, is described in Robert's Rules of Order, Newly Revised in Chapter XIII §45, 11<sup>th</sup> edition, 2011, p. 425-28
- 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.      Election
  - i. The names to be listed on the ballot will include all qualified President and Vice President tickets and all qualified senate candidates.
- B.      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 ballots will be determined by a random drawing to be conducted by the Elections Commission as soon as the previously mentioned circumstances become apparent.
- C.      Senate candidates shall not be allowed to change the college for which they wish to run after the final filing date of their application. If senate candidates wish to change colleges after the submission of their application, they shall be required to run as a write-in candidate for their respective new college.

Section 5.      Election:

- A.      The candidates for ASUW Office who are not eliminated after the instant-runoff shall be declared the winners of those positions. An instant-runoff will be run until the number of candidates matches the number of apportioned seats of a college, and 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.      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 Elections end date must allow for Senate Meetings to be held before the end of that semester, not including finals week.
- C. Each student may rank up to, but not to exceed, the number of senate seats allotted to their college (as outlined in Section 2 and 9 of this Article).
- E. Write-in voting shall be permitted; any write-in candidate or ticket must submit an application and expense statement at noon the Tuesday following their notification of winning an election. Write-in candidates must have met the requirements for nomination and abided by election and campaigning rules to be considered eligible for office up to the discretion of the Elections Commission.

## Section 6.

### Candidate Requirements:

- A. A candidate for Senator must meet the following requirements:
  - i. They must be student enrolled at the University of Wyoming and an ASUW fee paying student, and maintain this status.
  - ii. 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. They must have completed no less than twenty-four (24) hours of university credit at the beginning of the academic year of his term of office as an undergraduate student, or, as a graduate or professional student eighteen (18) hours.
  - iv. 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. 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. They cannot be a currently serving member of the ASUW Judicial Council. In the event that an individual who wishes to declare their candidacy for Senator and is currently serving as the ASUW Chief Justice or a Justice, they must resign as a member of the ASUW Judicial Council in order to officially declare 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. They must be a full-time ASUW fee paying student.
  - ii. 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. 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. They must have completed no less than sixty (60) hours of university credit by June 10 of the calendar year in which they was elected as an undergraduate student, or, as a graduate or professional student, they must have completed no less than eighteen (18) hours of university credit by June 10 of the calendar year in which they was elected.
  - v. 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. 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. 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 their candidacy or is currently serving in one of these capacities, they must resign as a member of the ASUW Judicial Council or the ASUW Elections Commission in order to officially declare 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.

Section 7. 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 materials 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 following the 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 8. 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 9. 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 10.      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 11.      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. The order of replacement seats in the case of a resignation in the Senate shall be determined by reverse order of elimination from the election

Section 12.      Student Initiatives

- A. Any ASUW member may put an item to a referendum vote of the student body through during either an election special election.

- i. The exact language of the question to be placed 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 Election of ASUW. In the instance that the feasibility of waiting until the next 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 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 13. Senate Initiatives

The ASUW Senate may place any item of concern upon the ballot of a Special Election or 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 Election of ASUW. In the instance that the feasibility of waiting until the next 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 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 14. Changes to Election Rules

- A. No changes will be made less than two weeks before the 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 15. 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.

Section 16. Amendments

- A. All revisions and amendments to these Elections Policies shall facilitate the requirements of the Constitution and not be in conflict with the Constitution.
- B. Approval for any revisions of these Elections Policies requires a two-thirds (2/3) vote of the current ASUW Senate membership.
- C. No portion of these Elections Policies may be suspended.

