

THE CONSTITUTION OF THE ASUW FRESHMAN 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 freshman 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 Freshman Senate, hereinafter referred to as the Freshman Senate.

ARTICLE II

Delegation of Authority and Responsibility

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

ARTICLE III

Membership

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

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

Section 3. The Freshman Senate will not discriminate on the basis of race, color, religion, sex, sexual orientation, age, political belief, veteran status, disability, or national origin.

ARTICLE IV

Appointed or Selected Officers

The privilege of holding an elected or appointed position as a Freshman 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 membership for the academic year.

Section 2. Oath of Office: Each ASUW Freshman Senator and Officer shall take the following oath 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 uphold the documents of the Freshman Senate and of the ASUW.

Section 3. Senator Obligations

- A. Senators must attend weekly meetings of the Freshman Senate, to be held each Tuesday at 5:00pm in the Senate Chambers of the Wyoming Student Union.
- B. Each senator must be an active member on at least one (1) ASUW standing committee, to be determined by the ASUW Vice President.
- C. Each senator must be an active member on at least one (1) ASUW Freshmen Senate standing committee, to be determined by the advisor(s).
 1. The members of the Steering Committee of the Freshman Senate are to be elected by their fellow senators. No member of the Steering Committee is to be appointed without elections of the Full Senate.
- D. Each senator must attend at least one (1) ASUW meeting per semester and sign in with the Freshman Senate ex-officio at the meeting they choose to attend.
- E. ASUW Senators shall have the following standardized physical responsibilities:
 1. Each full month of the academic semester, senators will be required to accumulate one (1) service hour. The service hour can be accumulated through the following means:
 - a. Documented office hour in the ASUW office.
 - b. Documented participation in an ASUW student outreach event.
 - c. Documented attendance or participation in an ASUW funded event.
 - d. Documented volunteering with an ASUW program.
 2. Appropriate documentation and documentation methods of service hours will be set and managed by the Freshman Senate Steering Committee.
 3. Senators shall attend a minimum of two (2) events funded by ASUW per semester, and complete a review to be submitted to the Freshman Senate Programming Committee and the ASUW RSO Funding Board for each event.

Section 4. Senate Officers

- A. At the first business meeting following the installation of Freshman Senate, the following officers are selected from the Freshman Senate voting membership:
 1. Presiding Officer: They shall serve as the chairman of the Freshman Senate. They may not participate in debate unless they first relinquishes the chair to the Parliamentarian. They shall only vote in the case of a tie. They shall represent the Freshman Senate as an ex-

officio member at the ASUW Senate weekly meetings. They shall serve as the chairman of the Steering Committee of the Freshman Senate.

- i. The Presiding Officer or their delegate shall have the right to vote on behalf of the Freshman Senate on all issues before the ASUW Senate.
 - ii. The vote registered by the Presiding Officer or their delegate shall be representative of the opinions of the Freshman Senate on all legislation before the ASUW Senate.
 - iii. The Presiding Officer or their delegate may change the vote if they feel that amendments to a piece of legislation or further provided information necessitate and justify that change.
 - iv. The Presiding Officer or their delegate is accountable to the Freshman Senate for matters of voting and if deemed necessary by members of the Freshman Senate, may be subject to punitive measures defined by the Freshman Senate Steering Committee or impeachment for lack of adherence to the responsibilities as outlined above.
 2. Parliamentarian: They shall keep the Freshman Senate in accordance with Robert's Rules of Order. They shall preserve order as the Presiding Officer may direct. They shall assume the duties of the Presiding Office in the absence of the Presiding Officer. They shall serve on the Steering Committee of the Freshman Senate.
 3. 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 Freshman Senate communications. They shall periodically write and circulate press releases on the happenings of Freshman Senate. They shall assume the duties of the Parliamentarian in the absence of the Parliamentarian. They shall serve on the Steering Committee of the Freshman Senate.
 4. Treasurer: They shall maintain the Freshman Senate budget and draft budget proposals each spring semester. They shall assume the duties of the Secretary in the absence of the Secretary. They shall serve on the Steering Committee of the Freshman Senate.
 5. Steering Committee Liaison: They shall serve as an ex-officio/liaison of the Freshman 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 Freshman Senate
- B. The following are the election procedures that will be used to select Freshman Senate Officers.
1. The nomination of the Presiding Officer will be administered by the Freshman Senate advisor(s).
 2. The Presiding Officer will administer all other officer nominations, including the nominations and election of the 5th non-officer member of the Steering Committee, which will be conducted in the same format as officer elections.
 3. Anyone but the Presiding Officer may nominate a Senator.

Section 5. Absenteeism

- A. An absence from a weekly meeting of ASUW Freshmen Senate will count as one (1) absence.
- B. An absence from an ASUW committee meeting will count as one-half (1/2) absence.
- C. An absence from a Freshman Senate committee meeting will count as one-half (1/2) absence.
- D. 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 Freshman 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 either a recommendation of remedial action to the Freshman Senate.
 - 1. The chair of the Steering Committee shall notify the Senator in question regarding the Steering Committee's decision immediately following the Steering Committee meeting.
 - 2. The Steering Committee shall have the power to bring impeachment charges should the Committee find such action necessary and appropriate under the circumstances.
 - 3. No senator shall be removed from the Freshman Senate for absences except through the impeachment process.

Section 6. Resignation

- A. A Senator wishing to resign from the Freshman Senate shall present written notification to the Presiding Officer.
- B. A Senator may announce their resignation during a regular Freshman 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 Freshman Senate must have that position approved by the Procedures Committee and further approved by the Freshman Senate by a two-thirds (2/3) majority.
 - 1. Organizations seeking an ex-officio position must exhibit all of the following qualifications:
 - a. The organization must strongly impact first-year students.
 - b. The organization must provide a diverse array of co-curricular activities including cultural, international, athletic, and/or student life programs.
 - c. The organization must utilize educational opportunities, which promote growth and involvement enriching daily life.

- d. The organization must be a University Recognized Student Organization, but special exemptions may be granted for the representative bodies of University faculty and staff.
 - e. The organization must demonstrate inadequate representation by the existing ex-officio members.
 - f. Any organization that has lost its ex-officio position on the Freshman Senate will enter a period of probation and may not reapply for said position until a period of one semester has passed. Upon reapplication, the organization must provide a detailed account of activities conducted during this period of probation.
2. The ex-officio position cannot be represented by current senators, executives or other ex-officio representatives.
 3. If an ex-officio position representing a student organization goes unrepresented for four (4) consecutive senate meetings they will be notified of their absences and potential consequences by the Presiding Officer in writing; if the organization is absent for another 4 consecutive senate meetings they will lose their ex-officio position excluding the ASUW President and Vice President.

- B. Ex-officio members who shall enjoy all rights of Freshmen Senate membership, except the right to vote include:
1. ASUW President
 2. ASUW Vice President
 3. Representatives from organizations approved by the Freshman Senate

ARTICLE V

Committees

Section 1. Committee Powers and Procedures

- A. Standing committees of the Freshman Senate shall be authorized to hold meetings, make investigations into any matter within their jurisdiction, report on the findings of such investigations to the Freshman Senate, and shall have any and all necessary authority to carry out their functions as established under the Freshman 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.
- 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 Freshman 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 2. Standing Committees

A. Steering Committee

1. The four (4) officers of the Freshman Senate and one (1) other Freshman Senator, the Steering Committee Liaison, will serve as the membership for the Steering Committee.
 - a. The 5th non-officer shall be elected by their fellow senators following the procedures outlined in Article IV, Section 4, subsection B.
2. The Presiding Officer will serve as the Steering Committee chairman.
3. The Steering Committee will direct all pieces of the Freshmen Senate and ASUW legislation to the appropriate Freshmen Senate Committee, will track absences of Freshmen Senators, will handle all disciplinary action (impeachment charges) within the Freshmen Senate, and will assist in preparing all meeting agendas.
4. One (1) member from the Freshman Senate Steering Committee will sit on the ASUW Student Government Steering Committee.

B. Procedures Committee

1. A minimum of five (5) Freshman Senators will serve as the membership for the Procedures Committee.
2. The Procedures Committee will internally select a chairman.
3. The Procedures Committee will review all legislative actions affecting the Freshman 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 Freshman Senate outside of the standard election. The Procedures Committee will also review any legislative action from the Freshman Senate or from the ASUW, as directed by the Steering Committee.
4. The Procedures Committee shall have the power to ensure that all adopted amendments to the Freshman Senate Constitution are updated. The committee shall do so at the subsequent meeting after the amendment(s) have been signed into action.

C. Programming and Traditions Committee

1. A minimum of five (5) Freshman Senators will serve as the membership for the Programming and Traditions Committee.
2. The Programming and Traditions Committee will internally select a chairman.
3. The Programming and Traditions 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.
4. The Programming & Traditions Committee 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, and updating and maintaining the Freshman Senate social media. The

Programming and Traditions Committee will review any legislative action from the Freshman Senate or from the ASUW, as directed by the Steering Committee.

- D. Student Outreach and Policies Committee
1. A minimum of five (5) Freshman Senators will serve as the membership for the Student Outreach and Policies Committee.
 2. The Student Outreach and Policies Committee will internally select a chairman.
 3. The Student Outreach and Policies Committee will be responsible for coordinating with individual students and student organizations to voice opinions and concerns regarding university 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 Committee shall also work to promote the current services, actions, and happenings of the ASUW Freshman Senate, to consistently outreach to individual students and student organizations annually, and to assist the Elections Commission with public relations and marketing efforts during elections. The Student Outreach and Policies Committee will review any legislative action from the Freshman Senate or from the ASUW, as directed by the Steering Committee.

Section 3. Special Committees

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

ARTICLE VI
Meetings and Quorum

Section 1. The business of the Freshman Senate shall be conducted in accordance with procedures set forth and at the discretion of the Presiding Officer:

- A. Regular Freshman Senate meetings shall be held each week during Fall and Spring semester except for University vacations and holidays or by a two-thirds (2/3) vote of the Freshman Senate;
- B. In order to conduct official business of the Freshman Senate, a quorum of two-thirds (2/3) of the voting membership of the Senate shall be present; and
- C. Each ASUW Freshman 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 Freshman 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. Recitation of the Pledge of Allegiance, at one's own discretion
- C. Mission Statement: "The purpose of the Freshman 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."
- D. Roll Call
- E. Approval of the Minutes

- F. Approval of the Agenda
- G. Open Forum
- H. Special Event
- I. Communications
 - a. Advisors
 - b. Senate Officers
 - i. Presiding Officer
 - ii. Parliamentarian
 - iii. Secretary
 - iv. Treasurer
 - v. Steering Committee Liaison
 - c. Ex-Officio Communications
 - i. ASUW President
 - ii. ASUW Vice President
 - d. Freshmen Senate Committee Reports
 - i. Steering
 - ii. Procedures
 - iii. Programming
 - iv. Spirit and Traditions
 - e. ASUW Student Senate Committee Reports
 - i. (One Freshmen Senator from each ASUW Committee shall give a report)
- J. Old Business
- K. New Business
- L. Announcements
- M. Processing
- N. Adjournment

ARTICLE VII
Legislative Action

Section 1. Original Freshman Senate Legislative Action

- A. Original Freshman 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 Action

- A. The Freshman Senate may formally hear and review ASUW legislative action.
- B. All formal vote counts, debate notes, etc. will be brought to the ASUW by the Presiding Officer of the Freshman Senate.

ARTICLE VIII
Selections

Section 1. Selections of the Freshman Senate will be administered by the ASUW Freshman Senate Advisor, or designee within the first four (4) weeks of the fall semester. 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. Specific filing and election dates, application procedures, interview procedures, selection committee composition, result announcements, new Freshman Senate orientation, and any other matters of elections will be circulated by the ASUW Advisor, or designee, no later than June 1 the summer preceding the fall of the formal selection process.

Section 3. All information specified in Section 2 will be circulated in an annual “Freshman 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, permanent absence or incapacity of any Senator, the senatorial candidate who was next highest on the advisors prioritized list shall fill the vacancy.
- B. The Procedures Committee will notify the person next on the advisors prioritized list within two (2) business days of the Senator’s resignation. The person notified will have two (2) business days to accept or refuse the Senate position. Upon acceptance, the person will be sworn in at the next regular Freshman Senate meeting. In the event of refusal, the same procedure will be followed with the next available candidate.
- C. Following the resignation of a Senator, where no candidate exists, an application procedure set by the Procedures Committee in conjunction with the ASUW Advisor or designee, with the consent of the Freshman Senate, will begin immediately.
- D. Applications will be accepted for ten (10) business days following the approval of the application, and the deadline date will be advertised. The deadline will be extended, or late applications accepted, only if no applications are filed within the allotted time.
- E. Interview Procedure:
 - 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 Freshman Senator may attend Procedures Committee interviews if he notifies the Committee in advance.
- F. After all interviews are completed and the Procedures Committee has reached a decision, all candidates will be notified by the Procedures Committee Chairman within one (1) business day following the completion of all interviews.

ARTICLE IX

Removal from Office

Section 1. Freshman Senators shall be removed from office through automatic disqualification or impeachment.

Section 2. Any member of the Freshman 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 Freshman Senate Constitution.

- A. The ASUW Advisor, or designee, shall have the authority to remove any Freshman 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 Freshman Senator at least once during the election and once during each academic semester.

- C. If a candidate or Freshman 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. Freshman 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 Freshman 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 Freshman Senate Constitution or has committed any other acts that would compromise their integrity as a student leader or representative of ASUW.

- A. The Freshman 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 Freshman 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 Freshman 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 Freshman Senate.
- G. A person shall not be convicted without the concurrence of at least three-fourths (3/4) of the voting Freshman 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

Judicial Council

Section 1. Matters of the Freshman 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

Amendments

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

ARTICLE XII

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
Enactment

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

Updated: May 2017