



SENATE BILL #2861

TITLE: Allowing for Secretaries for ASUW Standing Committees
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, it has been a persistent complaint that better notes need to exist for ASUW
5. Standing Committees, and committee chairs often have to much to do during the meeting to
6. take these notes to a high degree of quality.
7. THEREFORE, be it enacted that the ASUW By-Laws be amended to
8. reflect the changes outlined in Addendum A; and,
9. THEREFORE, be it further enacted that these changes take effect immediately upon
10. passage of this bill.

Referred to: All standing committees

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

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

Addendum A

1. Standing Committees

A. The ASUW Advocacy, Diversity, and Policy Committee

- a. **Purpose:** The 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 have the responsibility to investigate said issues and will represent student opinion throughout the policy process.
- b. **Powers:** The Committee shall serve as a forum and liaison to the Senate for any individual student or group of students who have a concern about their welfare and quality 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, draft legislation and make appropriate recommendations to the ASUW Senate regarding student issues and concerns, and represent the diverse views of students to outside policymakers. The Committee shall also have the power to recommend to the ASUW Senate and Executive Branch the best methods to foster student inclusivity,

advocacy, and policy decisions. 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 a minimum of six (6) ASUW Senators, one (1) of whom shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with a minimum of one (1) being a First-Year Senator. 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 Committee will seek appointed members to represent the United Multicultural Council and International Student Association with the approval by the ASUW Vice President.

B. 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.
- 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 of three (3) ASUW Students-at-Large, with one (1) being a First-Year Senator, the ASW Accountant, and the ASUW Advisor. The committee shall elect also 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.

C. 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, including the months that contain Summer Break, Winter Break, and Spring 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 must be elected from amongst the Committee members prior to the end of the Spring Semester each year. Quorum for this committee shall be set at five (5) voting members. The ASUW President and Vice President shall also serve on the Committee.

D. 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, services and strategic partners. Furthermore, the committee shall be responsible for ensuring that the ASUW is constantly developing into a more effective organization.
- b. Powers: The Committee shall advise and assist all ASUW Programs, Services, and Strategic Partners 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, Services, and Strategic Partners of the ASUW and will regularly provide institutional and programmatic support to each. 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, Services, and Strategic Partners. To this end, it shall conduct an annual review of the current ASUW Strategic Plan, 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. 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 shall be vested with all necessary and appropriate powers to carry out its purpose under these rules.
- c. Composition: The Committee shall consist of a minimum of six Senators of the ASUW, one (1) of whom shall serve as chairperson, three (3) ASUW Students-at-Large, one (1) being a First-Year Senator, 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 may be, but are not limited to the following:

- i. Students Technical Services
- ii. United Multicultural Council
- iii. First-Year Senate
- iv. Students' Legal Services
- v. Non-Traditional Student Council
- vi. Sustainability Coalition

E. 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. 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 three (3) ASUW Students-at-Large, with one (1) being a First-Year Senator. The committee shall elect also a secretary, who will take attendance and take notes for the chair. The ASUW Vice President shall appoint one (1) Executive to serve as an ex-officio on the committee. The ASUW Advisor, or designee, shall serve as advisor.

F. 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. The Committee shall evaluate the efficacy of the senatorial scholarship program and work

with to recommend the amount allocated toward the senatorial scholarship as outlined in Section 2.02, subsection 5 of the ASUW Bylaws.

- 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 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). 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 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 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. The Committee shall serve to reevaluate the senatorial scholarship on a yearly basis. The committee shall evaluate this prior to the legislative budget submission deadline and make a recommendation to the Budget and Planning Committee.
 - 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, elected by the Senate, the ASUW Advisor, and one (1) Executive appointed by the Vice President to serve as an ex-officio 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 be serve on the committee in an advisory role.
- G. 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:
 - b. Assessment and recommendation of proposed mandatory student and programmatic fee increases:
 - i. 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:
- iii. Conducting a comprehensive and detailed report of all units who collect student fees and their allocation of these fees. Accompanying outreach and education efforts.
- iv. Outreach and education to the student body regarding tuition:
- v. Annual outreach and education efforts in partnership with the President's office and the office of Financial Affairs regarding the Board of Trustees' tuition policy and any possible increases.
- vi. Student Success Priorities:
- vii. 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.
- viii. Overall assessment of students' needs for their fee dollars:
- ix. 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.

c. 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. 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.

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. Three (3) ASUW Students-at-Large, with at least one (1) being a First-Year Senator 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.

H. The ASUW 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. OPE 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. OPE shall then meet at least once after Homecoming Week to discuss the Homecoming events. 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 meet in the spring semester to discuss budgetary needs of the Homecoming Week. It shall help promote and conduct outreach for Homecoming events, including but not limited to: ASUW Horseshoe Hunt and the ASUW Pizza and T-Shirt Giveaway. It shall help promote other Homecoming events not associated with ASUW as it deems necessary. The Committee shall work on Homecoming events in conjunction with other departments and organizations on campus, including but not limited to: 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 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.
- 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. 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 Outreach, Programming, and Elections Committee can be seen in Article 5 of these By-Laws.
- J. 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.
- K. Each ASUW Standing Committee 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.

- L. 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.
- M. Members of the ASUW Executive Branch shall not serve as chairperson of any ASUW standing committee.