



Senate Bill #2846

TITLE: A Restructuring of the First-Year Senate Working Documents

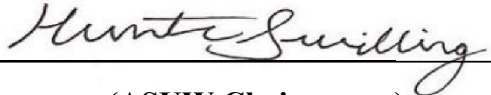
DATE INTRODUCED: December 6, 2022

AUTHOR: First-Year Senator Meester

SPONSORS: Senators Ewalt and McLean; First-Year Senators Aston and
Keasling

1. WHEREAS, the purpose of the Associated Students of the University of
2. Wyoming (ASUW) is to serve our fellow students in the best manner possible; and,
3. WHEREAS, the First-Year Senate Constitution has historically been found to be
4. problematic; and,
5. WHEREAS, all attempt to rewrite the constitution have led to a subsequent
6. cyclical process of rewrites; and,
7. WHEREAS, all previous rewrites have resulted in objectively unorganized
8. systems upon which the First-Year Senate struggles to function; and,
9. WHEREAS, the First-Year Senate requires a stable and consistent set of working
10. documents upon which it can rely.
11. THEREFORE, be it enacted that the First-Year Senate Constitution be once
12. again rewritten as reflected in Addendum A; and,
13. THEREFORE, be it further enacted that the constitution be split into a more
14. traditional constitution and a newly created First-Year Senate By-Laws document
15. as reflected in Addendums A-B; and,
16. THEREFORE, be it further enacted that these changes take effect upon the
17. passage of this legislation.

Referred to: Budget and Planning; Advocacy, Diversity, and Policy

Date of Passage: January 17th, 2022 Signed: 
(ASUW Chairperson)

“Being enacted on January 17th, 2022, I do hereby sign my name hereto

and approve this Senate action.” 
ASUW President

Addendum A

THE CONSTITUTION OF THE ASUW FIRST-YEAR SENATE

PREAMBLE

In the belief that students have the right, as well as the obligation, to play a significant role in guiding their University, we the First-Year class of the University of Wyoming, seeking to provide an effective organization to promote the general welfare of all students at the University, to represent the concerns for the student body, and to provide for and regulate such other matters as are hereinafter set forth, do ordain and establish this Constitution.

ARTICLE

I

Name

Section 1. The name of this organization shall be the Associated Students of the University of Wyoming First-Year Senate (FYS), hereinafter referred to as the First-Year Senate.

ARTICLE

II

Delegation of Authority and Responsibility

Section 1. As an inseparable part of the ASUW, the First-Year Senate derives all power and authority from the ASUW Student Senate. The authority and responsibility of the First-Year Senate must be in accordance with the ASUW Constitution, By-Laws, Rules and Procedures, and all working documents. Any procedures not derived in this document shall be derived from the ASUW By-Laws.

ARTICLE

III

Membership

Section 1. Any full-time, First-Year student enrolled in the University of Wyoming shall be a member of the First-Year Senate during each regular semester of that year.

Section 2. Members of the First-Year Senate shall, in accordance with specific provisions contained in this Constitution, be eligible to hold elected or appointed office in the First-Year Senate; shall be entitled to take part in matters of issue or consideration before the First-Year Senate; and shall be entitled to participate in the programs or activities provided by the First-Year Senate to include any special benefits provided as part of these programs and activities.

Section 3. The First-Year Senate will not discriminate on the basis of race, color, religion, sex, sexual orientation, age, political belief, veteran status, disability, ~~or~~ national origin, **relationship status, or gender identity.**

ARTICLE

IV

Appointed or Selected Officers ~~and Senator~~ ~~Obligations~~

The privilege of holding an elected or appointed position as a First-Year Senate representative shall be in accordance with the following provisions:

Section 1. Voting Membership: Each Fall, twenty-one (21) First-Year students at the University shall be selected to serve as the voting members for the academic year

Section 1. A member of the First-Year Senate may be removed from office if they have been found to be on conduct probation as assigned by a Student Judicial Affairs Officer in the Dean of Students Office, or if they have been found guilty of other acts which compromise their integrity as a student leader and representative of the First-Year Senate or ASUW. This standard must be maintained throughout the term of office.

Section 2. The length of term for each First-Year Senator shall be limited to one (1) year.

Section 3. The ASUW First-Year Senate shall appoint three (3) delegates to represent First-Year Students to serve on the ASUW Senate. They shall have all rights of Senate membership. The First-Year Senate By-Laws will outline the process by which these delegates are selected.

Section 4. An Ex-Officio member is a representative chosen by an entity who shall enjoy all rights of First-Year Senate membership except the right to vote.

~~Section 2.~~ Oath of Office: Each ASUW First Year Senator and Officer shall take the following oath before being sworn into office: "I, (full name), do affirm before these assemble 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 documents of the First Year Senate and of the ASUW"

~~Section 3.~~ Senator Obligations

- ~~A. Senator Obligations are only in effect after proper orientation as defined by the Assistant Director of ASUW and/or the FYS Advisor.~~
- ~~B. Senators must attend weekly meetings of the First Year Senate, to be held each Tuesday at 5:15pm in the Senate Chambers of the Wyoming Student Union.~~
- ~~C. After proper orientation as determined by the FYS Advisor, each senator must be an active member on at least one (1) ASUW standing committee, to be determined by the ASUW Vice President and the First Year Senate Advisor.~~
- ~~D. Each senator must be an active member on at least one (1) ASUW First Year Senate standing committee, to be determined by the advisor(s).
 - ~~a. The members of the Steering Committee of the First Year Senate are to be elected by their fellow senators. No member of the Steering Committee is to be appointed without elections of the full First Year Senate.~~~~
- ~~E. Each senator must attend at least one (1) ASUW Senate meeting in the Spring semester, not including delegates who serve as voting members on a rotating basis, and sign in with the First Year Senate Presiding Officer at the meeting they choose to attend.~~
- ~~F. ASUW Senators shall have the following standardized physical responsibilities:
 - ~~a. Each academic semester, senators will be required to accumulate three (3) service hours. The service hours can be accumulated through the following means:
 - ~~i. Documented office hour in the ASUW office.~~
 - ~~ii. Documented volunteering at an ASUW student outreach event.~~
 - ~~iii. Documented volunteering with an ASUW funded event.~~
 - ~~iv. Documented volunteering with an ASUW program.~~
 - ~~v. Documented attendance and participation in an ASUW, First Year Senate, or University committee outside of assigned committees.~~~~~~

- ~~vi. Senators filling a vacancy will fulfil service hours at the discretion of the Steering Committee.~~
- ~~1. Appropriate documentation and documentation methods of service hours will be set and managed by the First Year Senate Steering Committee.~~
- ~~b. Senators shall attend a minimum of two (2) events funded by ASUW per semester. The events can be:~~
 - ~~i. Funded by ASUW through the SO Funding Board.~~
 - ~~ii. Put on by a program of ASUW, not including First Year Senate.~~
 - ~~iii. Senators must complete a review to be submitted to the First Year Senate Steering Committee, who will then send the reviews to the First Year Senate Advisor, the ASUW Director of Programs and Events, and any other relevant executive.~~

Section 4. — Senate Officers

- ~~A. At the first business meeting following the end of Fall breakfast meeting in December, the following officers are selected from the First Year Senate voting membership:~~
 - ~~a. Presiding Officer: They shall serve as the chair of the First Year Senate. They may not participate in debate unless they first relinquish the chair to the Parliamentarian. They shall only vote in the case of a tie. They shall represent the First Year Senate as a voting delegate at the ASUW Senate weekly meetings.~~
 - ~~i. They shall serve as the chair of the Steering Committee of the First Year Senate.~~
 - ~~ii. The Presiding Officer or their designee shall have the right to vote on behalf of the First Year Senate on all issues before the ASUW Senate.~~
 - ~~iii. In the beginning of the Fall semester, the FYS Advisor will act as the chairperson for the FYS.~~
 - ~~iv. The FYS Advisor will not vote on behalf of the FYS.~~
 - ~~v. The vote registered by the Presiding Officer or their designee shall be representative of the opinions of the First Year Senate on all legislation before the ASUW Senate.~~
 - ~~vi. The Presiding Officer or their designee may change the vote if they feel that amendments to a piece of legislation or further provided information necessitate and justify that change.~~
 - ~~vii. The Presiding Officer or their designee is accountable to the First Year Senate for matters of voting and if deemed necessary by members of the First Year Senate, may be subject to punitive measures defined by the First Year Senate Steering Committee or impeachment for lack of adherence to the responsibilities as outlined above.~~
 - ~~b. Parliamentarian: They shall keep the First Year Senate in accordance with Robert's Rules of Order. They shall preserve order as the Presiding Officer may direct. They shall serve on the Steering Committee of the First Year Senate.~~
 - ~~i. The Parliamentarian will serve as a First Year Senate Delegate for the first rotation in office due to the vacancy of a Senator of the Month.~~
 - ~~e. Secretary: They shall keep and distribute all minutes, an active roster, and votes in a time efficient manner. They shall prepare and circulate all weekly agendas and send all official First Year Senate communications. They shall periodically write and circulate press releases on the happenings of First Year Senate. They shall serve on the Steering Committee of the First Year Senate.~~
 - ~~d. Treasurer: They shall maintain the First Year Senate budget and draft budget proposals each spring semester. They shall serve on the Steering Committee of the First Year Senate.~~
 - ~~e. Steering Committee Liaison: They shall serve as an ex officio/liaison of the First Year Senate at the Residence Hall Association (RHA) weekly meetings in accordance with their constitution and by laws. They shall also serve on the Steering Committee of the First Year Senate~~
 - ~~i. The Steering Committee Liaison: will serve as a First Year Senate Delegate for the first rotation in office due to the vacancy of a committee nomination.~~

- ~~B. In the absence of any of the officers, the present officers will determine the most efficient way to fill the absent position. The only people that may fill the absent position are officers.~~
- ~~C. The following are the election procedures that will be used to select First Year Senate Officers.~~
 - ~~a. The nomination of the Presiding Officer will be administered by the First Year Senate advisor(s).~~
 - ~~b. The Presiding Officer will administer all other officer nominations.~~
 - ~~c. Anyone but the Presiding Officer may nominate a Senator.~~
 - ~~i. The following process shall be used during the retention vote for members of the First Year Senate Head Table.~~
- ~~D. During the first regularly scheduled meeting of the spring semester, a retention vote shall be held for each member of the First Year Senate Head Table. These votes shall be administered by the First Year Senate advisor(s).~~
 - ~~a. Each voting member of the First Year Senate shall have one vote, and they shall vote whether or not to retain each member of the Head Table.~~
 - ~~i. A member of the Head Table shall be removed from the Head Table and their officer position if three fifths (3/5ths) or more of present senators vote not to retain them.~~
 - ~~b. Members of the Head Table who are not retained in their position shall continue serving as First Year Senators.~~
 - ~~c. If a vacancy on the Head Table occurs as a result of this vote, typical Head Table vacancy elections shall take place.~~

Section 5. — Absenteeism

- ~~A. An absence from a weekly meeting of ASUW First Year Senate will count as one (1) absence.~~
- ~~B. An absence from a weekly meeting of ASUW full Senate by a First Year Senate delegate will count as one (1) absence.~~
- ~~C. An absence from an ASUW committee meeting will count as one half (1/2) absence.~~
- ~~D. An absence from a First Year Senate committee meeting will count as one half (1/2) absence.~~
 - ~~a. Absences for academic reasons can be excused by the Advisor and Secretary prior to the Tuesday of the meeting in question.~~
- ~~E. Any Senator with three (3) absences shall appear before the Steering Committee of the First Year Senate to determine whether they are able to continue serving and what remedial actions, if any, should be taken. In such a case, the Steering Committee must make a recommendation of remedial action to the First Year Senate.~~
 - ~~a. The chair of the Steering Committee shall notify the Senator in question regarding the Steering Committee's decision immediately following the Steering Committee meeting.~~
 - ~~b. The Steering Committee shall have the power to bring impeachment charges should the Committee find such action necessary and appropriate under the circumstances.~~
 - ~~c. No senator shall be removed from the First Year Senate for absences except through the impeachment process.~~

Section 6. — Resignation

- ~~A. A Senator wishing to resign from the First Year Senate shall present written notification to the Presiding Officer.~~
- ~~B. A Senator may announce their resignation during a regular First Year Senate meeting during Open Forum. Following the announcement, the resigning Senator shall present written verification of the resignation to the Presiding Officer within two (2) business days. If no written verification is provided, the announcement as recorded in the minutes will stand for an appropriate and formal resignation.~~

Section 7. — Ex Officio Members

- ~~A. All University organizations seeking an ex officio position on the First Year Senate must have that position approved by the Procedures Committee.~~
- ~~B. Each standing committee shall fix regular weekly, biweekly, or monthly meeting days for the transaction of business before the committee and additional meetings may be called by the committee chair as they may deem necessary.~~
- ~~C. Each standing committee is authorized to fix the number of its senators (but not less than one third (1/3) of its entire membership) who shall constitute a quorum for the transaction of such business as may be considered by said committee.~~
- ~~D. No Senator shall be allowed to cast a vote in committee by proxy.~~
- ~~E. Each standing committee shall keep as complete a record as practicable of all committee actions. The results of votes taken in any committee meeting on any legislation, amendments, or other business considered by the committee shall be reported by the committee chair when such legislation, amendments, or other business is brought before the full First Year Senate.~~
- ~~F. It shall be at the discretion of the chair of the committee to determine the level of parliamentary procedure necessary for the committee to effectively conduct its business. The committee chair, in cooperation with committee members, shall make reasonable efforts to run the meeting as efficiently as possible under the circumstances.~~

~~Section 8. First Year Senate Delegates~~

- ~~A. First Year Senate delegates are voting members of the ASUW Senate on a rotating basis (other than the FYS Presiding Officer) as outlined below. There will be three (3) FYS Delegates after proper orientation as outlined in Article IV Section 3 Clause A. These delegates shall include the following:
 - ~~a. FYS Presiding Officer shall serve as the primary FYS delegate at ASUW full Senate meetings at the start of their term.~~
 - ~~b. The needed Delegates will be nominated and elected on a rotating basis every four (4) First Year Senate Meetings.~~~~
- ~~B. The following are obligations for FYS Delegates.
 - ~~a. Once nominated and accepted, FYS Delegates must attend every ASUW Meeting within their rotation.
 - ~~i. Failure to do so may result in removal of their temporary FYS Delegate position. Any further punishment will be determined by the FYS Advisor and/or the FYS Steering Committee.~~
 - ~~ii. In the case of any FYS delegates being vacant, replacements shall be determined by FYS Steering.~~~~
 - ~~b. The FYS delegates, other than the FYS Presiding Officer, shall have the right to vote upon their discretion on all issues before the ASUW Senate.~~
 - ~~c. It is strongly encouraged that there is a new FYS Delegate every rotation, yet it is not required.~~
 - ~~d. A FYS Delegate can decline a nomination.~~
 - ~~e. The FYS Presiding Officer shall also deliver the FYS report during Communications and yield to all responsibilities within Article IV, Section 4.~~~~

~~ARTICLE V
Committees~~

~~Section 1. Committee Powers and Procedures~~

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

~~committee shall be authorized to originate bills and resolutions within its jurisdiction, in addition to considering legislation or other business referred to it.~~

~~B. Each standing committee shall fix regular weekly, biweekly, or monthly meeting days for the transaction of business before the committee and additional meetings may be called by the committee chair as they may deem necessary.~~

~~C. Each standing committee is authorized to fix the number of its senators (but not less than one third (1/3) of its entire membership) who shall constitute a quorum for the transaction of such business as may be considered by said committee.~~

~~D. No Senator shall be allowed to cast a vote in committee by proxy. Each standing committee shall keep as complete a record as practicable of all committee actions. The results of votes taken in any committee meeting on any legislation, amendments, or other business considered by the committee shall be reported by the committee chair when such legislation, amendments, or other business is brought before the full First Year Senate.~~

~~E. It shall be at the discretion of the chair of the committee to determine the level of parliamentary procedure necessary for the committee to effectively conduct its business. The committee chair, in cooperation with committee members, shall make reasonable efforts to run the meeting as efficiently as possible under the circumstances.~~

~~Section 2. Standing Committees~~

~~A. Steering Committee~~

~~a. The five (5) officers of the First Year Senate will serve as the membership for the Steering Committee.~~

~~b. The Presiding Officer will serve as the Steering Committee chair.~~

~~c. The Steering Committee will direct all pieces of the First Year Senate and ASUW legislation to the appropriate First Year Senate Committees, will track absences of First Year Senators, will handle all disciplinary action (impeachment charges) within the First Year Senate, and will assist in preparing all meeting agendas.~~

~~d. One (1) member from the First Year Senate Steering Committee will sit on the ASUW Student Government Steering Committee. This will be the First Year Senate Steering Committee Liaison.~~

~~B. Procedures Committee~~

~~a. A minimum of **four (3)** First Year Senators will serve as the membership for the Procedures Committee.~~

~~b. The Procedures Committee will internally select a chair.~~

~~c. The Procedures Committee will review all legislative actions affecting the First Year Senate Constitution or any ASUW bills and resolutions regarding the ASUW Constitution, By Laws, Rules and Procedures, and all working documents. The Procedures Committee will handle any vacancies in the First Year Senate outside of the standard election. The Procedures Committee will also review any legislative action from the First Year Senate or from the ASUW, as directed by the Steering Committee.~~

~~i. The Procedures Committee shall have the power to ensure that all adopted amendments to the First Year Senate Constitution are updated. The committee shall do so at the subsequent meeting after the amendment(s) have been signed into action.~~

~~ii. The procedures committee will be responsible for nominating a committee member to represent FYS in the ASUW Senate on a rotating basis.~~

~~C. Programming, Traditions, and Student Outreach Committee~~

~~a. A minimum of **four (3)** First Year Senators will serve as the membership for the Programming, Traditions, and Student Outreach Committee.~~

~~b. The Programming, Traditions, and Student Outreach Committee will internally select a chair.~~

~~c. The Programming, Traditions, and Student Outreach Committee will be responsible for selecting and scheduling all special events for the Senate and will be responsible for planning and coordinating all campus-wide service projects, speakers, and other events. The~~

~~Programming, Traditions and Student Outreach will be responsible for coordinating all Senate retreats and other internal activities, researching and rejuvenating lost campus traditions, and for planning all social events and outreach functions for the Senate. The committee shall also work to promote the current services, actions, and happenings of the ASUW First Year Senate. They shall consistently outreach to individual students and student organizations. The chair of the committee shall update and maintain the various First Year Senate social media accounts. The Programming, Traditions, and Student Outreach will review any legislative action from the First Year Senate or from the ASUW, as directed by the Steering Committee.~~

~~i. The programing, traditions, and outreach, committee will be responsible for nominating a committee member to represent FYS in the ASUW Senate on a rotating basis.~~

~~D. Diversity and Policy Committee~~

~~a. A minimum of **four (3)** First Year Senators will serve as the membership for the Diversity and Policy Committee.~~

~~b. The Diversity and Policy Committee will internally select a chair.~~

~~e. The Diversity and Policy Committee shall serve as a medium for individual students, student organizations, and underrepresented communities to voice opinions and concerns regarding university policy, administration, or other issues associated with student life. The committee shall work to advocate for all students on campus to achieve the diverse mission of our campus. The committee shall also have the responsibility to oversee concerns regarding ASUW and other university policy, including fiscal policy, administration, or other issues associated with student life. The committee shall have the responsibility to investigate said issues and will represent student opinion throughout the policy process. The Diversity and Policy Committee will review any legislative action from the First Year Senate or from the ASUW, as directed by the Steering Committee.~~

~~i. The diversity and policy committee will be responsible for nominating a committee member to represent FYS in the ASUW Senate on a rotating basis.~~

~~Section 3. Special Committees~~

~~A. Special committees may be formed at the discretion of the Presiding Officer, with the consent of the First Year Senate, and shall operate until dissolved by the Presiding Officer of the First Year Senate.~~

~~B.~~

ARTICLE V

Head Table

Section 1. The Head Table will consist of a Presiding Officer, Parliamentarian, Secretary, Treasurer, and Steering Committee Liaison. These individuals will be elected in accordance with the First-Year Senate By-Laws

ARTICLE VI

First-Year

Senators

Section 1. The First-Year Senate shall consist of a group of appointed First-Year students in accordance with the appointment process outlined in the First-Year Senate By-Laws: from which a Head Table shall be elected following the process outlines in the First-Year Senate By-Laws.

Section 2. Voting Membership: Each Fall, twenty-one (21) First-Year students at the University shall be selected to serve as the voting members for the academic year

Section 3. In order to provide continuity in First-Year Senate activities and business along with providing a mechanism for timely participation by the First-Year Senate in University and ASUW processes, the First-Year Senate may create Standing, Special, and Ad-Hoc committees.

ARTICLE

~~VI~~-VII

Meetings and Quorum

Section 1. The business of the First-Year Senate shall be conducted in accordance with procedures set forth ~~and at the discretion of the Presiding Officer:~~ by the First-Year Senate By-Laws

- A. Regular First-Year Senate meetings shall be held each week during Fall and Spring semester after the time needed for proper orientation except for University vacations and holidays or by a two-thirds (2/3) vote of the First-Year Senate.
- B. In order to conduct official business of the First-Year Senate, a quorum of an absolute majority of the voting membership of the Senate shall be present.
- C. Each ASUW First-Year Senator shall be entitled to one (1) vote on any issue before the Senate, and voting by proxy shall not be allowed.
- D. Meetings of the First-Year Senate will be run in general accordance with Robert's Rules of Order.

Section 2. The following shall be the order of business:

- A. Call to Order
- B. Land Acknowledgement Statement: "We collectively acknowledge that the University of Wyoming occupies the ancestral and traditional lands of the Cheyenne, Arapaho, Crow, and Shoshone Indigenous peoples along with other Native tribes who call the Great Basin and Rocky Mountain region home. We recognize, support, and advocate alongside Indigenous individuals and communities who live here now, and with those forcibly removed from their Homelands."
- C. Recitation of the Pledge of Allegiance, at one's own discretion.
- D. Mission Statement: "The purpose of the First-Year Senate is to serve our fellow First-Year students in the best manner possible through accurate representation, professional interaction with campus programs and organizations, and responsible, effective leadership."
- E. Roll Call
- F. Approval of the Minutes
- G. Approval of the Agenda
- H. Open Forum
- I. Special Event
- J. Communications
 - a. Advisors
 - b. Senate Officers
 - c. Presiding Officer
 - d. Parliamentarian
 - e. Secretary
 - f. Treasurer
 - g. Steering Committee Liaison
- K. Ex-Officio Communications

- a. ASUW President
- b. ASUW Vice President
- L. First-Year Senate Committee Reports
 - a. Steering
 - a. Procedures
 - b. Programming, Traditions, and Student Outreach
 - c. Diversity and Policy
- M. ASUW Student Senate Committee Reports
 - a. (One First-Year Senator from each ASUW Committee shall give a report)
- N. Old Business
- O. New Business
- P. Announcements
- Q. Processing
- R. Adjournment

~~ARTICLE VII~~

~~First Year Senate Actions~~

~~Section 1. Original First Year Senate Legislative Action A.~~
A. ~~Original First Year Senate legislative action must be prepared in accordance with the policies and procedures outlined in the ASUW By Laws and the ASUW Rules and Procedures.~~

~~Section 2. ASUW Legislative Actions~~
A. ~~The First Year Senate may formally hear and review ASUW legislative action.~~
B. ~~All formal vote counts, debate notes, etc. will be brought to the ASUW Senate by the FYS delegates.~~

~~Section 3. ASUW SO Funding Board Requests~~
A. ~~The First Year Senate may hear and review all SO Funding Board requests that appear before the ASUW Senate.~~
B. ~~A First Year Senator that sits on the SO Funding Board shall present all requests that will appear before the ASUW Senate to the First Year Senate using the materials the SO submitted in their request. The SO requesting funding does not need to be present. This shall be considered under New Business.~~
C. ~~All formal vote counts, debate notes, etc. will be brought to the ASUW Senate by the FYS delegates.~~

~~Section 4. ASUW Executive and Judicial Nominees~~
A. ~~The First Year Senate may hear and comment on all appointees to the Judicial Council and the Executive Branch that are subject to the advice and consent of the ASUW Senate.~~
B. ~~The First Year Senate shall use the applications, résumés, and cover letters of nominees in order to understand their qualifications. The nominees/appointees themselves need not be present. This shall be considered under new business.~~

~~ARTICLE VIII~~

~~Selections~~

~~Section 1. Selections of the First Year Senate will be administered by the ASUW First Year Senate Advisor, or designee within the first six (6) weeks of the fall semester to allow for proper orientation. The Advisor shall make a prioritized list of applicants not selected, for use in the case of a vacancy at a later date in the year.~~

~~Section 2. The outline of the First Year Senate orientation will be determined by the ASUW Assistant Director and FYS Advisor, or designee, no later than August 1.~~

~~Section 3. All information specified in Section 2 will be circulated in an annual “First Year Senate Selection Code” and will also be available on the ASUW website.~~

~~Section 4. Between official selections, vacancies will be filled through the following procedures.~~

- ~~A. Upon the resignation, the Procedures Committee shall execute a selection process to fill vacancies on the First Year Senate.~~
- ~~B. If there are suitable candidates from the initial application process which the Procedures Committee deems qualified, the Procedures Committee shall proceed with interviews as outlined in Section E.~~
- ~~C. Following a vacancy opening on the First Year Senate, where no qualified candidate from the initial selection process exists, an application procedure shall be set by the Procedures Committee in conjunction with the ASUW Advisor or designee. The Procedures Committee shall communicate to the First Year Senate the specifics of the application procedure before it begins. If any senator objects to this procedure, it shall be subject to a majority vote.~~
- ~~D. Applications will be accepted for ten (10) business days following the communication of the application process, and the deadline date will be advertised. The deadline will be extended, or late applications accepted, only if there are insufficient application to fill the number of vacancies filed within the allotted time.~~
- ~~E. The Procedures Committee shall be tasked with interviewing all qualified applicants.~~
 - ~~a. The interview procedure must adhere to the following:~~
 - ~~i. Interview time and questions shall be consistent for each candidate.~~
 - ~~ii. Guidelines for interviewing will be developed by the Procedures Committee.~~
 - ~~iii. Any interested ASUW representative or First Year Senator may attend Procedures Committee interviews if they notify the committee in advance.~~
- ~~F. Following an interview conducted by the Procedures Committee, the committee shall decide whether or not to bring up an applicant for a confirmation vote in the full First Year Senate.~~
- ~~G. A representative of the Procedures Committee shall inform the First Year Senate about the qualifications of the applicant, including why they chose to bring that candidate up for a confirmation vote.~~
- ~~H. The First Year Senate shall hold a confirmation vote requiring a simple majority of current Senators in order to confirm a candidate. All candidates will be notified of the First Year Senate’s decision by the Procedures Committee Chair within one (1) business day following the result of the confirmation vote.~~
- ~~I. In the event that no suitable candidates are found, or all candidates are rejected, applications shall be reopened.~~
- ~~J. Following the confirmation of an applicant by the First Year Senate, they shall be sworn in at the next regular First Year Senate meeting.~~

~~ARTICLE IX
Removal from Office~~

~~Section 1. First Year Senators shall be removed from office through automatic disqualification or impeachment.~~

~~Section 2. Any member of the First Year Senate 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 established in the ASUW Constitution or By Laws, or the First Year Senate Constitution.~~

- ~~A. The ASUW Advisor, or designee, shall have the authority to remove any First Year Senator who is ineligible due to academic or conduct violations.~~

~~B. The ASUW Advisor, or designee, shall be responsible for reviewing the eligibility of each First Year Senator at least once during the election and once during each academic semester.~~

~~C. If a candidate or First Year Senator is ineligible for office, the ASUW Advisor, or designee, shall be responsible for notifying the Procedures Committee of an open seat and the individual in question within one (1) academic week.~~

~~D. Election candidates who are found to be ineligible for office shall be removed from the ballot upon notification. First Year Senators found to be ineligible shall be removed from their respective office.~~

~~E. Election Selection candidates who are removed from the selection process shall have the privilege of being reinstated if the appeals process of the Dean of Students Office clears the individual in question of all charges in cases of disciplinary ineligibility before the final fall selections.~~

~~Section 3. Articles of Impeachment shall be brought against any member of the First Year Senate if it is suspected that the person in question violated the ASUW Constitution, the ASUW By Laws, the ASUW Rules and Procedures, and all working documents or First Year Senate Constitution or has committed any other acts that would compromise their integrity as a student leader or representative of ASUW.~~

~~A. The First Year Senate shall have the sole power to try all impeachments.~~

~~B. The impeachment proceeding shall be considered legislative action and carry the same weight as legislation.~~

~~C. A vote of two thirds (2/3) or more of the First Year Senate shall be necessary to bring the charge of impeachment.~~

~~D. The trial of impeachment must be commenced at least two (2) weeks following the vote of the First Year Senate to authorize the charge of impeachment.~~

~~E. The accused must have a fair trial consistent with the concept of due process as provided by the University Procedures in such matters.~~

~~F. In the event that Articles of Impeachment are brought against the Presiding Officer, the Parliamentarian shall act as chairperson of the First Year Senate.~~

~~G. A person shall not be convicted without the concurrence of at least three fourths (3/4) of the voting First Year Senate.~~

~~H. Individuals who are being charged with impeachment shall not have the privilege to vote in their own impeachment.~~

~~I. If found guilty of Articles of Impeachment, there shall be no punishment other than the removal from office.~~

ARTICLE

~~X~~ VIII

Judicial Council

Section 1. Matters of the First-Year Senate requiring judiciary attention will be handled by the ASUW Judicial Council, in accordance with the ASUW Constitution and the ASUW By-Laws.

ARTICLE ~~XI~~ IX

Amendment

Section 1. Amendments to this constitution may be initiated by a two-thirds (2/3) vote by the First-Year Senate.

ARTICLE

~~XII~~ **X**

Severability

Section 1. If any section, clause, paragraph, or item of this Constitution is found to be illegal or in conflict with the laws of the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, and all working documents of the ASUW, the validity of the remaining portions or provisions shall not be affected, and the remainder of this Constitution shall be construed and enforced as if it did not contain the particular part, term, or provision held to be invalid.

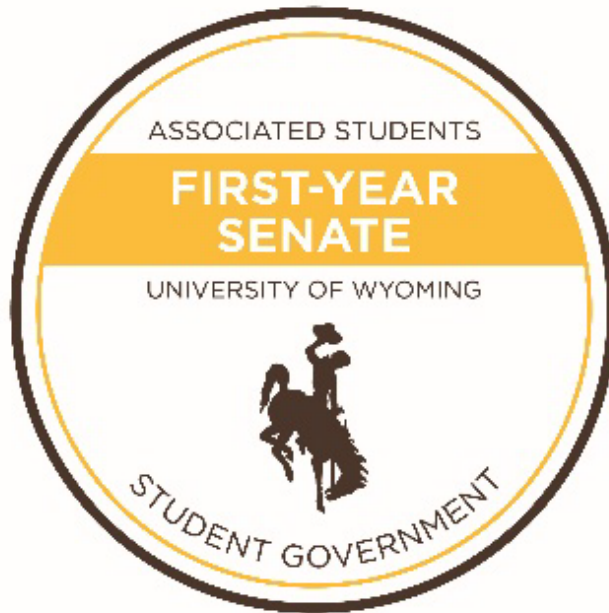
ARTICLE ~~XIII~~ XI

Enactment

Section 1. This Constitution shall become effective upon passage of Senate Bill #2314 ~~#2314~~ by the ASUW Senate.

Addendum B

**Associated First Year Students of the University
of Wyoming**



**First-Year
Senate
By-Laws**

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Article 1. Head Table

Section 1.01 Election Procedures

1. At the first business meeting of December, officers for the Head Table shall be elected from the First-Year Senate voting membership
2. The First-Year Senate Advisor(s) will both act as the chairperson First-Year Senate until the election and oversee the election of the presiding officer.
 - A. The First-Year Senate Advisor(s) will not vote on behalf of the First-Year Senate.
 - B. The nomination of the Presiding officer will be administered by the First-Year Senate Advisor(s)
 - C. The votes for Presiding Officer will be counted by the First-Year Senate Advisor(s)
 - D. The Presiding Officer will administer all other officer nominations
3. Anyone but the Presiding Officer may nominate a Senator
 - A. Each member of the First-Year Senate will have one vote. These votes will be administered through secret ballot and follow standard voting procedure regarding candidates and majorities.
 - B. The votes will be counted by the Presiding Officer
4. During the first regularly scheduled meeting of the spring semester, a retention vote shall be held for each member of the First-Year Senate Head Table, administered by the First-Year Senate Advisor(s)
 - A. Each voting member of the First-Year Senate shall have one vote and they shall vote on whether or not to retain each member of the Head Table.
 - i. A member of the Head Table shall be removed from the Head Table and their officer position if three-fifths (3/5ths) or more of present senators vote not to retain them.
 - B. Members of the Head table who are not retained in their position shall continue serving as First-Year Senators
 - C. If a vacancy on the Head Table occurs as a result of this vote, typical Head Table Vacancy elections shall take place.

Section 1.02 Head Table Responsibilities and Authorities

1. Presiding Officer: They shall serve as the chair of the First-Year Senate. They may not participate in debate unless they first relinquish the chair to the Parliamentarian. They shall only vote in the case of a tie. They shall represent the First-Year Senate as a voting delegate at the ASUW (Associated Students of the University of Wyoming) Senate weekly meetings.
 - A. They shall serve as the chair of the Steering Committee of the First-Year Senate.
 - B. The Presiding Officer or their designee shall have the right to vote on behalf of the First-Year Senate on all issues before the ASUW Senate.
 - C. The vote registered by the Presiding Officer or their designee shall be representative of the opinions of the First-Year Senate on all legislation before the ASUW Senate.
 - D. The Presiding Officer or their designee may change the vote if they feel that amendments to a piece of legislation or further provided information necessitate and justify that change.
 - E. The Presiding Officer or their designee is accountable to the First-Year Senate for matters of voting and if deemed necessary by members of the First-Year Senate, may be subject

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to punitive measures defined by the First-Year Senate Steering Committee or impeachment for lack of adherence to the responsibilities as outlined above.

2. Parliamentarian: They shall keep the First-Year Senate in accordance with Robert's Rules of Order. They shall preserve order as the Presiding Officer may direct.
 - A. They serve on the Steering Committee of the First-Year Senate
 - B. The Parliamentarian shall serve as chair should the Presiding Officer not be present
 - C. The Parliamentarian shall serve as Secretary should the Secretary not be present
3. Secretary: They shall keep and distribute all minutes, an active roster, and votes in a time efficient manner
 - A. They shall serve on the Steering Committee of the First-Year Senate
 - B. The Secretary shall prepare and circulate all weekly agendas and send all official First-Year Senate communications
 - C. The Secretary shall periodically write and circulate press releases on the happenings of First-Year Senate at the discretion of the First-Year Senate Steering Committee.
4. Treasurer: They shall maintain the first Year Senate budget and draft budget proposals each spring semester
 - A. They shall serve on the Steering Committee of the First-Year Senate
 - B. The Treasurer shall serve on the Budget and Planning Committee of the full ASUW Senate.
 - C. The Treasurer shall maintain an appropriate record of all fund usage by First-Year Senate committees
5. Steering Committee Liaison: They shall serve as liaison between the First-Year Senate Steering Committee and the full ASUW Steering Committee.
 - A. They shall serve on the Steering Committee of the First-Year Senate
 - B. The Steering Committee Liaison shall serve as an ex-officio/liaison of the First-Year Senate at the Residence Hall Association (RHA) weekly meetings in accordance with their constitution and by-laws.
 - C. The Steering Committee Liaison shall serve on the full ASUW Steering Committee.

Article 2. First-Year Senate Body

Section 2.01 Obligations

1. Senator obligations are only in effect after proper orientation as defined by the First-Year Senate Advisor(s).
2. Senators must attend weekly meetings of the First-Year Senate, to be held each Tuesday at 5:15pm in the Senate Chambers of the Wyoming Student Union.
3. After proper orientation, each senator must be an active member on at least one (1) First-Year Senate committee.
 - A. Each Senator must also serve on one (1) ASUW standing committee as determined by the ASUW Vice President and First-Year Senate Advisor(s).
 - B. The members of the Steering Committee of the First-Year Senate are to be elected by their fellow senators and no member of the Steering Committee is to be appointed without elections of the full First-Year Senate.

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4. Each Senator must attend at least one (1) full ASUW Senate meeting in the Spring semester, (not including delegates who serve as voting members on a rotating basis), and sign in with the First-Year Senate Presiding Officer at the meeting they choose to attend.
5. Each academic semester, senators will be required to accumulate three (3) service hours.
 - A. The service hours can be accumulated through the following means:
 - a. Documented hours in the ASUW office.
 - b. Documented volunteering at an ASUW student outreach event
 - c. Documented volunteering with an ASUW-funded event
 - d. Documented volunteering with an ASUW program.
 - e. Documented attendance and participation in an ASUW, First-Year Senate or University committee outside of assigned committees.
 - B. Senators filling a vacancy will fulfill service hours at the discretion of the Steering Committee of the First-Year Senate.
 - C. Appropriate documentation methods of service hours will be set and managed by the Steering Committee of the First-Year Senate.
6. Senators shall attend a minimum of two (2) events funded by ASUW per semester.
 - A. These events can be:
 - a. Funded by ASUW through the SO Funding Board
 - b. Put on by a program of ASUW, not including First-Year Senate
 - B. Senators must complete a brief review to be submitted to the Steering Committee of the First-Year Senate, who will in turn send the reviews to the First-Year Senate Advisor(s) and any other relevant executives.

Section 2.02 Responsibilities

1. Senators will elect a Head Table from within the First-Year Senate Body.
2. Oath of Office:
 - A. Each ASUW First-Year Senator and Officer shall take the following oath before being sworn into office, "I, (Full Name), do affirm before these assembled witnesses that I, to the best of my ability, will faithfully perform the duties of my office; and that I will support and uphold the documents of the First-Year Senate and of the ASUW."
3. The First-Year Senators shall represent the students of the University of Wyoming to the best of their ability.
4. The First-Year 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.

Section 2.03 Ex-Officio Members

1. All University organizations seeking an Ex-Officio position on the First-Year Senate must have that position approved by the Procedures Committee.
 - A. Each standing committee shall fix regular weekly, biweekly, or monthly meeting days for the transaction of business before the committee; additional meetings may be called by the committee chair as they deem necessary.
 - B. Each standing committee is authorized to fix the number of its senators, (not subceeding one-third (1/3rd) of its entire membership), who shall constitute a quorum for the transaction of such

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business as may be considered by said committee.

- C. No Senator shall be allowed to cast a vote in committee by proxy.
- D. Each standing committee shall keep as complete a record as practicable of all committee actions.
 - a. The results of votes taken in any committee meeting on any legislation amendments, or other business considered by the committee, shall be reported by the committee chair when such legislation, amendments, or other business is to be brought before the full First-Year Senate.
- E. It shall be at the discretion of the chair of the committee to determine the level of parliamentary procedure necessary for the committee to effectively conduct its business. The committee chair, in cooperation with committee members, shall make reasonable efforts to run the meeting as efficiently as possible under the circumstances.

Section 2.04 Delegates

- 1. First-Year Senate delegates are voting members of the ASUW Senate on a rotating basis, (other than the First-Year Senate Presiding Officer), as outlined below.
 - A. There will be three (3) First-Year Senate Delegates after proper orientation. These delegates shall include the following.
 - a. The First-Year Senate Presiding Officer shall serve as the primary First-Year Senate delegate at ASUW full Senate meetings for the duration of their term
 - b. The other 2 delegates will be nominated and elected on a rotating basis every four (4) First-Year Senate Meetings.
 - c. Once nominated and accepted, FYS Delegates must attend every ASUW Meeting within their rotation.
 - B. The First-Year Senate delegates, other than the First-Year Senate Presiding Officer, shall have the right to vote upon their discretion on all issues before the ASUW Senate.
 - C. The First-Year Senate Presiding Officer shall also deliver the First-Year Senate report during Communications and yield to all responsibilities within Article 1, section 1.02, 1.

Article 3. Committees

Section 3.01 Committee Powers and Procedures

- 1. Standing committees of the First-Year Senate shall be authorized to hold meetings, make investigations into any matter within their jurisdiction, report on the findings of such investigations to the First-Year Senate, and shall have any and all necessary authority to carry out their functions as established under the First-Year Senate Constitution and By-Laws. Each standing committee shall be authorized to originate bills and resolutions within its jurisdiction, in addition to considering legislation or other business referred to it.
- 2. Each standing committee shall fix regular weekly, biweekly, or monthly meeting days for the transaction of business before the committee; additional meetings may be called by the committee chair as they deem necessary.
- 3. Each standing committee is authorized to fix the number of its senators, (not subceeding one-third (1/3rd) of its entire membership), who shall constitute a quorum for the transaction of such business as may be considered by said committee.

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4. No Senator shall be allowed to cast a vote in committee by proxy.
5. Each standing committee shall keep as complete a record as practicable of all committee actions.
 - A. The results of votes taken in any committee meeting on any legislation amendments, or other business considered by the committee, shall be reported by the committee chair when such legislation, amendments, or other business is to be brought before the full First-Year Senate.
6. It shall be at the discretion of the chair of the committee to determine the level of parliamentary procedure necessary for the committee to effectively conduct its business. The committee chair, in cooperation with committee members, shall make reasonable efforts to run the meeting as efficiently as possible under the circumstances.
7. Senators shall be evenly distributed among committees as is deemed practical and reasonable by the First-Year Senate Advisor(s).
8. An individual cannot be chair of multiple First-Year Senate committees
 - A. Should the elected Presiding Officer be the chair of a committee upon the time of their election, they must step down as chair of that respective committee and another must be internally elected.

Section 3.02 Standing Committees

1. Steering Committee
 - A. The five (5) officers of the First-Year Senate will serve as the membership for the Steering Committee.
 - B. The Presiding Officer will serve as the Steering Committee chair.
 - C. The Steering Committee will direct all pieces of the First-Year Senate and ASUW legislation to the appropriate First-Year Senate Committees, will track absences of First-Year Senators, will handle all disciplinary action (impeachment charges) within the First-Year Senate, and will assist in preparing all meeting agendas.
 - D. One (1) member from the First-Year Senate Steering Committee will sit on the ASUW Student Government Steering Committee. This will be the First-Year Senate Steering Committee Liaison.
2. Procedures Committee
 - A. The Procedures Committee shall internally select a chair and secretary
 - B. The Procedures Committee will review all legislative actions affecting the First-Year Senate Constitution or By-Laws; or any ASUW bills and resolutions regarding the ASUW Constitution, By-Laws, Rules and Procedures, and all working documents.
 - C. The Procedures Committee will handle any vacancies in the First-Year Senate outside of the standard election.
 - D. The Procedures Committee will review any legislative action from the First-Year Senate or from the ASUW, as directed by the Steering Committee.
 - E. The Procedures Committee shall have the power to ensure that all adopted amendments to the First-Year Senate Constitution and By-Laws are updated. The committee shall do so at the subsequent meeting after the amendment(s) have been signed into action.
3. Traditions and Student Outreach Committee
 - A. The Traditions, and Student Outreach Committee will internally select a chair and secretary

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- B. The Traditions, and Student Outreach Committee will be responsible for selecting and scheduling all special events for the First-Year Senate and will be responsible for planning and coordinating all campus-wide service projects, speakers, and other events.
 - C. The Traditions and Student Outreach Committee will be responsible for coordinating all First-Year Senate retreats and other internal activities, researching and rejuvenating lost campus traditions, and for planning all social events and outreach functions for the First-Year Senate.
 - D. The Traditions and Student Outreach Committee shall work to promote the current services, actions, and happenings of the ASUW First-Year Senate. They shall consistently outreach to individual students and student organizations.
 - E. The chair of the committee shall update and maintain the various First-Year Senate social media accounts.
 - F. The Traditions, and Student Outreach Committee will review any legislative action from the First-Year Senate or from the ASUW, as directed by the Steering Committee.
4. Diversity and Policy Committee
- A. The Diversity and Policy Committee will internally select a chair and secretary
 - B. The Diversity and Policy Committee shall serve as a medium for individual students, student organizations, and underrepresented communities to voice opinions and concerns regarding university policy, administration, or other issues associated with student life.
 - C. The Diversity and Policy Committee shall work to advocate for all students on campus to achieve the diverse mission of our campus.
 - D. The Diversity and Policy Committee shall have the responsibility to oversee concerns regarding ASUW and University policies, (including fiscal policy), administration, or other issues associated with student life.
 - a. The committee shall have the responsibility to investigate said issues and will represent student opinion throughout the policy process.
 - E. The Diversity and Policy Committee will review any legislative action from the First-Year Senate or from the ASUW, as directed by the Steering Committee.

Section 3.03 Special Committee Procedures

1. Special committees may be formed at the discretion of the Presiding Officer, with the consent of the First-Year Senate, and shall operate until dissolved by the Presiding Officer of the First-Year Senate.
2. Special committees shall operate in the manner of Standing committees regarding powers and procedures.

Article 4. Legislative Action

Section 4.01 Legislative Procedure

1. Original First-Year Senate legislative action must be prepared in accordance with the policies and procedures outlined in the ASUW By-Laws and the ASUW Rules and Procedures
2. Legislation authored by a First-Year Senator that pertains only to the function of the First-Year Senate requires at least two (2) sponsors: at least one (1) of which must be a full ASUW Senator.
3. The First-Year Senate may formally hear and review ASUW legislative action

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A. All formal vote counts, debate notes, etc. will be brought to the full ASUW Senate by the First-Year Senate delegates.

Section 4.02 ASUW Student Organization Funding Board Requests

1. The First-Year Senate may hear and review all SO Funding Board requests that appear before the ASUW Senate.
2. A First-Year Senator that sits on the SO Funding Board shall present all requests that will appear before the ASUW Senate to the First-Year Senate using the materials the SO submitted in their request. The SO requesting funding does not need to be present. This shall be considered under New Business.
3. All formal vote counts, debate notes, etc. will be brought to the ASUW senate by the First-Year Senate delegates.

Section 4.03 ASUW Executive and Judicial Nominees

1. The First-Year Senate may hear and comment on all appointees to the Judicial Council and the Executive Branch that are subject to the advice and consent of the ASUW Senate.
2. The First-Year Senate shall use the applications, résumés, and cover letters of nominees in order to understand their qualifications. The nominees/appointees themselves need not be present. This shall be considered under new business.

Article 5. Selections

Section 5.01 Selection Process

1. Selections of the First-Year Senate will be administered by the ASUW First-Year Senate Advisor(s), or designee within the first six (6) weeks of the fall semester to allow for proper orientation. The Advisor(s) shall make a prioritized list of applicants not selected, for use in the case of a vacancy at a later date in the year.
2. Each Fall, twenty-one (21) first-year students at the University shall be selected to serve as the voting members for the academic year
3. The outline of the First-Year Senate orientation will be determined by the ASUW Assistant Director and FYS Advisor, or designee, no later than August 1.
4. All information specified in clause 2 will be circulated in an annual “First-Year Senate Selection Code” and will also be available on the ASUW website.

Section 5.02 Vacancies

1. The Procedures Committee shall execute a selection process to fill vacancies on the First-Year Senate.
2. If there are suitable candidates from the initial application process that the Procedures Committee deems qualified, the Procedures Committee shall proceed with interviews as outlined in Section E.
3. Following a vacancy opening on the First-Year Senate, where no qualified candidate from the initial selection process exists, an application procedure shall be set by the Procedures Committee in conjunction with the ASUW Advisor(s). The Procedures Committee shall communicate to the First-Year Senate the specifics of the application procedure before it begins. If any senator objects to this procedure, it shall be subject to a majority vote.
4. Applications will be accepted for ten (10) business days following the communication of the application process, and the deadline date will be advertised. The deadline will be extended, or late

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- applications accepted, only if there are insufficient applications to fill the number of vacancies filed within the allotted time.
5. The Procedures Committee shall be tasked with interviewing all qualified applicants.
 - A. The interview procedure must adhere to the following:
 - a. Interview time and questions shall be consistent for each candidate.
 - b. Guidelines for interviewing shall be developed by the Procedures Committee.
 - c. Any interested ASUW representative or First-Year Senator may attend Procedures Committee interviews if they notify the committee in advance.
 6. Following an interview conducted by the Procedures Committee, the committee shall decide whether to bring up an applicant for a confirmation vote in the full First-Year Senate.
 - A. A representative of the Procedures Committee shall inform the First-Year Senate about the qualifications of the applicant, including why they chose to bring that candidate up for a confirmation vote.
 7. The First-Year Senate shall hold a confirmation vote requiring a simple majority of current Senators to confirm a candidate. All candidates will be notified of the First-Year Senate's decision by the Procedures Committee Chair within one (1) business day following the result of the confirmation vote.
 8. If no suitable candidates are found, or all candidates are rejected, applications shall be reopened.
 9. Following the confirmation of an applicant by the First-Year Senate, they shall be sworn in at the next regular First-Year Senate meeting.

Article 6. Absenteeism, Resignation, and Removal

Section 6.01 Absences

1. An absence from a weekly meeting of ASUW First-Year Senate will count as one (1) absence.
2. An absence from a weekly meeting of ASUW full senate by a First-Year Senator delegate will count as one (1) absence.
3. An absence from an ASUW committee meeting will count as one-half (1/2) absence.
4. An absence from a First-Year Senate committee meeting will count as one-half (1/2) absence.
5. Absences for academic reasons can be excused by the First-Year Senate Advisor(s) and Secretary prior to the day of the meeting in question.
6. Any Senator with three (3) absences shall appear before the Steering Committee of the First-Year Senate to determine whether they are able to continue serving and what remedial actions, if any, should be taken.
 - A. In such a case, the Steering Committee of the First-Year Senate must make a recommendation of remedial action to the First-Year Senate.
 - a. The chair of the Steering Committee of the First-Year Senate shall notify the Senator in question regarding the Steering Committee's decision immediately following the Steering Committee meeting.
 - b. The Steering Committee of the First-Year Senate shall have the power to bring impeachment charges should the committee find such action necessary and appropriate under the circumstances.
 - c. No Senator shall be removed from the First-Year Senate for absences except through the

impeachment process

Section 6.02 Resignation

1. A Senator wishing to resign from the First-Year Senate shall present written notification to the Presiding Officer.
2. A Senator may announce their resignation during a regular First-Year Senate meeting during Open Forum.
 - A. Following the announcement, the resigning Senator shall present written verification of the resignation to the Presiding Officer within two (2) business days. If no written verification is provided, the announcement as recorded in the minutes will stand for an appropriate and formal resignation.
3. Following formal resignation, typical vacancy procedures will take place.

Section 6.03 Disqualification

1. Any member of the First-Year Senate 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 established in the ASUW Constitution or By-Laws, or the First-Year Constitution or By-Laws.
 - A. The ASUW Advisor(s) shall have the authority to remove any First-Year Senator who is ineligible due to academic or conduct violations.
 - B. The ASUW Advisor(s) shall be responsible for reviewing the eligibility of each First-Year Senator at least once during the election and once during each academic semester.
2. If a candidate or First-Year Senator is ineligible for office, the ASUW Advisor(s) shall be responsible for notifying the Procedures Committee of an open seat and the individual in question within one (1) academic week.
3. Election candidates who are found to be ineligible for office shall be removed from the ballot upon notification. First-Year Senators found to be ineligible shall be removed from their respective office.
4. Election candidates who are removed from the selection process shall have the privilege of being reinstated if the appeals process of the Dean of Students Office clears the individual in question of all charges in cases of disciplinary ineligibility before the final fall selections.

Section 6.04 Impeachment

1. Articles of Impeachment shall be brought against any member of the First-Year Senate if it is suspected that the person in question violated the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, The First-Year Senate Constitution or bylaws, or any other working documents: or has committed any other acts that would compromise their integrity as a student leader or representative of ASUW.
2. The First-Year Senate shall have the sole power to try all impeachments.
 - A. The impeachment proceeding shall be considered legislative action and carry the same weight as legislation.
 - B. A vote of two-thirds (2/3) or more of the First-Year Senate shall be necessary to bring the charge of impeachment.
 - C. The trial of impeachment must be commenced at least two (2) weeks following the vote of the First-Year Senate to authorize the charge of impeachment.

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- D. The accused must have a fair trial consistent with the concept of due process as provided by the University Procedures in such matters.
- E. In the event that Articles of Impeachment are brought against the Presiding Officer, the Parliamentarian shall act as chairperson of the First-Year Senate.
- F. A person shall not be convicted without the concurrence of at least three-fourths (3/4) of the voting First-Year Senate.
- G. Individuals who are being charged with impeachment shall not have the privilege to vote in their own impeachment.
- H. If found guilty of Articles of Impeachment, there shall be no punishment other than the removal from office.

Article 7. Suspension

Section 7.01 Suspension

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

Article 8. Revisions

Section 8.01 Revisions

- 1. All revisions and amendments to these By-Laws shall facilitate the requirements of the First-Year Senate Constitution and not conflict with the Constitution.
- 2. The Steering Committee of the First-Year Senate 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 the First-Year Senate working documents on a yearly basis in order to find and correct these errors. This shall be referred to as the Keasling Clause.

Section 8.02 Adoptions

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

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