



**Senate Bill #2858**

**TITLE:** Approval of Non-Traditional Student Council Constitution  
**DATE INTRODUCED:** February 28, 2023  
**AUTHOR:** Senator Meiklejohn  
**SPONSORS:** Senators Engleby and Gundling, First-Year Senator Keasling, and Director of Student Outreach Murfitt

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, all ASUW programs are required to have a constitution and mission
4. Statement; and,
5. WHEREAS, this constitution must be passed first by a majority vote of the Program and
6. Institutional Development Committee and then by a majority vote of the ASUW Senate.
7. THEREFORE, be it enacted that the Non-Traditional Student Council Constitution as
8. approved by the Program and Institutional Development Committee be rewritten as
9. reflected in Addendum A; and,
10. THEREFORE, be it further enacted that these changes take effect immediately upon the
11. passage of this legislation.

**Referred to:** \_\_\_Program and Institutional Development; Advocacy Diversity and Policy\_\_\_

**Date of Passage:** \_\_\_March 7<sup>th</sup>, 2023\_\_\_ **Signed:** *Hunter Swilling*  
**(ASUW Chairperson)**

**“Being enacted on** \_\_\_March 7<sup>th</sup>, 2023\_\_\_ **, I do hereby sign my name hereto**  
**and approve this Senate action.”** *Allin B...*  
**ASUW President**

## **Addendum A**

# **The Constitution of the Non-Traditional Student Council**

Wherever used in this Constitution, the term University refers to the University of Wyoming

## **Article I**

### **Name**

The name of this organization shall be the Non-Traditional Student Council, herein after referred to as the NTSC.

## **Article II**

### **Mission Statement**

Recognizing that non-traditional students occupy a unique space on a university campus as nearly one-third of the student body and there is a need for an organization which will represent the diverse voices of non-traditional students, the Non-Traditional Student Council is an organization of students who advocate and support by identifying concerns, increasing awareness of resources, and providing a collective voice to have an active role in the success of non-traditional students at the University of Wyoming. The NTSC is a program of the Associated Students of the University of Wyoming (ASUW).

## **Article III**

### **Membership**

Section 1. Any full time, non-traditional student enrolled in the University of Wyoming shall be a member of the Non-Traditional Student Council during each semester of the academic year.

Section 2. As defined by the University of Wyoming, a non-traditional student is any student who is:

- 25+ years old
- Working on a Masters or Doctoral degree
- Married
- A parent
- Responsible for dependents

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- A ward/dependent of the court
- A US Armed Forces Veteran
- A child of deceased parents

Section 3. Any student or student group that shares a similar or related mission to the NTSC in terms of identifying concerns, increasing awareness of resources, and providing a collective voice for non-traditional students are welcome a seat on the council

Section 4. The Non-Traditional Student Council will not discriminate on the basis of race, color, religion, sex, sexual orientation, age, political belief, veteran status, disability, national origin, relationship status, or gender identity.

## Article III

### Election of Executives

Section 1. All elected positions will be voted on during the month of April. Those who are interested in running for a position can nominate themselves by sending a statement to the NTSC President, NTSC Vice President, and ASUW Project Coordinator of their intention to run.

Section 2. All primary leadership positions are paid positions, with salaries and weekly hours set yearly in the budgeting season by the ASUW Budget and Planning committee with approval by the ASUW Student Senate.

- a. We welcome and encourage international students to run for leadership positions. However, in compliance with federal law, if an international student wishes to hold a position in the NTSC, they cannot work more than 20 hours a week across all assignments, including graduate assistantships. As such, if a leadership position will require an international student to work more than 20 hours in a single work week, the student must knowingly waive payment for their work and instead fulfill their position requirements on a volunteer basis.

Section 3. The following executive positions will be constant in all administrations, and be considered primary executive positions

- a. President: Serves to run meetings, create agendas, oversee event planning progress, and will schedule social gatherings
- b. Vice-President: Serves as ex-officio to ASUW as needed, serves on one ASUW standing committee, and builds connections with other student organizations not represented on the NTSC
- c. Secretary: Serves to record minutes and attendance of every meeting and event and is responsible for monitoring and maintaining the NTSC email account and list
- d. Treasurer: Serves to give reports of funds during every leadership meeting, is responsible for maintenance of the NTSC budget,

submission of budget realignments, and is encouraged to serve on the ASUW Funding Board committee as a Student-at-Large.

Section 4. The NTSC President and Vice President, in consultation with the ASUW Project Coordinator, may define and redefine other secondary executive positions as needed

- a. In the first year of a secondary position's existence, it exists as an unpaid, volunteer position.
- b. In the budgetary session following the creation of a new position, the NTSC may request funds to establish the position as a paid, primary executive position.

Section 5. The NTSC leadership team will be advised by the ASUW Project Coordinator, or another University professional staff member in the absence of an ASUW Project Coordinator

## **Article IV**

### Meetings

Section 1. The Non-Traditional Student Council will hold regular meetings. The days and times of these meetings will be established no later than four weeks prior to the beginning of the academic year in collaboration with the ASUW Project Coordinator. General NTSC meetings must occur twice monthly at a minimum. These meetings will be open to the public. These meetings must begin within the first four weeks following the beginning of the fall semester.

Section 2. The Non-Traditional Student Council Executives will hold regular leadership meetings. The dates, times, and frequency of these meetings will be established no later than four weeks prior to the beginning of the academic year in collaboration with the ASUW Project Coordinator. These meetings will only be open to NTSC executives, ASUW pro-staff, relevant ASUW executives, or outside stakeholders as invited. These meetings must begin within the first four weeks following the beginning of the fall semester.

## **Article V**

### Events

Section 1. The Non-Traditional Student Council shall hold the events listed in Article V, Section 2. on an annual basis. The events listed in this article do not contribute to the required meetings as outlined in Article IV, Section 1.

Section 2. Required Events:

- a. Fall Semester
  - i. One welcome back celebration

- ii. One de-stressor event
- b. Spring Semester
  - i. One de-stressor event
  - ii. Professional development summit

## **Article VI**

### ASUW Expectations

- Section 1. In alignment with all other areas of ASUW, the NTSC leadership must attend an onboarding and training workshop no later than one week prior to the first NTSC club meeting. This workshop will be designed and implemented by the ASUW Project Coordinator, or their designee.
- Section 2. As an integral part of the ASUW, the NTSC is expected to engage with the legislative and executive branches of ASUW. This can be done in the following ways, or through consultation with the ASUW Project Coordinator:
- A. Weekly attendance and participation in an ASUW Standing, Special, or Ad Hoc Committee
  - B. Delivering Weekly updates to the ASUW Senate
  - C. Working with an ASUW executive on outreach projects
  - D. Documented participation in ASUW funded events
- Section 3. In order to maintain membership, the NTSC must table and/or advertise their club meetings on a regular basis, no less than twice a month.
- A. Advertising for the annual events listed in Article V, Section 2 does not apply to this requirement. Advertising for said annual events is in addition to regular club meeting advertisements
- Section 4. In order to maintain membership, the NTSC must maintain an email listserv, as well as various, appropriate, social media accounts. This may be done independently, or in conjunction with the ASUW Director of Marketing, or equivalent position.

## **Article VII**

### Program Finance Policy

The following finance policy has been derived from the ASUW finance policy

- Section 1. The NTSC shall use their budget to further their mission statement for the good of the students they represent.
- Section 2. The NTSC shall be allowed to use the Realignment request function per Section 11 of Article VII.

Section 3. The NTSC may receive funding for programs or activities that have the potential of generating revenue.

Section 4. The NTSC may not generate any revenue by charging admission or registration fees to students.

Section 5. No more than 10% of the event budget may be used for decorations for the event. The NTSC should make a good-faith effort to use decorations that the ASUW owns already.

Section 6. The NTSC shall not receive funding for any program or event that includes any illegal substances or related paraphernalia.

Section 7. The NTSC shall not allocate funds for charitable donations including donations that support charitable organizations and fundraising activities. The NTSC can fund events that may generate funds for charity fundraisers. Regardless of their charitable nature, any fundraisers shall be required to also be educational in nature.

Section 8. The NTSC shall not bestow gifts on individuals.

Section 9. Payment cannot be allotted for:

A. Donations.

B. Flowers.

C. Tangible Prizes.

D. Expenses for funerals.

E. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions.

F. Expenses related to social events for retiring employees.

G. Purchase of alcohol.

Section 10. Allocations for Conference Registration Fees

A. If the NTSC wishes to receive funds for conference registration fees they may request this in their annual budget. The NTSC may only receive \$1000 per semester for conference registration.

B. "Per Semester" is determined by conference date;

i. Conferences occurring between July 1st and December 31st shall be defined as occurring in the Fall Semester;

ii. Conferences occurring between January 1st and June 30th shall be defined as occurring in the Spring Semester.

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E. Only those who are members of the NTSC leadership are eligible to receive monies for registration fees.

F. Programs may also request funding for conference travel, lodging, meals, or any other travel expenses related per the rules for funding of these outlined in Article 3, Section 3.01 of the ASUW Budget and Planning Finance Policy document found on the ASUW website.

Section 11. Realignment for NTSC Budget

a. The ASUW Budget and Planning Committee shall have the authority to realign a budget if the purpose of the NTSC's budget should change during the fiscal year. All realignments requesting exceeding \$1,000 in total must be brought to the ASUW Senate for approval.

b. Approval from the ASUW Budget and Planning Committee must precede the approval of the ASUW Senate before such a change.

c. The Chair of the Budget and Planning Committee must notify the NTSC of the Committee's decision within twenty-four (24) hours of the committee meeting in which the realignment took place.