The Associated Students of the University of Wyoming

By-Laws

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ARTICLE 1. EXECUTIVE BRANCH

SECTION 1.01 ASUW President

1. Responsibilities and Authorities

A. The President shall promote, improve, and pursue the goals and objectives of the ASUW and the University.
B. The President shall present a legislative report each semester that includes the status of all legislation passed by the ASUW Senate (as a supplement to the ASUW Steering Committee reports).
    a. The report given each 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 ASUW President shall meet with the Faculty Senate Chair and Staff Senate President at least once a month throughout their term. They shall discuss the pertinent issues facing the University and, if applicable, collaborate in areas of shared interest.
E. The President and the Executive Branch shall, once a semester during the academic year, collaborate in the creation of a survey that shall ask for student input and opinions on the pressing issues facing students at the University of Wyoming with the Advocacy and Safety Committee.
F. The President must notify the ASUW Senate of all proposed changes to a University of Wyoming (UW) Regulation. After twenty-one (21) days, if no legislation has been authored, the President will have the right to speak on behalf of the ASUW Student Government on the proposed changes.
    a. The President, any executive, any senator, or any student may write legislation regarding the recommended changes. If legislation is passed, the President must represent the opinion of the ASUW Senate.
G. The President may veto, within ten (10) days of its passage, any piece of legislation passed by 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.
    a. If the President fails to act on any piece of legislation within ten (10) days of its passage, or before the new President is sworn in, the legislation shall go into effect without the President's signature.

b. The President shall provide a written explanation of any veto to the ASUW Senate at the next meeting following the veto or before the subsequent ASUW Senate is sworn in, whichever is sooner.

H. 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.
   a. In order to make statements or adopt representative positions when the ASUW Senate is not in session, which includes the summer break, winter break, and spring break, the President must first consult with the ASUW Intersession Oversight Committee.

I. The President may delegate any member of their staff to attend ASUW committee meetings as ex-officio members.

J. The President shall designate a relevant member of their staff to host a town hall at least every two months. The President shall also work with that member of their staff to create and send out a monthly newsletter.

K. The President shall report 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.

L. The President shall be present during the summer for participation in the ASUW presidential internship.

2. Executives

A. The ASUW President shall have the power to appoint executives to assist with the President's responsibilities with the advice and consent of the ASUW Senate. The ASUW President may appoint three executives without the advice and consent of the ASUW Senate during times when the ASUW Senate is not in session, but must instead have the advice and consent of the Intersession Oversight Committee.

B. Executives are subject to the authority of all ASUW working documents, including, but not limited to, the ASUW Code of Ethics and the standard impeachment procedures.

C. The ASUW President may remove executives from office, except the executive overseen by the Vice-President with cause.

3. Powers of Appointment

A. 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.

B. The President shall appoint representative to fill all student held positions on university boards and committees.

a. The president shall make applications available for university committees and boards during the summer after their election.
b. Appointments for the student held positions on the University boards and committees shall be presented to the ASUW Senate for consideration within the first three regularly scheduled ASUW Senate meetings of the fall semester.
c. As vacancies arise, appointments will be presented to the ASUW Senate for consideration
d. With the consent of a majority of the ASUW Senate, the 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.

4. Positions

A. The ASUW President shall serve as:
   a. An ex-officio member of all ASUW committees
   b. An ex-officio member of the University of Wyoming Board of Trustees (without vote).
   c. The 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.

5. Compensation

A. The ASUW 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.
B. Executives hired by the ASUW President or Vice President shall be provided with compensation commensurate with the duties of their position, and not to be increased or decreased for the duration of their employment.

SECTION 1.02 ASUW Chief of Staff (COS)

1. Responsibilities and Authorities

A. Assist the President and Vice President over the summer with preparation for the year as well as throughout the year, including:
   a. Organizing the executive roles and the responsibilities of these roles
   b. Formalizing expectations for the Executive Branch
   c. Hiring directors
   d. Planning and facilitating the Executive Retreat

e. Meeting weekly with each director for a weekly report and a check-in for support
f. Meeting regularly with the President, Vice President, and Chief of Legislative Affairs to discuss goals and projects for the administration and address any concerns
g. Coordinating and leading weekly Executive Staff meetings
h. Providing advice and support to the President, Vice President, and all directors
i. Sitting on/attending ASUW and/or University committees as assigned
j. Delivering director reports to the ASUW Senate
k. Organizing Executive Staff retreats
l. Assisting anyone in the Executive Branch with any projects, events, initiatives they need help with
m. Assisting with any other tasks and initiatives as directed or assigned by the ASUW President

SECTION 1.03 Chief of Legislative Affairs (COLA)

1. Responsibilities and Authorities

A. Assist the President and Vice President over the summer with preparation for the year as well as throughout the year, including:
   a. Sending out the weekly meetings minutes and agenda
   b. Finalizing legislation for the ASUW website
   c. Updating the ASUW working documents to reflect new changes
   d. Formatting the ASUW working documents to correct grammar and formatting errors
   e. Hosting legislative workshops to assist with the legislative projects of the members of ASUW
   f. Acting as a resource for members of ASUW with inquired on the ASUW working documents and legislation
   g. Attending the weekly ASUW Senate meetings to take notes on the ASUW Senate meeting in order to keep a record of the meeting as prescribed by Roberts Rules of Order
   h. Attending ASUW Committee meetings that the Vice President sees fit
   i. Assisting with any other tasks and initiatives as directed or assigned by the ASUW Vice President

ARTICLE 2. LEGISLATIVE BRANCH

SECTION 2.01 ASUW Vice President

1. Responsibilities and Authorities

A. The Vice President shall organize and coordinate all ASUW committees.
B. The Vice president shall serve as chairperson of the ASUW Senate. They shall not participate in debate unless they first relinquish the chair to the President Pro Tempore of the Senate, or, in the event of the absence of the President Pro Tempore of the Senate, to another Senate Officer.
C. The Vice President may only vote in the event of a tie.
D. The Vice President shall administer the oath of office to all ASUW Senate members.
E. The Vice President shall be present during the summer for participation in the ASUW vice presidential internship.

2. Executives

A. With the advice and approval of the ASUW Legislative Branch, the Vice President may appoint one (1) executive to assist with the Vice President's responsibilities. The ASUW Vice President may remove this executive from office, with cause. If an executive is to act as First-Year Senate Advisor during a given term, the Vice President may jointly with the ASUW President be involved in the appointment of that director.

3. Powers of Appointment

A. 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 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.

4. Positions

A. 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 member of any University Board or Committee as requested by any department head or administrator of the University community.

c. Co-chairperson of the ASUW Tuition Allocation and Student Fee Review Committee, without vote.
d. The co-coordinator of the UW Food Security Task Force. The ASUW executive member tasked with ensuring the wellbeing of students may fill this position when they are able. The ASUW Vice President will fill this role when this executive position is not hired, not available, and/or still in training. The ASUW Vice President shall have the right to appoint a designee not listed herein to serve as the ASUW representative on the leadership team as needed.
e. The ASUW representative on the Student Involvement and Leadership Council. The Vice President shall have the right to appoint an ASUW executive to act as their designee.

5. Compensation

A. 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 2.02 The ASUW Senate

1. Responsibilities and Authorities

A. The ASUW Senate shall directly represent the students of the University of Wyoming in the best manner possible.
B. The ASUW Senate shall have the power to enact legislation in the form of bills or resolutions in order to best serve the students of the University of Wyoming.
C. It shall have the authority to assume whatever responsibilities it deems necessary to fulfill its obligations to the students.
D. 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.
E. In accordance with applicable University regulations, the provisions of the Constitution, and the ASUW Finance Policies, the ASUW Senate shall have the authority to annually allocate all ASUW funds received through student registration fees.
F. It shall have the authority and responsibility to develop standards of good practice for sponsorship or financial support from ASUW.
G. The Senate shall have the responsibility to establish an enduring each Finance Policy to include restrictions and procedures for utilization of ASUW funds in alignment with ASUW's mission.
H. 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.

I. It shall approve or reject by a two-thirds (2/3) vote, any of the ASUW Vice President's appointees to ASUW standing committees.

J. The Senate shall have the power to move into Executive Session regarding matters that concern all paid employees of ASUW with the exception of the ASUW President and Vice President; those concerning matters of legal affairs brought by or against ASUW, or for any other such reason that the Senate may deem it necessary. When moving into executive session only voting members of the Senate, the member of the ASUW who is tasked with keeping the minutes for the meeting, the ASUW President, and the ASUW Chairperson shall be allowed to stay; unless otherwise specifically stated in the motion. The Senate shall reconvene into open session to take any formal action on discussion from executive session.

K. The Senate shall undertake a mentorship program between Senators and First-Year Senators. This program shall be administered by the Program and Institutional Development Committee. Interested Senators and Executives are to be paired with interested First-Year Senators as their mentor. Program and Institutional Development may make adjustments to the program outside of this as they see fit. Participation in this program is to be optional.

2. Oath of Office

A. 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."

3. Legislative Override

A. 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 the legislation expires of its own accord. Prior actions of the ASUW Senate shall automatically be considered superseded, if inconsistent with these By-Laws, the Rules and Procedures, the Finance Policies, or the Constitution.

4. ASUW Senator Responsibilities

A. Senators shall attend regularly scheduled meetings of the ASUW Senate, and any special meetings of the ASUW Senate as scheduled by the ASUW Vice President.

B. Senators shall be allotted a set amount of unexcused absences, as determined by the ASUW Steering Committee on an annual basis.

C. Senators shall serve on a minimum of two (2) ASUW Standing Committee, two (2) ASUW Special Committees as assigned by the ASUW Vice President. Other duties can fill a Special Committee requirement:
    a. Serving on a University Committee;
    b. Serving as the ex-officio for the Student Athlete Advisory Committee as appointed by the Program and Institutional Development Committee.
D. Senators shall hold a minimum of one (1) office hours in or within 100 feet of the ASUW Office or in an alternate location as approved by the ASUW Vice President each week during the academic year, except for finals weeks, unless they are distance students, in which case their office hours may be virtual. This time must be spent doing work pertinent to ASUW. The Steering Committee shall annually ensure that the absence policy includes consequences for missing office hours without prior notice to the ASUW Vice President.
E. Senator shall table for outreach at least one (1) hour per period during the academic year, except for finals weeks, unless they are distance students, in which case they shall engage in another form of outreach as approved by the ASUW Steering Committee. Any Senator who misses tabling without alerting the Vice President with enough time for them to cancel with the Union will get marked with half of an unexcused absence.
F. ASUW Senators shall be required to attend a diversity, equity, and inclusion training. This training should focus on, 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 training should be planned in collaboration with the relevant office in Student Affairs focusing on these efforts and relevant partners and programs of ASUW or outsourced using funds budgeted for professional development.
G. ASUW Senators shall be required to attend a sexual misconduct prevention and awareness training. This training should focus on, but is not limited to, raising awareness of sexual assault at the University of Wyoming, how to prevent it, and how to support victims of sexual assault. This training should be planned in collaboration with the relevant office in Student Affairs focusing on these efforts and relevant partners and programs of ASUW or outsourced using funds budgeted for professional development.
H. Senators must maintain good academic status of good standing within their College or School.
I. Senators shall pay the ASUW Student fee.
J. Senators must maintain student enrollment at the University of Wyoming for the duration of their service.
K. Senators will be required to accumulate a total of two (2) service hours per service period, service hours shall not be paid.

L. Senators will be required to accumulate a total of two (2) service hours per service period, service hours shall not be paid.
    a. Service Periods

August/ September	January/ February
October	March/ April
November/ December	

M. Service hours can be accumulated through the following means:
    a. Working with UW Students for campus beautification or general cleanup.
    b. Organization of clean up/community service events with UW Students on or off campus.
    c. Work with any non-profit charity group in the Laramie community or beyond.
    d. Participation in the "Big Event" or any other previously University organized community service event open to students.
    e. Non-partisan voter outreach programs with approval from the ASUW Vice President.
    f. Volunteering for an ASUW sponsored/supported event without pay with prior approval form the ASUW Vice President/Steering Committee.
    g. Volunteering with nationally/locally affiliated Charity organizations, or any form of community volunteering as approved by the ASUW Vice President.
N. Any Community Service hour not approved by the ASUW Vice President can be appealed to the Steering Committee at their weekly meeting.
O. Senators must maintain student enrollment at the University of Wyoming for the duration of their service.

5. ASUW Senatorial Pay Structure

A. ASUW Senators shall be paid hourly in a manner determined by the annual ASUW Budget, and all other senators who do not chair a committee may report up to 9 payable hours per week for 32 weeks. The ASUW President shall keep track of how many unspent hours remain in total and shall be able to allocate these to Senators for a certain week if they need to exceed their regularly worked hours. Senators shall not work hours above their budgeted limit unless approved in advance by the ASUW Vice President.
B. Senators may record any of the following as payable hours:
    a. Approved office hours.
    b. Outreach to student organizations, other campus offices, University administration, or the general student body.
    c. Attending and evaluating ASUW funded student organization events.

d. Documented work with an ASUW Program or Partner.
e. Participation in the First-Year Senate Mentorship Program.
f. ASUW related outreach to any SO that the Senator is not currently affiliated with.
g. Attending regular meetings of the ASUW Senate and regular meetings.
h. Completing tasks as assigned in committee or otherwise related to ASUW.
i. Any other form of ASUW related work as approved by the ASUW Vice President.
j. Payable hours are to be reported in a method dictated by the ASUW Accountant and Vice President and shall be subject to review by the same. Submitted hours must contain a note outlining what was worked on/completed or a point of contact confirming what work was done.
k. The ASUW Budget and Planning Committee shall review work hours on a month-by-month basis to ensure the legitimacy of submitted work hours in accordance with the By-Laws.
l. Senators who are filling a vacancy may begin reporting payable hours immediately following their confirmation by the ASUW Senate and subsequent official hiring process.
m. Senators' hourly wage and their weekly allocated hours will be determined and approved by the Budget and Planning Committee during their yearly budget meetings and subject to confirmation by the ASUW Senate, not to be changed during Senators' term in office.
n. Any decision of the ASUW Vice President or ASUW Accountant regarding payable hours may be appealed to the ASUW Steering Committee at their next regular meeting.

6. Membership

A. Membership in the ASUW Senate shall consist of:
   a. Twenty-one (21) elected, or, if filling vacancy, appointed Senators, each of whom shall represent all students at the University of Wyoming, and who shall be annually elected by the same.

A. Ex-Officio Membership

a. Addition of New Ex-Officios to the ASUW Senate
   i. All University organizations seeking an ex-officio position on the ASUW Senate must have that position approved by the Steering Committee and further approved by the ASUW Senate by a two- thirds (2/3) majority.
      i. The organization seeking an ex-officio position will submit a written letter of intent to the Steering Committee. The Steering

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 the following qualifications:
    i. The organization must utilize educational opportunities, which promote growth and involvement enriching daily life.
    ii. The organization must demonstrate a need for representation in their area of focus that is not being adequately represented by the existing speaking members of the ASUW Senate.

b. Representatives' Rights and Responsibilities
    i. The ex-officio position cannot be represented by current senators, executives or other ex-officio representatives.
    ii. The ex-officio shall serve on committees at the request of the ASUW Vice President and/or committee chairs.
    iii. 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.
    iv. Those who shall have speaking rights and parliamentary rights, excluding the right to vote, include members of the ASUW Executive Branch.
        i. Speaking rights include the ability to take the floor if yielded to and the ability to make points of clarification and order.
        ii. Parliamentary rights include the right to vote, make motions, the ability to take the floor with recognition from the Chairperson via speaking lists, and all other speaking rights.

c. Removal of Ex-Officios from the ASUW Senate
    i. If an ex-officio position goes un-represented for four (4) consecutive Senate meetings they will be notified of their absences and potential consequences by the Steering Committee in writing; if the organization is absent for another two (2) consecutive Senate meetings they will lose their ex- officio position, at the discretion of the ASUW Steering Committee.
        i. Any organization that has lost its ex-officio position on the ASUW Senate will enter a period of probation and may not reapply for said position until the start of a new academic year. Upon reapplication, the organization must submit a new letter of intent to the Steering Committee.

ii. If an organization wishes to voluntarily relinquish their ex-officio status, they may do so through a formal written notification to the Steering Committee indicating the date at which their status as an ex-officio will end.
iii. This does not apply to partners or programs of ASUW who are ex-officios wishing to attend ASUW Committee meetings instead, which is outlined in Section 7.02 and 7.04.

7. ASUW Students-at-Large

A. Definition
    a. A Student-at-Large is defined as outlined in Section 6 of the ASUW Constitution.
B. Rights and Duties
    a. Students-at-Large have membership on various ASUW committees as outlined in Sections 11 and 12 of the ASUW By-Laws. Their rights and duties on these committees follow as outlined in Section 6 of the ASUW Constitution.
    b. Students-at-Large have the right to attend regularly scheduled ASUW Senate Meetings and are granted speaking rights at said meetings.
    c. Students-at-Large have the right to author and/or sponsor legislation. Any Student-at-Large listed as an author on a piece of legislation will be granted parliamentary rights, except for the right to vote, for the duration of the time their legislation is being debated on the Senate floor. These parliamentary rights will be revoked upon conclusion of debate.

8. Officers

A. Chairperson
    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 2, Section 2.01, 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 shall be elected from the Senate voting membership:
    a. President Pro Tempore – They shall preside over the Senate and carry out the related duties of the Vice President 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 when it is in session. They shall assume the duties of the Chairperson of the ASUW Senate in the absence of the Chairperson. They shall serve on the Intercession Oversight Committee as the Chairperson and will only cast a vote to break a tie.

b. 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 assume the duties of the President Pro Tempore in the absence of the President Pro Tempore. They shall be a voting member and serve on the Intersession Oversight Committee.
c. 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. They shall be a voting member and serve on the Intersession Oversight Committee.
d. Marshal- Immediately following the call to order, they shall read the ASUW Senate's Mission Statement and Land Acknowledgement 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. They shall be a voting member and serve on the Intersession Oversight Committee.

C. Election Procedures
   a. Nominations can be from the Senate floor by anyone except the Chairperson.
   b. Written nomination may be submitted to ASU Chairperson, or the relevant position, by any Senator.
   c. A vacancy of office shall be filled from within the Senate.
   d. Elections shall utilize a system of ranked choice voting.

9. Fees

A. The proceeds of collected fees shall be distributed by the ASUW Senate as provided in Paragraph B of this section and according to the ASUW Finance Policy, to promote the educational, professional, cultural, social and athletic activities of its members. The ASUW Senate shall oversee the proper expenditure of funds allocated to a student organization from the ASUW General Budget.
B. The ASUW Senate shall adopt an annual budget 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 Senate and the Board of Trustees before it becomes effective.

10. Standing Committees

1. The ASUW Advocacy and Safety Committee
    a. Purpose: The Committee shall serve as a medium for individual students, student organizations, and communities to voice opinions and concerns regarding university policy, administration, or other issues associated with student life. The Committee shall work to promote advocacy and safety for all students on campus. The Committee shall have the responsibility to investigate issues and will represent students when student safety and advocacy issues are being devised around campus.

    b. Powers: The committee shall serve as a forum and liaison to the Senate for any individual student or group of students who have concerns about advocacy, safety, or quality of 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 in collaboration with relevant directors/executives, ASUW President, and ASUW Professional Staff, draft internal reports and legislation, make appropriate recommendations to the ASUW Senate regarding student issues and concerns, and represent the advocacy and safety needs of students during the policy making process. The Committee shall also have the power to recommend to the ASUW Senate and Executive Branch the best methods to foster student advocacy and safety. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
    c. Student Issues Survey: The Committee shall be tasked with coordinating and circulating a survey that shall ask for student input and opinions on the pressing issues facing students at the University of Wyoming.
        i. The objective and specific focus of the Student Issues Survey shall be determined by the Committee, the ASUW President, any relevant directors/executives, and ASUW Professional Staff.
        ii. The survey shall be circulated to all students once a semester during the academic year.
        iii. The responses of the survey shall be compiled into a report that shall be made publicly available on the ASUW website, if no collected information is confidential. The report shall also be circulated to the ASUW Senate and all relevant parties via Senate Resolution.
    d. Safety Audits: The Committee shall be tasked with conducting an annual audit of the University of Wyoming's campus safety, including but not limited to lighting, ADA compliance, and winter/weather hazards.

i. The goal and specific focus of the safety audit shall be determined by the committee.
ii. The committee shall coordinate with the ASUW Professional Staff and any other relevant parties and stakeholders to conduct the audit.
iii. This audit shall be conducted by the end of the fall semester. An audit report and recommendations shall be drafted and circulated to the ASUW Senate and all attendees/participants of the audit process during the spring semester via Senate Resolution.

e. Composition: The committee shall consist of a minimum of six (6) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum one (1) being a First-Year Senator after their committee assignments. The committee shall elect also a secretary, who will take attendance and take notes for the chair. The ASUW Vice President shall appoint two (2) or more Executives to serve as an ex-officio on the committee. The ASUW Vice President shall have the ability to appoint campus groups to serve as ex-officios on this committee.

2. 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 Policies; 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 Budget and Planning Finance Policy as are necessary and appropriate. Furthermore, the Committee shall give a presentation to the Senate over the ASUW Budget and Planning Finance Policy, as well as the ASUW budget, semester fiscal year. If possible, this shall occur during the special event slot during a Senate meeting. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules. The committee shall be responsible for reevaluating the Financial Strategic Plan with the Tuition Allocation and Student Fee Review Committee every two (2) and four (4) years on even numbered years. Every second year the committees shall reevaluate whether the existing plan is advantageous in fulfilling its long-term goals and make revisions accordingly. Every four years the

committees shall make new goals for the next four years. The Financial Strategic Plan shall set goals for the ASUW Student Fee, size and scope of the budget, and minimizing the ASUW Carryover Account. This review should be conducted in the Spring semester after the budget is adopted by the Senate.

c. Composition: The Committee shall consist of a minimum of six (6) ASUW Senators (two of which shall be returning Senators, if possible) one (1) Senator shall serve as chairperson, and a minimum one (1) being a First-Year Senator after their committee assignments, the ASW Accountant, and the ASUW Advisor. The committee shall also elect a secretary, who will take attendance and take notes for the chair. The ASUW Vice President shall appoint one or more executives to serve as ex-officios on the committee.

3. The ASUW Intersession Oversight Committee
    a. 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.
    b. 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, during Summer Break and at least once over the period of Winter Break. The Committee can also meet as needed, when called by the Committee Chair, or when three committee members request. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
    c. 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 Senators-at-Large shall be elected from within the Senate. 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 shall be the president pro tempore of the senate. Quorum for this committee shall be set at five (5) voting members. The ASUW President and Vice President shall also serve on the Committee.

4. The ASUW Program and Institutional Development Committee

a. Purpose: The Program and Institutional Development Committee shall serve as a means by which the ASUW Senate shall advise and assist with all ASUW programs and services. Furthermore, the committee shall be responsible for ensuring that the ASUW is constantly developing into a more effective organization through restructuring internal processes.
b. Powers: The Committee shall advise and assist all ASUW Programs and Services of the ASUW and shall formally and evaluate aspects of the each and provide recommendations on how they can best fulfill their mission and goals. The Committee will maintain regular contact with all Programs and Services of the ASUW and will regularly provide institutional and programmatic support to each. The Committee will be tasked with electing an ex-officio for the Student Athlete Advisory Committee. The Committee will be responsible for submitting yearly reports to the 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 and Services. To this end, it shall conduct an annual review of the current ASUW Strategic Plan within the first two months of the fall semester. With the ASUW President and ASUW Assistant Director also assisting. If necessary, this report shall contain recommended changes to the strategic plan to ensure its continued relevance, which can be passed through the legislative process. The committee shall be responsible for creating institutional restructuring when appropriate to improve ASUW processes. PID 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 will have the power to pass or veto program legislation in a manner determined by the chair. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
c. Program Audits: The Committee shall be tasked with conducting an annual, formal audit of the First-Year Senate. Other programs may be audited at the discretion of the Committee.
    i. To this extent, the chair and two members of the Committee shall attend two First-Year Senate meetings in the fall semester after program orientation. The chair and two members of the Committee shall attend one First-Year Senate meeting in the spring semester before spring break and one First-Year Senate meeting in the spring semester after spring break.

ii. The audit shall be presented in a survey format with the questions to be at the discretion of the committee. General questions must include rating the efficacy of the Program, its committees, and its leadership. This survey will be given to the First-Year Senate in the first spring meeting.
iii. The audit shall be presented to the First-Year Senate at the second spring meeting. The audit report should include ratings, reasoning, context, committee observations, and future action to improve the Program.
iv. Following the audit, the Chair shall meet with the First-Year Senate Advisor and the Vice President to discuss the results and potential areas of improvement for the Program. Any changes to the procedure of this audit process must be reflected in the First-Year Senate Rules and Procedures.

d. Composition: The Committee shall consist of a minimum of six Senators of the ASUW, one (1) of whom shall serve as chairperson, one (1) being a First-Year Senator after their committee assignments, and a unique student representative of each ASUW program or service shall have the opportunity to serve as a voting member. The committee shall also elect a secretary, who will take attendance and take notes for the chair. 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 at least one (1) Executive to serve as an ex-officio on the committee. The program and service representatives maybe, but are not limited to the following:
i. First-Year Senate
ii. Students' Legal Services
iii. Non-Traditional Student Council
iv. Graduate Student Council

5. The ASUW Student Organization Funding Board
   a. Purpose: The Board shall, pursuant to the provisions of the ASUW Student Organization 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 Student Organization Finance Policy pursuant to budgeted allocations of such funds. The Student Organization 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.

c. Event Attendance Requirements: All members of the Board must attend two (2) SOFB funded events per semester. At least one (1) member of the Board must attend events funded at or below $4,500.00 and at least two (2) members of the committee must attend events over 4,500.00. Failure to attend two (2) events per semester will result in the member reporting to Steering. Exceptions for attendance are at the discretion of the Chair. Committee members are encouraged to wear appropriate attire for events as they represent the SOFB and ASUW. Committee members must fill out an event evaluation form for each event attended and shall provide a summary to the full committee after the event. The relevant ASUW Executive or the Chairperson, alongside Professional Staff, shall maintain a calendar of events and a sign-up form with the name, time, and location of events for members to attend.

d. 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 one (1) being a First-Year Senator after their committee assignments. The committee shall also elect a secretary, who will take attendance and take notes for the chair. The ASUW Vice President shall appoint one (1) Executives to serve as an ex-officio on the committee. The ASUW Advisor, or designee, shall serve as advisor.

6. The ASUW Steering Committee
    a. 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.
    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 may refer bills to itself as long as the legislation is steered to at least one (1) other committee or to itself except when:
        i. Legislation that oversees Articles of Impeachment and direct discipline of an ASUW member is introduced

    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). The committee shall have the power to determine whether or not submitted legislation follows

the “Sole Subject” Rule and furthermore shall have the power to return the legislation to the author if the committee finds that it violates the “Sole Subject” Rule. The committee shall submit a written rational to the author as well as recommendations for how to amend the bill in accordance with the ruling interpretation of the “Sole Subject” Rule. The committee shall have the power to compose an interpretation to be voted on by the committee, this interpretation shall be the ruling interpretation of the “Sole Subject” Rule and govern whether or not a Bill/resolution follows the Rule. All ASUW Standing committees may apply for an exemption to this rule, under the Alberta Clause:

i. Provided a simple majority vote by the standing committee, the committee can apply for an exemption to the sole subject rule on legislation being submitted by said committee. Individual Senators, Student at Larges, and other individuals may not utilize the Alberta Clause.
    1. The application will suffice of directly contacting the Chair of Steering via email, telegraph, pony express, or written letter, with a request for the standing committee to receive an exemption.
    2. The committee will then be added to the next Steering agenda.
ii. This legislation must be pertaining to amendments, corrections, or new introductions to policy or procedure that impacts the routine operation of said Committee.
iii. The committee applying for the exemption must send their chair to present their case to Steering, or in lieu of appearance provide a written or recorded statement as to why an exemption is justified, this statement must include:
    1. A summarized list of what policies or articles they are hoping to change,
    2. The need to change these policies, and
    3. Time frame for when the omnibus would be submitted.
iv. Steering will vote upon hearing the request; a 2/3 majority will pass the exemption, and the committee will be permitted to write an omnibus package within a 2-week period. Failure to submit within that 2-week period will result in the omnibus exemption expiring, and reapplication will be necessary
v. Steering will have the reserved right to reject exemption applications if they feel that the threshold has not been sufficiently met, however a short statement must be provided with Steering’s rationale for rejection.

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 ensure that those working documents remain consistent with the purpose of the ASUW and its Constitution. The Committee shall review all ex-officio and Senate vacancy applications and submit approved applications to the ASUW Senate. 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 have the power to review any legislation regarding roles, reformations, and duties of committees. The Committee shall also make a bi-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.

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; to be elected by the senate, the ASUW Advisor, (1) Executive appointed by the Vice President to serve as an ex-officio on the committee and the First-Year Senate Steering Committee Liaison to serve as a voting member on the committee. The committee shall also elect a secretary, who will take attendance and take notes for the chair. The ASUW Advisor, or designee, shall serve on the committee in an advisory role.

7. The ASUW Tuition Allocation and Student Fee Review Committee
    a. Purpose: The committee shall serve as ASUW's oversight board for all university fees, including programmatic, advising, mandatory student and student services fees, as well as tuition dollars. This committee's purpose can be broken up as follows:
        i. Assessment and recommendation of proposed mandatory student and programmatic fee increases:
            1. Annual hearing of proposals from units requesting a fee increase with a subsequent recommendation made to the ASUW Senate through legislation and to university leadership.
        ii. Annual report of all student dollars collected and their usage:

1. Conducting a comprehensive and detailed report of all units who collect student fees and their allocation of these fees. Accompanying outreach and education efforts.
2. Outreach and education to the student body regarding tuition.
3. Annual outreach and education efforts in partnership with the President's office and the office of Financial Affairs regarding the Board of Trustee's tuition policy and any possible increases.

iii. Student Success Priorities:
1. Annual creation and passage through the ASUW Senate of a list of Student Success Priorities per the Board of Trustees' Tuition Policy. Accompanying outreach and education efforts.

iv. Overall assessment of students' needs for their fee dollars:
1. Consistent outreach and data collection efforts to the student body in order to assess the merits of new and current fees. This committee should aim to be aware of students' needs and assess whether these needs are being met by current fees and suggest new fees as necessary.

b. Powers: The committee shall have the power to investigate all fees in a manner they deem appropriate in order to complete an annual report. The investigation may include, but is not limited to, hearing from representatives of University of Wyoming colleges, departments, and programs. These hearings will include, at minimum, a report of current account balances and budgets supported by student fees (including carry forward funds), as well as all proposed modifications, if any. The committee shall formulate appropriate feedback which may include recommended changes to any fees. Their recommendations shall be presented to the ASUW Senate in the form of legislation and shared with the appropriate university officials upon passage. The committee shall also hear mandatory fee increase requests from campus fee units and may recommend adjusting the requested fee, giving a vote of non-support for the request, or endorsing the requested amount. The committee shall follow the same process for the tuition allocation recommendations for the Student Success Priorities. This committee will also conduct general outreach and education efforts to ensure students' needs are being met with current fees and to gather information to accurately assess the merits of new fees.

c. Fee Hearing Attendance Requirements: All voting members must attend a minimum of four (4) fee hearings during the Fall recommendation process. Failure to attend four (4) events per semester will result in the member being reported to Steering. Exceptions for attendance are at the discretion of the

Chair. Attendance requirements for First-Year Senators assigned to the committee will be up to the discretion of the ASUW Vice President, the committee co-chair, and the First-Year Senate Advisor or designee based on the time of committee assignments.

d. Composition: The committee shall consist of a minimum of six (6) ASUW Senators, one (1) of whom shall serve as the co-chairperson alongside the ASUW Vice President. At least one (1) First-Year Senator after their committee assignments shall also serve on the Committee. The committee shall assign one of the co-chairs the duty of taking attendance and notes while the other focuses on running the meeting. The co-chairs may switch duties when necessary. The ASUW Vice President shall have the power to appoint executives to serve as ex-officios on the committee.

8. The ASUW Homecoming, Outreach, Programming, and Elections Committee

a. Purpose: The committee shall assist in organization and execution of events, workshops, and all outreach including but not limited to all events involving elections and Homecoming. 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 also serve to promote ASUW Elections and conduct outreach to promote participation. The committee shall help plan and execute Homecoming events. It must discuss Homecoming within the first full week of the Fall Semester and shall continue to plan and discuss it at least once per week up until Homecoming Week. The committee shall help promote and conduct outreach for homecoming events as the committee deems most beneficial for the student body. It shall help promote other homecoming events not associated with ASUW as it deems necessary. The committee shall also work on homecoming events in conjunction with other departments and organizations on campus, including but not limited to: UW Athletics, Fraternity and Sorority Life, the Alumni Association, and Student Affairs as deemed appropriate by the committee and the ASUW Vice President. The Committee shall then meet at least once after Homecoming Week to discuss the outcome of the Homecoming events. The committee shall meet in the spring semester to discuss budgetary needs of events for Homecoming. The committee shall, in conjunction with the ASUW Vice President, oversee the process by which senatorial vacancies are filled, as outlined by Article 4, Section 4.02 of the ASUW By-Laws. 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.

b. Powers: The committee shall 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 assist in organization and execution of events, workshops, etc. and shall hold no fewer than two (2) information sessions relating to ASUW elections for all candidates and possible candidates seeking office within ASUW. These information sessions must be held between the date applications are available and the time they are due. 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 be tasked with filling vacancies on the ASUW Senate. The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under these rules and the ASUW Elections Policy.
c. Composition: The committee shall consist of a minimum six (6) ASUW Senators, one (1) of whom shall serve as a chairperson and at least one (1) First-Year Senator after their committee assignments. The chair shall not be permitted to run for the position of ASUW President or Vice President in the election that occurs during their time as chair. The committee shall elect a secretary who will take attendance and take notes for the chair The ASUW Vice President shall appoint a minimum of one (1) executive to serve as ex-officio on the committee. The ASUW Advisor, or designee, shall serve as advisor.
    i. Additional information on the purpose, powers, and composition of the ASUW Homecoming, Outreach, Programming, and Elections Committee can be seen in the ASUW Elections

9. Standing Committee Transparency Policy
    a. Purpose: All standing committees are committed to transparency as a responsibility of ASUW to inform the student body of matters relating to ASUW, including but not limited to the business and work of standing committees.
    b. Standing committees shall post the minutes of each committee meeting to the University of Wyoming ASUW Legislative Branch Committees webpage after the committee has approved the finalized minutes.
        i. Executive sessions of committee meetings are exempted from being publicly posted.
    c. Standing committees shall allow public testimony and access to students and stakeholders to give their opinions on legislation within a certain reasonable amount of time during the committee meeting at the discretion of the chair.
    d. Standing committees shall ensure that committee meetings can accommodate a minimum number of guests, as determined by the committee chair.

e. The relevant ASUW executive shall notify via the Student Right to Know of when committees are meeting, where the committees are meeting, and some form of what the agenda shall be discussed. Furthermore, ASUW shall communicate to relevant campus and community media of public standing committees' business.
f. The ASUW Vice President shall ensure compliance that committee meetings are accessible and public. The ASUW Vice President shall ensure that standing committees' minutes are public within the prescribed time period.
g. If the website cannot be maintained, then the relative ASUW executive will ensure another form of communicating the information to reach the student body (i.e. email, WyoCourses, etc.).

10. 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.
11. Each shall be responsible for any and all outreach it deems necessary to complete the purpose it has been tasked with, and shall make all possible attempts within its jurisdiction to successfully carry out that purpose.
12. All standing 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 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.
13. Each committee chair shall only chair one standing committee at any given time (with the exception of the Vice President who shall co-chair both the Steering and Tuitions, Allocations, and Student Fee Review committees).
14. Members of the ASUW Executive Branch shall not serve as chairperson of any ASUW standing committee.

11. Special Committees

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.

A. <u>The ASUW Census Committee:</u>
   a. <u>Name</u>: The ASUW Census Committee will also be referred to as the "Cowboy Count Committee."
   b. <u>Purpose:</u> 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 y-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 First- Year Senator appointed by the First- Year 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.

B. 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 First- Year Senator, one Student-at-Large, one (1) non-traditional student, and an ASUW Advisor or Dean of Students designee.

C. The ASUW DIA Shuttle Service Committee

a. Purpose: The Committee shall serve as a means by which the ASUW shall seek to review student applications for the ASUW DIA Shuttle Service. The Committee shall select 55 or less student applications that will receive the service. As well as a waitlist, if more than 55 students applied to the service. The Committee shall have the responsibility to contact UW Transportation Services to coordinate the acquirement of transportation shuttles to be used for the DIA Shuttle Service. The Committee will seek other campus entities that are better equipped to take on the responsibility of the DIA Shuttle Service.
b. Powers: The powers of this Committee shall act in accordance to the DIA Shuttle Service Policy, University Regulations, the ASUW By-Laws, Rules and Procedures, and other relevant documents and shall be limited to the contents of those policies and regulations. The Committee's powers shall include, but are not limited to, the ability to select, waitlist, and deny applications, meet with university administrators, officials, and personnel, draft legislations and make appropriate recommendations to the ASUW Senate the DIA Shuttle Service Policy, and handle student policy infractions.
c. Composition: The ASUW DIA Shuttle Service Special Committee shall be composed of six (6) ASUW Senators, and two (2) Students-at-Large appointed by the ASUW Vice President. The ASUW Vice President shall appoint an ASUW executive to serve as the chairperson of the Committee. The ASUW Vice President may appoint ASUW executives to serve as ex-officios on the Committee.

D. The Service-Learning Exchange Scholarship Committee
a. Purpose: The Service-Learning Exchange Scholarship is for UW students who demonstrate excellence in leadership over the course of the Covid-19 Pandemic or shall be used to make scholarship grants to students enrolled at the University of Wyoming participating in service-learning exchanges that foster a passion for volunteerism, promote leadership development, and help create well-rounded students.
b. Powers: The Committee will meet during the spring semester and will review applications filled out by students applying. The Committee will then interview applicants and decide awardees for scholarships. Upon choosing awardees, information for the scholarship recipients must be submitted to the UW Financial Aid Office.
c. Composition: The Committee will be chaired by the appropriate executive appointed by the ASUW Vice-President and will comprise of The ASUW President (or designee), ASUW Advisor, An ASUW executive (COLA), the admin responsible for service learning, and Two (2) ASUW Senators.

E. ASUW Leadership Scholarship Committee (UW Students)

a. Purpose: the ASUW Leadership Scholarship is for UW Students who are a current student at the University of Wyoming; Demonstrate participation in athletics, student organizations, student government, community service, and/or other student leadership involvement; demonstrate serious financial need and have a cumulative UW GPA of 3.0.
b. Powers: Powers: The Committee will meet during the spring semester and will review applications filled out by students applying. The Committee will then interview applicants and decide awardees for scholarships. Upon choosing awardees, information for the scholarship recipients must be submitted to the UW Financial Aid Office.
c. Composition: the ASUW Leadership Scholarship will be chaired an appropriate executive appointed by the ASUW President and will consist of the ASUW President (or designee), the ASUW Vice President, an ASUW executive (DoCGA), the ASUW Accountant, the Assistant Dean of Students (or designee), One student-at-large.

F. ASUW Leadership Scholarship Committee (High School Graduate)
a. Purpose: the ASUW Leadership Scholarship is for High School seniors who are a prospective student at the University of Wyoming that will attend the following Fall Semester; Demonstrate participation in athletics, student organizations, student government, community service, and/or other student leadership involvement; demonstrate serious financial need and have a cumulative GPA of 3.5-4.0.
b. Powers: The Committee will meet during the spring semester and will review applications filled out by students applying. The Committee will then interview applicants and decide awardees for scholarships. Upon choosing awardees, information for the scholarship recipients must be submitted to the UW Financial Aid Office.
c. Composition: the ASUW Leadership Scholarship will be chaired by an appropriate executive appointed by the ASUW President and will consist of the ASUW President (or designee), the ASUW Vice President, an ASUW executive (DoCGA), the ASUW Accountant, the Assistant Dean of Students (or designee), One student-at-large.

G. James C. Hurst Scholarship Committee
a. Purpose: the James C. Hurst Scholarship is for students that have or are participating in activities that enhance multicultural experiences at UW; or have marginalized identities and have shown a commitment to issues surrounding diversity and inclusion.
b. Powers: The Committee will meet during the spring semester and will review applications filled out by students applying. The Committee will then interview applicants and decide awardees for scholarships. Upon choosing

awardees, information for the scholarship recipients must be submitted to the UW Financial Aid Office.

c. Composition: the James C. Hurst Scholarship will be chaired by an appropriate executive appointed by the ASUW President and shall be composed of the Chair of the ASUW Advocacy, Diversity, and Policy Committee, the ASUW President (or designee, an ASUW executive (DoD), one (1) ASUW Senator, and the ASUW Advisor.

H. Charlotte Hearne Davis Scholarship Committee
   a. Purpose: The Charlotte Hearne Davis Scholarship is for students who have been a member of the First Year Senate at the University of Wyoming and must have demonstrated dedication to, and excellence in, First year Senate over the course of their freshman year.
   b. Powers: The Committee will meet during the spring semester and will review applications filled out by students applying. The Committee will then interview applicants and decide awardees for scholarships. Upon choosing awardees, information for the scholarship recipients must be submitted to the UW Financial Aid Office.
   c. Composition: The Charlotte Hearne Davis Scholarship will be chaired by the First-Year Senate advisor and will be composed of the Chair of the Homecoming, Outreach, Programming, and Elections Committee, the ASUW President (or designee), a designee from the Division of Student Affairs, an ASUW Senator-at-Large, and the ASUW Project Coordinator.

I. First Year Senate Textbook Scholarship Committee
   a. Purpose: The First Year Senate Textbook Scholarship is for First Year Senators that demonstrate dedication to, and excellence in, First Year Senate to purchase textbooks.
   b. Powers: The Committee will meet during the spring semester and will review applications filled out by students applying. The Committee will then interview applicants and decide awardees for scholarships. Upon choosing awardees, information for the scholarship recipients must be submitted to the UW Financial Aid Office.
   c. Composition: the First-Year Senate Textbook Scholarship Committee will be chaired by the First-Year Senate Presiding Officer and will be composed of the First-Year Senate Presiding Officer the First-Year Senate Parliamentarian, the three chairs of the First-Year Senate committees, and the First-Year Senate Advisor.

J. The Opportunities for Excellence Scholarship Committee
   a. Purpose: The Opportunities for Excellence Scholarship Committee is for deserving UW students in dire financial need that would not otherwise qualify for financial assistance. Deference is to be given to awardees on the basis of

severity of financial need, academic ability, and other factors detailed by the applicant.

b. Powers: The Committee will meet during the spring semester and will review applications filled out by students applying. The Committee will then interview applicants and decide awardees for scholarships. Upon choosing awardees, information for the scholarship recipients must be submitted to the UW Financial Aid Office.

c. Composition: The Opportunities for Excellence Scholarship Committee will be chaired by the Chief of Legislative Affairs and consist of three (3) ASUW Senators, two (2) ASUW First-Year Senators, two students-at- large, and the ASUW Advisor.

K. 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.

L. 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.

M. All 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 special committee and beheard 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 3. JUDICIAL COUNCIL

SECTION 3.01 Jurisdiction

1. Matters within Jurisdiction

A. The ASUW Judicial Council 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, the ASUW Finance Policies, and the ASUW Elections Code in situations of disagreement.

B. The ASUW Judicial Council shall have jurisdiction over all actions of the ASUW Executive branch.

C. The ASUW Judicial Council 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.

D. The ASUW Judicial Council shall have jurisdiction over offenses against the Constitution of the Associated Students of the University of Wyoming.

2. Complaints

A. Any member of the ASUW may bring a dispute before the ASU Judicial Council. All complaints must be submitted to the Chief Justice of the Judicial Council, or the relevant position, within a timely manner upon discovery of a disputed action. The Council must meet regarding the complaint within ten (10) academic days of the written complaint being submitted.

3. Responsibilities and Authorities

A. The ASUW Judicial Council will be overseen by the ASUW Judicial Council Advisor or the ASUW Advisor. The ASUW Judicial Council shall have the following responsibilities and authorities:
    a. The Council shall be the final authority regarding the interpretation of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, the ASUW Elections Code, and the ASUW Finance Policies.
    b. The Council shall have the ability to impose sanctions on 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. The Council may render final decisions regarding the actions of the ASUW executive branch 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, the ASUW Finance Policies, and the ASUW Elections Code. 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.
    c. The Council shall have the right make recommendations to or require actions of other branches of the ASUW as they determine are required.

4. Appointment

A. Pursuant to Article VII, Section 1 of the ASUW By-Laws, Justices shall be appointed by the ASUW President with the advice and consent of the ASUW Senate. Each year of a Justice's term shall run concurrently with the one-year term of the ASUW President and Vice President, from the first Monday in May to the first Monday in May of the next year.

B. The ASUW President shall appoint justices in the spring semester of their term, and those newly confirmed Justices shall take office on the same day as the newly elected President and Vice President

5. Procedural Requirements

A. In the discharge of its responsibilities, the ASUW Judicial Council shall conduct its business pursuant to the principles of due process and fairness. Incompliance 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. All decisions, including sanctions, made by the Council may be appealed to the Dean of Students, or designee. Students or student organizations have five (5) academic days to appeal a Council decision. Notice of appeals being filed must be given immediately to all involved parties, as well as the Judicial Council. The Dean of Students, or designee, has thirty (30) academic days from the appeal being filed to issue their decision.
    c. All official hearings by the Council shall be conducted in accordance with written Rules and Procedures of the ASUW Judicial Council. Proposed changes to the Rules and Procedures of the Judicial Council must be approved by the ASUW Senate. Such rules shall include provisions for the following matters:
        i. The proceedings and decisions of the Council must be conducted in a fair manner consistent with principles of due process.
        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.
        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 on their own behalf, present rebuttal, have an opportunity to question any witnesses, and present summary testimony.
        iv. Each party to a dispute or charge shall be provided a written explanation of the reasons for any decision rendered by the Council.

B. 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. A permanent copy of all Council documents, interpretations, sanctions and opinions shall be kept on file in order to uphold the precedence of Council decisions. Cases involving Code of Ethics

investigations shall be kept only in writing, except in cases which carry matters of interpretive precedence, which shall be kept online, but have names and all other personally identifiable information of the individuals in question redacted to the greatest extent possible, at the discretions of the Chief Justice with advice from the ASUW or Judicial Council Advisor.

ARTICLE 4. VACANCY OF OFFICE

SECTION 4.01 Executive Officers

1. Executive Vacancy Procedure

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 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;
    a. Parliamentarian
    b. Senate Sergeant at Arms
    c. Senate Marshall
    d. Chief of Staff
D. Any further line of succession may be outlined by the President and approved by the ASUW Senate.

SECTION 4.02 Senate

1. Senate Vacancy Procedure

A. At the beginning of each ASUW Administration, a list of potential ASUW candidates will be created, including the senatorial candidates who were elected in the initial student representative election. This shall include write-in candidates.
B. Upon the resignation, permanent absence or incapacity of any Senator, the ASUW Vice President and Steering Committee will fill the vacancy:
    a. Eligible students applying to fill vacancies are outlined within the ASUW Elections Policy, Section 1.05.
    b. If a vacancy occurs during the summer months when the Intercession Oversight Committee is invoked, the following procedure will occur:

i. Upon the resignation, permanent absence or incapacity of any Senator, during the Summer months, the senatorial candidate who received the next highest number of approval votes in the immediate previous election shall fill the vacancy.
ii. 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 business 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.
iii. If there are no additional senatorial candidates from the previous election to fill a vacancy, the vacancy will remain until the start of the academic year.

C. If a vacancy occurs during the academic year, the ASUW Vice President and Steering Committee will begin an application and election process to fill the vacant seat. The application shall require a cover letter and a résumé.
    a. As soon as possible after the vacancy occurs a call for applicants will be made with the application period determined by the ASUW Vice President.
    b. At the close of the application period, the ASUW Advisor will review the applications for a candidate's eligibility as stipulated by the ASUW Election Policy.
    c. After candidates have been approved by the ASUW Advisor, the Vice President and the Steering Committee will determine which applicants shall be interviewed, followed by the Vice President interviewing selected candidates.
    d. After interviews are completed, the Vice President and the Steering Committee shall select a candidate to fill the vacant seat.
    e. Candidates shall be subject to a confirmatory vote by the ASUW Senate. Two-thirds (2/3) of present voting members shall be the threshold for confirmation.
    f. The ASUW Vice President will notify the chosen candidate as soon as they are confirmed by the Senate. Upon acceptance, the candidate will be sworn in immediately after being confirmed by the ASUW Senate.
    g. This system will not be used once applications for the ASUW Student Representative Election open.
    h. All Senate Vacancy elections shall follow the above outlines procedures and adhere as closely as possible to the policies outlined in the ASUW Elections Policy.

ARTICLE 5. CODE OF ETHICS

SECTION 5.01 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, freedom, and civility that every individual deserves.

SECTION 5.02 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 strive each day in my service of the University of Wyoming to abide by the "Code of the West" and Cowboy Ethics:
    a. Live each day with courage.
    b. Take pride in your work.
    c. Always finish what you start.
    d. Do what has to be done.
    e. Be tough, but fair.
    f. When you make a promise, keep it.
    g. Ride for the brand.
    h. Talk less, say more.
    i. Remember that some things are not for sale.
    j. Know where to draw the line.
B. I will not misuse my position as an elected representative or the resources of ASUW for personal gain
C. I will present 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.
D. As a university employee I will not tolerate discriminatory action that is in violation of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Title II of the Americans with Disabilities Act. Members of ASUW are beholden to University Regulations 4-2 (Discrimination and Harassment) and 4-3 (Title IX and Sexual Misconduct), which defines discriminatory action and Protected Classes.

E. I am not entitled to speech that violates 1st Amendment law. Such speech is expression that is obscene or defamatory; constitutes a genuine threat or discriminatory harassment; incites imminent violence or other lawless action; unjustifiably invades privacy; interferes with the free expression rights of others; or otherwise stands in violation of the law. However, all members of ASUW are entitled to other forms of legal speech.
F. I will strive, within reason, ability, and circumstance, to promote an environment that fosters constructive debate and civil discourse.
G. 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.

SECTION 5.03 Obligations and Duties

1. 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 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 5.04 Procedural Requirements for Violations

1. 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.
   A. Senate Violations: complaints pertaining to Code of Ethics violations committed by members of the Senate shall be presented to the ASUW Vice President.
   B. Executive Violations: complaints pertaining to Code of Ethics violations committed by the members of the executive board shall be presented to the Judicial Council.

2. 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.
    A. 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.
    B. The alleged violator shall receive a copy of the complaint in writing at the meeting with the complaint recipient.
    C. A copy of the complaint shall also be sent to the ASUW Advisor or designee.
    D. All communications between the alleged violator and the complaint recipient shall remain confidential, including any copies sent to the ASUW Advisor or designee.
    E. 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 6. REMOVAL FROM OFFICE

SECTION 6.01 Ineligibility

1. Any member of the ASUW Legislative, Executive or Judicial branches 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 these 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 to 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 current ASUW Senator or official is ineligible for office, the ASUW Advisor, or designee of the Dean of Students Office, shall be responsible for notifying the ASUW Elections Committee 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.

2. 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.
    A. In cases when an official in 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 fail 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 6.02 Impeachment

1. 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.
2. The ASUW Senate shall have the sole power to try all impeachments.
3. The impeachment proceeding shall be considered legislative action and carry the same weight as legislation.
4. A vote of two-thirds (2/3) of the current membership of the ASUW Senate shall be necessary to bring the charge of impeachment.
5. The trial of impeachment must be commenced following the vote of the Student Senate to authorize the charge of impeachment.
6. The accused must have a fair trial consistent with the concept of due process as provided by the University Procedures in such matters.
    A. The trial of impeachment shall consist of the following proceedings:
        a. The President Pro Tempore shall preside over all trials of impeachment.
            i. In the event that Articles of Impeachment are brought against the President Pro Tempore, the ASUW Vice President shall preside.
        b. 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.
    B. 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 not be removed from their position.
    C. The Student Senate will then debate whether to convict the charged member.

7. Charges of impeachment must be publicized by being published on the ASUW website and the ASUW Senate Student Right to Know.
8. A person shall not be convicted without the concurrence of at least three- fourths (3/4) of the voting members of the ASUW Senate.
9. Individuals who are being charged with impeachment shall not have the privilege to vote in their own impeachment.
10. If found guilty, there shall be no punishment other than the removal of office.
11. 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.
12. All ASUW Legislative, Executive, and Judicial Branch vacancies shall be filled as outlined in Article 4 of the ASUW By-Laws.

ARTICLE 7. PROGRAMS AND SERVICES

SECTION 7.01 Programs and Services

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
      a. These groups experience a high degree of interaction with students who come before them to petition for support of various student needs and concerns. These include:
         i. ASUW Senate
         ii. All Traditionally Sponsored ASUW Programming
         iii. ASUW Budget and Planning Committee
         iv. First-Year Senate (business meetings only)
         v. The Tuition Allocation and Student Fee Review Committee
         vi. Non-Traditional Student Council (business meetings only)
         vii. ASUW Student Organization Funding Board
         viii. Graduate Student Council
      b. 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, and consent of the ASUW Vice President.
      c. All Scheduling under this section must be completed through the ASUW Secretary, or the relevant position. 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

a. 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:
    i. ASUW Program and Institutional Development Committee
    ii. Safe Ride Advisory Board
    iii. ASUW Steering Committee
    iv. ASUW Homecoming, Outreach, Programming, and Elections Committee

C. Other Programs and Services
    a. These 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:
        i. A.L. Lupton Financial Literacy Program
        ii. Associated Students Technical Services (ASTEC)
        iii. First-Year Senate
        iv. Honorary Cowboy
        v. Non-Traditional Student Council
        vi. Student Legal Services
        vii. Graduate Student Council

SECTION 7.02 Scheduling

1. Priority Scheduling
    A. 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. First-Year Senate (business meetings only)
        d. Graduate Student Council (business meetings only)
        e. ASUW Student Organization Funding Board
        f. Mandatory Student Fee Committee
        g. Strategic Partners

B. This privilege will be granted to programs and partners if they meet the following criteria:
    a. Meeting times and places must be visible to the student body and must appear on the program or partner's website.
    b. At least half of the program or partner's meeting time must be open to the general student body. During this time, students must have the ability to address the group and raise concerns to be discussed.
C. This section shall become effective upon approval of related policy changes to the Union Events Office scheduling policy.

SECTION 7.03 Community Programs

1. ASUW Programs are student run organizations completely funded by ASUW and are subject to appropriate adjudication by the ASUW Executive Branch under the advice and consent of the ASUW Senate. ASUW Programs are split into two categories: community-based and service- based programs.
2. Community based programs are student-led organizations that exist to provide space and opportunities for specific groups on campus. Current ASUW community-based programs are listed below.
    A. Non-Traditional Student Council
    B. Graduate Student Council
    C. First-Year Senate
3. Creation or adoption of a community-based program must be brought before the Program and Institutional Development Committee for a formal recommendation
4. The Committee's formal recommendation will be sent by memo to the petitioning party. The memo shall consist of thoughts, findings, estimated expenses and a recommendation to the ASUW Senate.
5. The program adoption or creation must be drafted into legislation with the following contents and passed by a 2/3 majority of the Senate.
    A. Mission statement
    B. Memo from the Program and Institutional Development Committee
    C. All ASUW community-based programs must have a constitution and mission statement that aligns with the following process.
    D. Creation of a constitution for a community-based program must be passed first by a majority vote of the Program and Institutional Development Committee and then by a majority vote of the ASUW Senate.
    E. Amendments of an ASUW community-based program constitution must be passed first by a majority vote of the Program and Institutional Development Committee and then by a majority vote of the ASUW Senate.
    F. An appeal of the decision of the Program and Institutional Development Committee may be made for the above process by any member of the community-based program,

and legislation passed for a renewal of their program until the next ASUW Strategic Plan is created. Continuations will require a majority vote of the ASUW Senate while dissolution will require a two-thirds (2/3) vote of the ASUW Senate. The addendum shall contain an evaluation of the community-based program by the current administration and the Program and Institutional Development Committee evaluation from each academic year since the last legislative renewal.

6. ASUW community-based programs will be reassessed each time ASUW conducts the Strategic Planning process. At this time ASUW community-based programs will need to have legislation passed for a renewal of their program until the next ASUW Strategic Plan is created. Continuations will require a majority vote of the ASUW Senate while dissolution will require a two-thirds (2/3) vote of the ASUW Senate. The addendum shall contain an evaluation of the community-based program by the current administration and the Program and Institutional Development Committee evaluation from each academic year since the last legislative renewal.
7. ASUW community-based programs that elect co-chairs and leadership positions must have their chosen or elected candidates brought forth before the Programs and Intuitional Development committee. These programs consist of:
   A. Nontraditional Student Council
   B. Graduate Student Council
8. The selected candidate will be screened by the Program and Institutional Development Committee and then confirmed by a 4/5 vote of the committee. If not confirmed by the Program and Institutional Development Committee, another candidate or candidate will need to be chosen or elected by the program for screening. This process applies to all replacement candidates. An appeal may be made by any member of the program, which will be brought before the ASUW Senate for a majority vote on the appeal.
9. The ASUW Vice President shall have the following powers of appointment of the First-Year Senate Advisor with the advice and consent of the ASUW Senate.
   A. The Vice President shall open applications for the First-Year Senate during the summer after their election.
   B. Confirmation for the First-Year Senate Advisor shall be presented to the Program and Institutional Development Committee for approval. If a First Year Senate Advisor is to be selected before the beginning of the semester, the Intersession Oversight Committee shall be presented with the appointment for consideration and approval.
   C. The Program and Institutional Development Committee shall conduct an evaluation at the end of First-Year Senate Orientation, which shall be determined by the Vice President and First-Year Senate Advisor, pertaining to the First-Year Senate Advisor's ability to carry out their duties as prescribed by the ASUW Advisor and their ability to properly educate the First-Year Senate.
   D. The ASUW Advisor shall use the evaluation to determine whether the current First Year Senate Advisor is to be retained or relieved of their duties.

E. If the ASUW Senate and, by extension, its standing committee are in recess, select members chosen by the ASUW Advisor from the Intersession Oversight Committee will assume the responsibilities of the Program and Institutional Development Committee on the above tasks outlined in section 8.04.
F. The First-Year Senate Advisor may serve as a Senator on the ASUW Senate concurrently while fulfilling their duties as Advisor to the First-Year Senate. At the discretion of the ASUW President and Vice President, an Executive or relevant ASUW member excluding members of the Judicial Council may jointly act and assume the responsibilities of the First-Year Senate Advisor. They shall not in any way attempt to unduly influence the First-Year Senate while fulfilling the duties of their office. Any violation of this clause shall be treated as an offense in Subsection 7 of this section.

10. Articles of Dissolution may be drafted and submitted by the Program and Institutional Development Committee against any elected or chosen student-run position of a program for any of the following offenses, as well as other unlisted offenses deemed to be appropriate by the Program and Institutional Development Committee.
    A. Violation of the ASUW Code of Ethics
    B. Violation of the ASUW By-Laws
    C. Violation of the ASUW finance policies
    D. Violation of the Specific Program's mission statement.
    E. Any conduct with the dean of student's office
    F. Conduct of confidence issues brought before the ASUW Executive Branch
11. The Program and Institutional Development Committee shall have the responsibility of initiating and managing all dissolution processes for program's elected or chosen student run positions.
12. The Program and institutional Development Committee will hold hearings regarding any possible violations of the above conditions.
13. Any violation found will be investigated by the Program and Institutional Development Committee, if any violation is discovered, a trial will commence at the next possible regularly scheduled Program and Institutional Development Committee meeting.
14. The accused shall have a fair trial consistent with the concept of due process. In this time, if the individual is serving as an Ex Officio on the ASUW senate, a replacement from the program must fill this position.
    A. The trial of dissolution shall consist of the following proceedings:
        a. The ASUW Advisor or Project Coordinator shall preside over all trials of dissolution.
        b. The Program and Institutional Development Committee chair shall present the findings of the violation discovered by the committee.
            i. The charged may then plead guilty or not guilty to any allegations or charges and address or present a letter to the committee addressing

concerns or a list of reasons why the committee should not vote for the finding of a violation.

ii. The committee will then debate the matter, requiring a majority for the person to be found in violation of the above offenses.

15. The verdict must be posted under the programs ASUW website page and sent out to the program's members directly by memo.
16. If found guilty, the violation then must be turned into legislation providing all the committee's findings and conclusions and submitted to Steering to be brought before the ASUW Senate consistent with standard legislative processes.
17. The piece of legislation will be read before the senate and voted on in its second reading. A 2/3 vote of the ASUW Senate is required for the individual to be fully removed from the position.
18. If the dissolution legislation is approved, there shall be no punishment other than removal of the individual from the position and the removal of the ability to serve as an Ex-Officio of the program. This verdict does not pertain to membership status or the ability to participate as a member of the program.
19. If dissolution legislation fails on the floor, the individual shall still be found guilty but cannot be removed from their position in the program for the stated offenses.
20. Vacancy processes will be determined by the program itself and the ASUW Advisor, in accordance with the screening process outlined in section 8.04.
21. All community programs, except First-Year Senate, may choose to attend ASUW Senate Meetings on a weekly basis, or shall be required to attend an ASUW Committee on a weekly basis. The program has the autonomy to choose which option they would prefer and must inform the Program and Institutional Development Committee and/or the ASUW Project Coordinator of their choice.
    A. If the Program chooses to attend an ASUW Committee, the ASUW Project Coordinator will work with the Program to find the best fit for a committee.
    B. Approval of the committee in which a Program wishes to attend must be done by the Program and Institutional Development Committee.

SECTION 7.04 Service Programs

1. Service based programs are pro staff or faculty run organizations offering opportunities and service to the student body. The following are the current service- based programs at ASUW:
    A. Student Legal Services
    B. ASTEC
2. ASUW service-based programs will be assessed each time ASUW conducts the Strategic Planning process. At this time ASUW service-based programs will need to have legislation passed for a renewal of the next four years. Continuations or dissolution will require a 2/3 vote of the ASUW Senate.

ARTICLE 8. SUSPENSION

SECTION 8.01 Suspension

1. Any portion of these By-Laws may be temporarily suspended by a four- fifths (4/5) vote of the ASUW Senate.

ARTICLE 9. REVISIONS AND ADOPTIONS

SECTION 9.01 Revisions

1. All revisions and amendments to these By-Laws shall facilitate the requirements of the Constitution and not be in conflict with the Constitution.
2. The ASUW Steering Committee shall have the power and duty to change any formatting, grammar, and spelling errors that are present within ASUW's working documents without going through the typical legislative process. The Steering Committee shall conduct a thorough non-legislative review of ASUW's working documents on a yearly basis in order to find and correct these errors. This shall be referred to as the Titus Clause

SECTION 9.02

1. 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.