



SENATE BILL #2860

TITLE: Requiring ASUW Senators to Have Office Hours
DATE INTRODUCED: February 21, 2023
AUTHOR: Vice President Swilling
SPONSORS: The ASUW Steering Committee

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming
2. (ASUW) Student Government is to serve our fellow students in the best manner possible;
3. and,
4. WHEREAS, ASUW Senators are now paid hourly, up to 9 hours per week; and,
5. WHEREAS, there are currently no requirements for ASUW Senators to physically work
6. in the ASUW Office or ensure that they are available for a meeting; and,
7. WHEREAS, requiring ASUW Senators to have at least one (1) office hours per week
8. would ensure that they have dedicated time to work on projects, to meet with pro-staff
9. with any questions or concerns, and to have a dedicated time in which constituents may
10. meet with them; and,
11. WHEREAS, requiring in-person office hours would also help the executive and
12. legislative branches better know each other and work together, ensuring more cohesion
13. between the various parts of ASUW; and,
14. WHEREAS, additional hours may be allocated each week to Senators who have no
15. hours left for office hours; and,
16. WHEREAS, at least some mandatory time in the office working on ASUW projects is
17. a reasonable expectation for a paid hourly job.
18. THEREFORE, be it enacted that the ASUW Rules and Procedures be amended to

PASSED: 16-2-1


19. reflect the changes outlined in Addendum A; and,

20. THEREFORE, be it further enacted that these changes take effect Monday, March

21. 20th, 2023.

Referred to: _____ Steering; Program and Institutional Development; Outreach, Programming
and Elections _____

Date of Passage: March 7th, 2023 **Signed:** 
(ASUW Chairperson)

“Being enacted on March 7th, 2023 ____, I do hereby sign my name hereto
and approve this Senate action.” 
ASUW President

Addendum A

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, or University committees as assigned by the ASUW Vice President.
- 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. The Steering Committee shall annually ensure that the absence policy includes consequences for missing office hours without prior notice to the ASUW Vice President.
- 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 shall be developed by the Project Coordinator or other relevant professional staff in the ASUW Business Office in coordination with the ASUW Vice President. 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. This training will count as one (1) service hours for the period in which it is held.
- 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 shall be developed by the Project Coordinator or other relevant professional staff in the ASUW Business Office in coordination with the ASUW Vice President. 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. This training will count as one (1) service hour for the period in which it is held.

- 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.
 - a. Service periods are defined in the following table:

i. Service Periods

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

- L. 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.
- M. Any Community Service hour not approved by the ASUW Vice President can be appealed to the Steering Committee at their weekly meeting.
- N. Senators must maintain student enrollment at the University of Wyoming for the duration of their service.