

PASSED: UNANIMOUSLY



Senate Bill #2867

TITLE: The Creation of an ASUW Representative on the Student Athlete Advisory Committee (SAAC)
DATE INTRODUCED: April 4, 2023
AUTHOR: Senator Willis; Chief of Legislative Affairs Smith
SPONSORS: Senators Castronovo, Engelby, Ewalt, Knull, McLean and Stadler; First-Year Senator Chaudhari; Ex-Officio Rodgers; Student-at-Large Murphy;

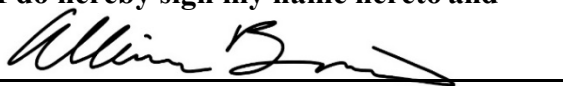
1. WHEREAS, the purpose of the Associated Students of the University of
1. Wyoming (ASUW) is to serve our fellow students in the best manner possible; and,
2. WHEREAS, the Student Athlete Advisory Committee (SAAC) created a constitution and
3. by-laws, outlined in Addendum C, to further organize and focus their efforts in
4. addressing student-athlete issues; and,
5. WHEREAS, SAAC had positive involvement with ASUW and wishes to maintain a
6. positive and effective working relationship with ASUW in future years; and,
7. WHEREAS, student-athletes compose 525 members of our student body, as seen in
8. Addendum D; and,
9. WHEREAS, the same model for communication is utilized by ASUW for all programs
10. and student organizations on campus; and,
11. WHEREAS, this method of communication and outreach to represent students has failed
12. to maintain student-athlete representation, thus, failing to represent a significant amount
13. of the student population; and,
14. WHEREAS, it is not guaranteed that a student-athlete will serve in ASUW in the future
15. to bridge the gap between ASUW and student-athletes, and,
16. WHEREAS, SAAC is not currently a program, and SAAC maintains involvement in
17. parts of campus that are physically separate from the majority of the student population,
18. providing a unique opportunity to create new types of relationships that allow ASUW to
19. more accurately represent students from all parts of campus; and,
20. WHEREAS, the SAAC has created an ex-officio seat for an ASUW member to fill, as
21. outlined in Addendum C SAAC By-Laws Section 2.06; and,
22. WHEREAS, more consistent collaboration between SAAC and ASUW where each
23. group would have a direct connection to each other as, outlined in Addendum A, would

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24. allow for interconnection, thus, ASUW would become more strongly connected to the
25. issues faced by student-athletes; and,
26. WHEREAS, the changes outlined in Addendums A and B would be an excellent
27. opportunity to explore a new collaboration model between ASUW and its ex-officios.
28. THEREFORE, be it enacted that the ASUW By-Laws be amended to reflect the changes
29. outlined in Addendums A and B, and take effect at the start of the 111th Administration
30. of the Associated Students of the University of Wyoming.

Referred to: ___ Steering; Program and Institutional Development; Advocacy, Diversity, and Policy ___

Date of Passage: April 11th, 2023 **Signed:** 
(ASUW Chairperson)

“Being enacted on April 11th, 2023, I do hereby sign my name hereto and
approve this Senate action.” 

ASUW President

Addendum A

Section 2.02 The ASUW Senate

4. ASUW Senator Responsibilities

- A. Senators shall be allotted a set amount of unexcused absences, as determined by the ASUW Steering Committee on an annual basis.
- B. 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. **Other duties can fill a Special Committee requirement:**
 - i. **Serving on a University Committee;**
 - ii. **Serving as the ex-officio for the Student Athlete Advisory Committee as appointed by the Program and Institutional Development Committee.**
- C. 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.

Addendum B

Section 2.02 The ASUW Senate

10. Standing Committees

A. 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 through restructuring internal processes.
- 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 tasked with electing an ex-officio for the Student Athlete Advisory Committee.** 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. The committee shall be responsible for creating institutional restructuring when appropriate to improve ASUW processes. 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.

Addendum C

**THE CONSTITUTION OF THE UNIVERSITY OF WYOMING STUDENT ATHLETE
ADVISORY COMMITTEE**



Article I

Name

The name of this organization shall be the University of Wyoming Student Athlete Advisory Committee, hereinafter referred to as the SAAC.

Article II

Mission Statement

The purpose of the University of Wyoming Student Athlete Advisory Committee (UW SAAC) is to enhance the quality of the life of the student-athletes and to promote a positive student-athlete image both on and off campus.

Article III

Appointing/Election of Leadership

Elected Positions

- 1) Elections for the UW SAAC officer positions will be administered by the UW SAAC administrator in the month of April. Those interested in running for the position can nominate themselves by sending a statement to the SAAC Administrator prior to elections. The Administrator shall make a prioritized list of applicants not selected, for use in the case of a vacancy at a later date in the year. The following positions will be constant in all administrations:
 - A. President: Organizes and oversees all meetings, prepares agendas for all meetings, disseminates meeting reminders, serves as a representative of student-athletes for all campus and departmental functions.
 - B. Vice President: Coordinator for community service ventures, performs the duties of the president in their absence and assumes position of president if they are unable to properly fulfill presidential obligations, takes minutes of meetings in the absence of the Organization Relations officer, assists the president in preparing the agenda for all meetings, and prepares the event calendar for SAAC members.
 - C. Organization Relations Officer: coordinator for the Brown and Gold Games organization, takes minutes for the meetings, keeps attendance at all SAAC meetings and function, emails minutes to Mountain West Conference, maintains and updates the SAAC bulletin board.
 - D. Media Relations Officer: Creates advertisements for SAAC functions, writes and submits press releases to university public relations and sports information offices, works with Media Relations as Website liaison, monitors the SAAC annual budget, and emails SAAC photos to the Mountain West Conference.

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- E. Mountain West Conference Representative: participates in monthly Conference calls, submits at least one agenda item per conference call, attends in-person meetings once a semester, serves as the liaison between UW SAAC and MWC SAAC, and is responsible for finding an alternate if there is a schedule conflict for a call or meeting.
 - F. ASUW Representative: attends at least two ASUW Senate meetings per semester, reports on SAAC events at ASUW meetings, reports on ASUW events to SAAC, including the ROS awards and Budget meetings/deadline, and nominates SAAC for RSO awards at the end of the academic year.
 - G. SAAC Representative: identify team community service effort to SAAC at the beginning of the year, choose SAAC community service project to help lead/organize at the start of the Fall semester, attends all SAAC meetings and functions, serves as a leader for at least one event or activity sponsored by SAAC, serves as a liaison between SAAC and the team they represent, recruits teammates for SAAC events and activities, tracks and reports all team service activities to the Organization Relations Officer.
- II) The President and SAAC Administrator can define and redefine other executive positions as needed.

Article IV

Meetings

- I) The business of the SAAC shall be conducted in accordance with procedures set forth within SAAC's working documents.
- II) Large Group SAAC meetings shall be held each month during the Fall and Spring semester.
 - a. The meetings will take place on the first Wednesday of every month at 6:30 PM.
 - b. The first meeting will occur no later than four (4) weeks after the start of the semester.
 - c. All student-athletes or interested students are allowed to attend.
 - d. In order to conduct official business of the SAAC, a quorum of an absolute majority of voting members of the SAAC shall be present.
- III) Executive Board SAAC meetings shall be held the Monday or Tuesday before a Large Group meeting
 - a. The executive board meeting will typically occur the Monday or Tuesday before the nearest large group meeting
- IV) Sub-Committee meetings
 - a. Sub-Committee meetings will be determined by the leaders of the sub-committee at their own discretion
- V) Attendance Requirements
 - a. All officers are required to attend every meeting unless a scheduling conflict arises. The officer is required to notify the other officers of the expected absence and send in any report to the SAAC president at least 24 hours in advance.
 - b. If an existing officer is absent for two (2) or more total meetings within a semester without prior notice, or the officer has failed to uphold the mission statement of the SAAC and/or the Student Athlete Code of Conduct, then the SAAC will proceed as outlined in the SAAC working documents.
- VI) Ex-Officio Members
 - a. All University or Mountain West Organizations seeking an ex-officio position in the SAAC must have that position approved by the SAAC officers by a two-thirds (2/3) majority vote.

Article V

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Events

- I) The following events are to be held annually, as funding and person-power are available:
 - A. Toys for Tots
 - i. Members of SAAC gather toys and money donations from fans at a home Wyoming football game. Game and date will be chosen at the start of the semester.
 - B. Halloween Bash
 - i. Members of SAAC host a Halloween event for the Laramie community. The event will include games, face painting, etc.
 - C. SAAC Holiday Party
 - i. SAAC hosts a holiday party at the end of the Fall semester for all student athletes and staff. At the event, desserts are provided, and student athletes can enter gift wrapping contests and other fun games.
 - D. Read Across America
 - i. During a chosen week of either February or March, members of SAAC visit local elementary schools to read to students.
 - E. SAAC Dodgeball Tournament
 - i. In March, SAAC hosts a dodgeball tournament in the Arena Auditorium where student athletes will form teams and compete against each other.
 - F. WESPYS
 - i. To celebrate all athletic and academic successes of the year, SAAC hosts an event called the WESPYS, where student athletes and teams are recognized for their accomplishments.

Article VI

Anti-Discrimination Clause

The UW SAAC admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization.

Article VII

SAAC Finance Policy

- I) SAAC is primarily funded through the Athletic Department. Each year they are awarded \$5,000 to spend on student-athlete functions. The National Collegiate Athletic Association requires that each member institution has a form of a Student-Athlete Advisory Committee on its campus. In the unforeseen dissolution of the UW SAAC, the finances would be absorbed by the Athletic Department.
- II) Association Students of the University of Wyoming Finance Policy
 - A. The purpose of the ASUW Finance Policy is to consider and recommend approval by the ASUW Senate for the use of budgeted funds.
 - B. As a registered student organization, the UW SAAC is able to request funding for events open to all students through the ASUW Student Organization funding board as outlined in the SAAC Working Documents.

Article VIII

Severability

If any section, clause, paragraph, or item of this Constitution is found to be illegal or in conflict with the laws of the National Collegiate Athletic Association, Mountain West Conference, or the University of Wyoming, 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 to be invalid.

Article IV

Amendments

- I) Amendments to this constitution may be initiated by a two-thirds (2/3) vote by the UW SAAC.
- II) Amendments are to be brought up for discussion at executive board meetings.

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Article X

Enactment

This Constitution shall become effective upon approval by the UW SAAC Administrator and a unanimous vote by the UW SAAC officers.

Updated: March 24th, 2023

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Article 1. Elected Positions

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Section 1.01 SAAC President

Responsibilities and Authorities

The president shall organize and oversee all meetings.**

The president shall promote, improve, and pursue the goals and objectives of the UW SAAC and the University.

The president shall prepare the agendas for all meetings.

The president is responsible for disseminating meeting reminders.

The president serves as a representative of student-athletes for all campus and departmental functions.

In special situations, the President's designee shall be the representative of all student-athletes to the faculty, the administration, other officials of the University, and entities outside the University community.

The President shall insure that all recommendations passed by the UW SAAC are enforced or brought to the attention of those University officials with authority to take the recommended action.

Positions

Like all SAAC members, the President is required to be on and lead at least one subcommittee per semester.

The SAAC President is also expected to be part of the Student Athlete Well-Being Committee.

Section 1.02 SAAC Vice President

Responsibilities and Authorities

The Vice President shall coordinate the community service ventures.**

The Vice President shall perform the duties of the President in his/her absence and will assume the position of the President if he/she is unable to properly fulfill presidential obligations.

The Vice President shall take the minutes of the meetings in the absence of the Organization Relations Officer.

The Vice President shall assist the President in preparing the agenda for all meetings.

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The Vice President shall prepare the event calendar to be distributed to all SAAC members.

The Vice President shall administer the Oath of Office to all SAAC members.

Positions

Like all SAAC members, the Vice President is required to be on and lead at least one subcommittee per semester.

Section 1.03 Organization Relations Officer

Responsibilities and Authorities

Like all positions on the executive board, the Organization Relations Office is expected to be on at least one subcommittee each semester.

The Organization Relations Officer is responsible for coordinating for the Brown and Gold Games organization.**

The Organization Relations Officer shall take the minutes for the meetings.

The Organization Relations Officer shall keep attendance at all SAAC meetings and functions.

The Organization Relations Officer shall email the minutes from all UW SAAC meetings to the Mountain West Conference

The minutes shall be emailed to Gary Walenga at gwalenga@themwc.com

Section 1.04 Media Relations Officer

Responsibilities and Authorities

Like all positions on the executive board, the Media Relations Officer is expected to be on at least one subcommittee each semester.

The Media Relations Officer shall create advertisements for all SAAC functions.**

The Media Relations Officer writes and submits press releases to university public relations and sports information offices on behalf of UW SAAC.

The Media Relations Officer shall work with Media Relations as the Website Liaison

The Officer will update information on the website to ensure that it is as up to date as possible. Updates will be made each semester.

The Media Relations Officer shall email SAAC photos to the MWC

The Officer shall email images to Gary Walenga at gwalenga@themwc.com.

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Positions

Section 1.05 Mountain West Conference Representative

Responsibilities and Authorities

Like all positions on the executive board, the MWC Representative is expected to be on at least one subcommittee each semester.

The MWC Representative shall participate in monthly conference calls with the MW and other MWC representatives from other schools.

The MWC Representative shall submit at least one agenda item per Mountain West Conference call.

The MWC Representative will participate in each in-person large group meeting as well as executive board meetings.

The MWC Representative serves as the liaison between the UW SAAC and the MWC SAAC.

The MWC Representative is responsible for finding an alternative for conference calls or meetings if there is a schedule conflict.

Positions

Section 1.06 ASUW Representative

Responsibilities and Authorities

The ASUW Representative shall attend at least two (2) ASUW meetings per semester.

The Representative shall attend more meetings if possible.

The ASUW Representative shall report on all SAAC events at ASUW Senate meetings.

The ASUW Representative shall report on ASUW events to SAAC if the events are relevant to SAAC.

These events shall include RSO Awards and Budget meetings/deadlines.

The ASUW Representative shall nominate SAAC for RSO Awards at the end of the academic year.

Positions

The ASUW Representative shall serve on one (1) ASUW Committee to speak on behalf of student-athletes and SAAC.

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Section 1.07 SAAC Representative

Responsibilities and Authorities

The SAAC Representative shall identify team community service efforts at the beginning of the year.**

The SAAC Representative shall choose a SAAC community service project to help lead/organize at the start of the Fall semester.**

The SAAC Representative shall attend all SAAC meetings and functions.

The SAAC Representative shall serve as a leader for at least one (1) event or activity sponsored by SAAC.

The SAAC Representative serves as a liaison between SAAC and the team that he/she represents.

The SAAC Representative shall recruit teammates for SAAC events and activities.

The SAAC Representative tracks and reports all team service activities to the Organization Relations Officer.

Positions

Section 1.08 Creation of New Official Positions

The President and SAAC administrator can define and redefine other officer positions as needed.

Section 1.09 Election of Officials

President, Vice President, Organization Relations Officer, Media Relations Officer

Elections for the UW SAAC President, Vice President, Organization Relations Officer, and Media Relations Officer shall be administered by the UW SAAC

Administrator in the month of April. Those interested in running for any position can nominate themselves by sending a statement to the SAAC Administrator, Taylor Stuemky, or the current SAAC President one week prior to elections.

SAAC President, Vice President, Organization Relations Officer, and Media Relations Officer Candidates must have at least one (1) year of eligibility remaining.

Elections shall occur during the second to last SAAC meeting of the spring semester. SAAC members from the previous academic year will nominate individuals and vote on each position.

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The newly elected officers will be announced at the final SAAC meeting of the Spring semester, and they will assume official duties the following school year.

Mountain West Conference Representative

Interested SAAC representatives may nominate themselves for this position. Each self-nominated person will then write a paragraph or two reasoning why they would like to be the MWC Representative. These paragraphs will be reviewed by a neutral party in the Athletics Department and narrowed down to two (2) nominees.

The 2 nominees selected will be sent to the MWC SAAC to be voted upon there for the final selection

SAAC Representatives

The retiring representative from each team is required to recruit a new representative from that team with the input of the head coach.

The new member must have a minimum of two (2) years of eligibility remaining.

Exceptions to this may be made by the SAAC Administrator.

If the team previously had no representative, then the coach can be approached by the SAAC Administrator for a recommendation.

ASUW Representative

The ASUW Representative will be confirmed in the first meeting of the Fall semester.

The ASUW Representative must have a minimum of one (1) year of eligibility remaining.

The ASUW Representative Candidate may be an individual with other official duties. If elected, he/she will be required to fulfill the official duties of both offices.

The Administrator 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 1.10 Oath of Office

Each UW SAAC Officer and Member shall take the following oath of office before being sworn into office:

“I, (full name), do affirm before these assembled witnesses that, to the best of my ability, I will faithfully perform the duties of my office, and that I will support and

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uphold the constitution and mission of the University of Wyoming Student Athlete Advisory Committee.”

Article 2. Physical Structure of UW SAAC

Section 2.01 Goals of UW SAAC

To inspire and develop student-athletes into leaders of character beyond athletics.

To plan community service projects which involve student-athletes.

To coordinate academic affairs with the lives of student-athletes.

To plan and promote good sportsmanship and publicize the athletic and academic accomplishments of student-athletes.

To strengthen the relationship between student-athletes and coaches/administrators.

To improve student-athletes' lives by raising awareness of health, safety, and social issues.

To discuss concerns of student-athletes and present those concerns to appropriate parties.

To act as the voice of UW student-athletes in regards to NCAA regulations and university matters.

Section 2.02 Meetings and Quorum

Regular Meetings

Regular UW SAAC meetings shall be held each month during the Fall and Spring semester, with the first meeting occurring in the first four (4) weeks of the semester.

A quorum of an absolute majority of voting members must be present to conduct official business of the UW SAAC.

Section 2.03 Membership

Members

All student-athletes or interested students are welcome to attend meetings except for specific closed meetings open only to student-athletes.

Members who are not officers are not allowed to attend executive meetings.

Voting rights

All members of SAAC have voting rights.

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Section 2.04 Order of Business

The following shall be the Order of Business for all SAAC Regular Meetings (and executive meetings):

Call to Order

Mission Statement

Roll Call

Approval of the Minutes

Open Forum

Special Event

Communications

SAAC Administrator

President

Vice President

Organization Relations Officer

Media Relations Officer

Mountain West Conference Representative

ASUW Representative

Ex-Officio Communications

Associated Students of the University of Wyoming

Sub-Committee Reports

E7720 Updates

Reminders

Around the Horn

Adjournment

Section 2.05 Attendance Requirements

Officers

All officers are required to attend every meeting, unless a scheduling conflict arises. The officer is required to notify the other officers of the expected absence and send in any report to the SAAC President at least 24 hours in advance.

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One unexcused absence will be allowed per officer per semester. An unexcused absence is defined as a lack of representation at a meeting without prior notification.

Excused absences include missing meetings due to academic and athletic conflicts (with prior notification to the Administrator), illness, or emergency.

If an existing officer is absent for two (2) or more total meetings within a semester without prior notice, punishment shall follow the procedure as outlined in Article 4 Section 4.03.

Team Representatives

All team representatives are expected to attend every large group meeting.

Team representatives are expected to participate in at least one subcommittee per semester.

If absent, a team representative must inform an executive board member and send a teammate in their place.

Section 2.06 Ex-Officio Membership

Creation of New Ex-Officios

All University or Mountain West Organizations seeking an ex-officio position in the UW SAAC must have that position approved by the UW SAAC Officers by a two-thirds (2/3) vote.

The organization seeking an ex-officio position will submit a written letter of intent to the SAAC Administrator. The SAAC Administrator shall distribute the letter of intent to the UW SAAC, which will review the request. Upon approval, the SAAC Administrator will notify the organization of their ex-officio status and their responsibilities as outlined in Article 2, section 2.06.03. Ex-Officios

The Associated Students of the University of Wyoming (ASUW) shall send one Senator/Executive to serve as ex-officio.

Rights and Responsibilities

The ex-officio shall serve on sub-committees at the request of the ASUW Vice President and/or SAAC sub-committee chairs.

Ex-officio members shall enjoy all rights of SAAC membership.

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Ex-officio members are expected to attend at least two (2) SAAC Regular Meetings per semester.

Removal of Ex-Officios

If an ex-officio position goes unrepresented for four (4) consecutive meetings, they will be notified of their absences and potential consequences by the SAAC President; if the organization is absent for another two (2) consecutive SAAC meetings they will lose their ex-officio position.

Any organization that has lost its ex-officio position in SAAC will enter a period of probation and may not reapply for said position until the start of a new academic year. Upon reapplication, the organization must submit a new letter intent.

If an organization wishes to voluntarily relinquish their ex-officio status, they may do so through a formal written notification to the SAAC President indicating the date at which their status as an ex-officio will end.

Article 3. Sub-Committees of the UW SAAC

Section 3.01 Special Sub-Committees

Formation of Special Sub-Committees

Special Sub-Committees may be formed at the discretion of the President, with the consent of the UW SAAC, and shall operate until dissolved by the President of the UW SAAC.

Article 4. Vacancy and Removal from Office

Section 4.01 Resignation

An officer or At-Large Member wishing to resign from the UW SAAC shall present a written notification to the SAAC President.

An officer or At-Large Member may announce their resignation during a regular UW SAAC meeting during Open Forum. Following the resignation, the resigning member shall present written verification of the resignation to the President 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 4.02 Vacancies

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Vacancies for officer positions will first be filled by the run-off list from the most recent elections.

Once the runoff list is exhausted, applications will be open to all student athletes for a minimum of two (2) weeks. Applicants will be asked to send in a letter of intent which will be distributed to the UW SAAC voting members. The voting members must approve applicants for vacancies by a two-thirds (2/3) majority. Upon approval, the applicant will be notified of their official duties and will also be notified of the next required meeting.

Section 4.03 Removal from Office

If an existing officer is absent for two (2) or more total meetings within a semester without prior notice, or the officer has failed to uphold the mission statement of the UW SAAC and/or Student Athlete Code of Conduct, the other officers can issue a formal warning to the officer in question.

If the officer does not change their behavior, a vote to revoke official duties may be passed. If the vote is passed with a two-thirds (2/3) majority, the officer will be notified in writing of the dismissal.

If the officer in question is the SAAC President, then upon their removal from officer the SAAC Vice President will assume the official duties and title of SAAC President. The position of SAAC Vice President will then need to be filled through the vacancy process listed in Article 4 Section 4.02.

Article 5. Finance Policy

Section 5.01 Athletic Department Funding

The UW SAAC is primarily funded through the University of Wyoming Athletics Department. Each year, SAAC is awarded \$5,000.00 to spend on student-athlete functions. The National Collegiate Athletic Association requires each member institution has a form of a Student-Athlete Advisory Committee on its campus. In the unforeseen dissolution of the UW SAAC, the finances would be absorbed by the UW Athletic Department.

Section 5.02 ASUW Student Organization Funding Board Policy

Registered Student Organization Status

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The UW SAAC is a registered student organization and has access to the ASUW Student Organization Funding Board.

ASUW SO Funding Board Authorities and Guidelines

The following is established from the ASUW Finance Policy

The ASUW Senate through the SO funding board possesses sole authority to allocate ASUW funds directly to SOs which are not Programs, Services, or Strategic Partners of the ASUW.

Only the ASUW SO Funding Board shall have authority to allocate ASUW funds directly to SAAC

SAAC shall not receive funding from ASUW for normal operating expenses, membership fees, dues, or organizational publications unless SAAC is deemed a strategic partner.

- A. Any request of \$3,500.00 or more that is approved by the SO funding board shall be subject to final approval by the ASUW Senate.

General Application Procedure for Programmed Events

- B. The following is established from the ASUW Finance Policy:
- C. The application form for ASUW funding shall be available online.
- D. SAAC may only receive funding when the program or activity is open to the entire student population and has a valid educational and/or enrichment purpose.
- E. SAAC shall submit an application request to UW Connect no less than five (5) weeks prior to the event. The ASUW Business Officer will forward the application to the chairperson of the SO Funding Board and provide a copy of the request to each member of the SO Funding Board.
- F. If the event includes a speaker or performer a contractual agreement must be completed in the Student Organization and Entertainment office in a timely manner. The SO Funding Board must approve the funding request before completion of the contact negotiations and the contract must be completed before the event occurs.
- G. A executive member of SAAC shall be contacted and required to attend a SO Funding Board meeting to present the funding request.

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- H. The representative from SAAC shall meet with the relevant executive and the ASUW Business Office within one (1) week following approval to complete the process.
- I. If an event is not completed within two (2) weeks of the date specified by SAAC, funding shall be rescinded unless the SO Funding Board approves an extension.
- J. ASUW funds will not be granted when other such funding sources have not been explored and it is determined those sources are available and/or more appropriate.

Funding Allocation Guidelines

- K. The following is established from the ASUW Finance Policy:
- L. SAAC may be awarded up to \$10,000.00 from the SO Funding Board per fiscal year
 - i. SAAC may be awarded up to \$3,500.00 of unmatched funds from the SO Funding board per fiscal year.
 - ii. If SAAC wishes to exceed \$3,500.00 of unmatched funds, the SO must provide documentation of non-ASUW matching funds of at least 10% for the amount exceeding \$3,500.00.
 - 1. Exceptions to this rule shall be at the discretion of the SO funding Board, and the totality of event request, including any exception to this rule, shall need approval of the ASUW Senate.

M. Decoration Allocation Guidelines

- i. For all funding requests, no more than 10% of the funds awarded may be used for decorations.

N. Generating Revenue

- i. SAAC may not generate revenue through charging admission to, or collecting registration fees from UW students. Non-UW students may be charged admission or registration fees.

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- ii. SAAC may generate revenue by holding auctions or selling goods or services (if in accordance with city laws and all University regulations).
- iii. SAAC may generate revenue through other means approved by the ASUW SO Funding Board during the application process.
- iv. Any fundraisers shall be required to also be education and/or enriching in nature.

O. Allocation Table for Speakers/Entertainers and Students

- i. The SO Funding Board shall follow the paragraphs below to determine allocations for speakers and entertainers' lodging, meals, and catering expenses for student events.
 - 1. Lodging for speakers and entertainers
 - a. Lodging expenses will be paid up to the current University rate offered by Laramie-area hotels
 - 2. Airfare
 - a. Airfare expenses will be paid up to the amounts according to the following
 - i. International flights: \$1,000.00
 - ii. Domestic flights: \$500.00
 - 3. Meals for speakers and entertainers
 - a. Meal expenses will be paid up to the amounts according to the following:
 - i. Breakfast: \$11.00
 - ii. Lunch: \$12.00
 - iii. Dinner: \$23.00
 - b. In addition, a tip allocation of 20%, determined from receipts, is welcomed.
 - 4. Meals for students
 - a. Meal expenses, including drinks, deserts, etc., will be paid up to the amounts according to the following:
 - i. Breakfast: \$11.00 per expected student

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- ii. Lunch: \$12.00 per expected student
 - iii. Dinner: \$18.00 per expected student
 - b. Costs associated with setup, delivery, etc. of these meals considered separately from costs directly associated with the food.
- 5. Lodging
 - a. Lodging expenses incurred outside of the Laramie-area will be paid up to the current GSA standard per diem rate for the location being traveled to.
 - ii. Any exceptions to this section must be made through a special request by SAAC to the SO Funding Board for approval. If the overall event budget is \$3,500.00 or greater, it must also be approved by the ASUW Senate. If SAAC is denied this special exception, they retain the right to appeal as outlined by the ASUW Finance Policy.

PASSED: UNANIMOUSLY

Addendum D

University of Wyoming Sports Information

A total number of 525 student athletes participated in varsity sports at the school, 278 of whom are male and 247 are female. They receive, on average, about \$12,934 total in sports-related student aid to attend UW. On average, the school gave males around \$14,932 of sports aid and women received about \$10,685.

College Data Analytics Team, "University of Wyoming: Undergraduate Overview Report" 2023.