

Office of the Vice President  
 Courtney Titus  
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The 108<sup>th</sup> Administration  
 Associated Students of the  
 University of Wyoming

## Senator Responsibilities and Expectations

1. **Attend Senate meetings** (3 unexcused absences allowed total)
  - a. Where: Zoom at <https://uwyo.zoom.us/j/96498032078>
  - b. When: Tuesdays at 7:00 pm
2. **Serve on two (2) committees** (2 committee unexcused absences = 1 Senate absence)
  - a. Senators shall serve on a minimum of two (2) Committees; one (1) ASUW Standing Committees and one (1) University Committee or one (1) ASUW Special Committee.
  - b. Where/When: Determined by the committee

3. **Acquire two (2) service hours per service period**

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

- a. What: Service hours can be accumulated through the following means:
  - i. Documented office hour in the ASUW office.
  - ii. Documented participation in an ASUW student outreach event.
  - iii. Documented attendance or participation in an ASUW-funded event.
  - iv. Documented volunteering with an ASUW program.
  - v. Documented community service hour as a member of ASUW.
  - vi. Documented outreach to student organizations (SOs) that Senators are not already affiliated with by attending an SO meeting and sharing the resources ASUW can provide to SOs to encourage stronger ties between ASUW and SOs.
  - vii. Any other form of service hour, as pre-approved in writing by the ASUW Vice President, with the subsequent approval of the ASUW Steering Committee.
- a. Senators who are filling a vacancy during a Service Period will only be required to accumulate one (1) service hour for that period. If a Senator fills a vacancy within the last five (5) business days of a Service Period, they will not be required to accumulate any service hours for that period.
  - i. Senators filling a vacancy will be required to fulfill requirements for all full service periods for the remainder of their term.
- b. Each Senator shall be required to spend two (2) service hours of their required hours as designated in the Senatorial Responsibilities in the ASUW By-Laws in the spring semester aiding the Elections Committee with outreach efforts that include, but are not limited to, speaking to classes about ASUW, speaking to RSOs about ASUW (preferably with focus in the Senator's college and/or that they are not already affiliated with), volunteering at different election outreach events, and/or formulating different elections materials.
- c. Appropriate documentation of service hours will be set and managed by the ASUW Vice President, with the subsequent approval of the Steering Committee.

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- i. The decisions of the Vice President regarding exceptions to the listed service hours can be verbally appealed to the Steering Committee at the next regular Steering Committee Meeting.
- 4. Attend one diversity workshop hosted by the United Multicultural Council**
  - a. This diversity workshop focuses on diversity as it pertains to the University of Wyoming, with a goal of increasing awareness of vulnerable or underrepresented groups on campus.
- 5. Attend one sexual misconduct prevention and awareness training**
  - a. This training is focused on raising awareness of and learning how to prevent sexual assault at the University of Wyoming, and how to support victims of assault.
6. Senators must **maintain good academic status** in the College or School to which they were elected to represent.
7. Senators shall **pay the ASUW Student fee**.
8. Senators must **maintain student enrollment at the University of Wyoming** for the duration of their service.

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## Extra Requirements for the Senatorial Scholarship

The ASUW Senatorial Scholarship is a scholarship given to ASUW Senators. Senators who have completed the basic requirements, as outlined above, shall receive 60% of the total scholarship money allocated to their seat. The remaining 40% is granted after the following additional requirements are met.

**1. Attend one (1) RSO Event funded by ASUW per semester and complete an evaluation**

- a. What/When/Where: Senators shall be informed of event logistics by the RSO Funding Board Chair, Associate Director of Finance, Collegiate Link, WyoCal, and other advertising
- b. After completing this, the form to report your participation can be found on the ASUW WyoCourses page.
- c. These forms will be reviewed by the ASUW VP.

**2. Attend one (1) public meeting of any ASUW Program, Service, or Strategic Partner per semester**

- d. What: First-Year Senate meeting, UMC meeting, Non-Traditional Student Council meeting, ASTEC, SLS, IFC, Panhellenic, etc.
- e. When: Determined by each group.
- f. What: Introduce yourself, give recommendations, answer questions, discuss any relevant topics between your position and the group you are meeting with.
- g. After completing this, the form to report your participation can be found on the ASUW WyoCourses page.

**3. Acquire one additional service hour per service period**

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

**h. The following count as means of acquiring additional service hours:**

- i. Documented office hour in the ASUW office.
  - ii. Documented participation in an ASUW student outreach event.
  - iii. Documented attendance or participation in an ASUW funded event.
  - iv. Documented volunteering with an ASUW program.
  - v. Documented outreach to RSOs that Senators are not already affiliated with by attending an RSO meeting and sharing the resources ASUW can provide to RSOs to encourage stronger ties between ASUW and RSOs.
  - vi. Any other form of service hour, as pre-approved in writing by the ASUW Vice President, with the subsequent approval of the ASUW Steering Committee.
- i. How: If you need to gain approval from Steering, contact the VP.
  - j. After completing this, the form to report your participation is located on the ASUW WyoCourses page under assignments.