



SENATE BILL #2573

TITLE: Changes to ASUW Standing Committees
DATE INTRODUCED: October 3, 2017
AUTHOR: Senators Defebaugh and Kennedy
SPONSORS: President Wetzel; Vice President Welsh; Senators Cloud and Rubino; Executive Bergman

1. WHEREAS, it is the purpose of the Associated Students of the University of Wyoming
2. (ASUW) Student Government to serve our fellow students in the best manner possible
3. through accurate representation and professional interaction with campus programs and
4. organizations; and,
5. WHEREAS, the ASUW Student Government continually faces challenges with Senate
6. vacancies and maintaining quorum on ASUW Standing Committees, as well as
7. representation on university committees; and,
8. WHEREAS, some ASUW Standing Committees have very little work while others are
9. overloaded; and,
10. WHEREAS, the responsibilities of the ASUW Constitution Committee are more effectively
11. addressed through other existing committees and their overview of Judicial Council
12. appointments is redundant and has been rarely used in the past; and,
13. WHEREAS, a reduction of current ASUW Standing Committees would refocus committees
14. and contribute to a more efficient legislative process; and,
15. WHEREAS, reducing the amount of ASUW Standing Committees would allow Senators to
16. better serve the student body through representation on university committees; and,
17. WHEREAS, reducing the amount of ASUW Standing Committees could allow for the

18. feasible creation and success of more ASUW Special or Ad-hoc Committees, which could
19. better address temporary challenges and initiatives that occur during a Senate's term.
20. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
21. (ASUW) Student Government that the ASUW By-Laws be amended to reflect the changes in
22. Addendum A; and,
23. THEREFORE, be it further enacted by the ASUW Student Government that the ASUW
24. Rules and Procedures be amended to reflect the changes in Addendum B; and,
25. THEREFORE, be it further enacted by the ASUW Student Government that the changes
26. outlined in Addenda A and B take effect January 1, 2018.

Referred to: Steering

Date of Passage: 10/31/2017 Signed: Jaymie Welsh
(ASUW Chairperson)

“Being enacted on 11/6/2017, I do hereby sign my name hereto and

approve this Senate action.” Josiah Stiles
ASUW President

Addendum A.

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

**ARTICLE II
Legislative Branch**

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, or one (1) ASUW Standing Committee and one (1) University Committee.
- 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. Hours will be used for committee work beyond regularly scheduled meetings, student outreach, and Legislative duties.
 - iv. Senators will have an open door for any constituent.
 - v. Senators will document office hours in the ASUW Office upon completion of each hour.
 - vi. The monthly time, date, and location of office hours shall be posted on the ASUW website Representative's page under the Senator's profile.
 - vii. 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.

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 Steering 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 Steering 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.
- B. 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.
- C. Those who shall have speaking rights only, excluding voting and parliamentary rights, include members of the ASUW Executive Branch.

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:
 - a. The ASUW Advocacy, Diversity, and Policy Committee
 - i. Purpose: The Committee shall serve as a medium for individual students, student organizations, and underrepresented communities to voice opinions and concerns regarding university policy, administration, or other issues associated with student life. The Committee shall work to advocate for all students on campus to achieve the diverse mission of our campus. The Committee shall have the responsibility to investigate said issues and will represent student opinion throughout the policy process.
 - ii. Powers: The 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 welfare and quality services available at the University. 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 diverse 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 to foster student inclusivity, advocacy,

and policy decisions. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.

- iii. Composition: The Committee shall consist of a minimum of six (6) 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 two (2) Executive Assistant to serve as an ex-officio on the committee. The Committee will seek appointed members from United Multicultural Council and International Student Association with the approval by the ASUW Vice President.

b. The ASUW Student Outreach and Programming Committee

- i. Purpose: The Committee shall assist in organization and execution of events, workshops, and all outreach (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 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.
- ii. 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 to continue to foster growth. 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 endeavors. 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. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
- iii. Composition: The Committee shall consist of a minimum of six (6) 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 two (2) Executive Assistant to serve as an ex-officio on the committee.

c. The ASUW RSO Funding Board

- i. 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.

- ii. 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. The RSO Funding Board is the only ASUW Branch, Program or Service that has ability to allocate funds to RSOs. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
 - iii. Composition: The Board shall consist of a minimum of six (6) ASUW Senators, one (1) Senator with Board experience 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.
- d. The ASUW Budget and Planning Committee
- i. 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.
 - ii. 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 , each semester. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
 - iii. Composition: The Committee shall consist of a minimum of six (6) ASUW Senators (two of which shall be returning Senators) one (1) returning Senator 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.
- e. The ASUW Steering Committee
- i. Purpose: The Committee shall provide coordination for the various issues, legislative activities, 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.

- ii. 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 will be responsible for the review of all proposed amendments to the ASUW Constitution, By-Laws, and Rules and Procedures to insure that those working documents remain consistent with the purpose of the ASUW and its Constitution.** 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 the By-Laws. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
- iii. 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 Vice President shall appoint one (1) Executive Assistant to serve as an ex-officio on the committee.

f. The ASUW Program and Institutional Development Committee

- i. 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, Services and Strategic Partners. Furthermore, the committee shall be responsible for ensuring that the ASUW is constantly developing into a more effective organization.
- ii. Powers: The Committee shall advise and assist all ASUW Programs, Services, and Strategic Partners of the ASUW and shall formally and informally evaluate aspects of the each and provide recommendations which include but are not limited to the budget, student fee allocation, and staffing. The Committee will maintain regular contact with all Programs, Services, and Strategic Partners of the ASUW and will regularly provide institutional and programmatic support to each. The Committee will be responsible for submitting yearly reports to the ASUW Budget and Planning Committee 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,

Services, and Strategic Partners. 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. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.

iii. Composition: The Committee shall consist of a minimum of six (6) 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. 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.

a. These program and service representatives may be, but not limited to the following:

- i. Associated Students Technical Services (ASTECS)
- 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

g. The ASUW Intersession Oversight Committee

i. Purpose: The Committee shall be responsible for properly representing the ASUW Senate during all out-of-session matters of consequence, including but not limited to budgetary oversight and Executive Branch consultation.

ii. Powers: The Committee shall have the powers of approval of all summer budget actions including but not limited to: emergency budget cuts, realignments, and end-of-year spending. The committee will also have the power to consult with the Executive Branch on any statements or representative positions which the Executive Branch wishes to adopt out of session. The Committee will not have the power of proposal for any matter, and only has the power of approval and response to Executive Branch Action. The Committee must convene at least once per month, every month of which a portion is out-of-session, including the months that contain Summer Break, Winter Break, and Spring Break. The Committee can also meet as needed, when called by the Committee Chair, or when three (3) committee members request. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.

iii. Composition: The Committee shall consist of the Officers of the Senate: President Pro Tempore, Parliamentarian, Sergeant-at-Arms, Marshal, in addition to two (2) Senators-at-large, and two (2) Students at large. The Students-at Large

of the Intersession Oversight Committee must be nominated by the Vice President and approved by the Senate prior to the last meeting of the Spring Semester. The Chair elected from amongst the Committee members prior to the end of the Spring Semester each year. Quorum for this committee shall be set at five (5) voting members.

- 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 30th. Upon choosing awardees, information for the scholarship recipients must be submitted by November 30th 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 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 was eliminated last according to the instant-runoff 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 Election has been exhausted, Steering 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, Steering 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, Steering 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 Steering 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.

Addendum B.

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

ARTICLE VII
Judicial Council Appointments

Section 1. ~~Per the ASUW By Laws, the ASUW Constitution Committee shall have the original jurisdiction to review all appointments to the ASUW Judicial Council.~~

Section 2. ~~Upon receiving a nomination for an appointment to the ASUW Judicial Council from the ASUW President, the ASUW Constitution Committee shall have five (5) school days to review said nominee.~~

Section 3. ~~Upon conclusion of the review of the nominee by the ASUW Constitution Committee, the committee shall make a formal recommendation to the ASUW Senate at the next ASUW Senate meeting.~~

ARTICLE VII
Use of ASUW Name and Logo

