

Associated Students of the University of Wyoming

By-Laws



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## Article 1. Executive Branch

### Section 1.01 ASUW President

#### 1. Responsibilities and Authorities

- A. The President shall promote, improve, and pursue the goals and objectives of the ASUW and the University.
- B. The President shall present a legislative report each semester that includes the status of all legislation passed by the ASUW Senate (as a supplement to the ASUW Steering Committee reports).
  - a. The report given each fall semester shall encompass the previous year and the report given during the spring semester shall encompass the fall semester of their term.
- C. The President shall insure that all resolutions and recommendations passed by the legislative branch are enforced or brought to the attention of those University officials with authority to take the recommended action.
- D. The President must notify the Senate of all proposed changes to a University Regulation. After twenty-one (21) days, if no legislation has been authored, the President will have the right to speak on behalf of the ASUW Student Government on the proposed changes.
  - a. The President, any executive member, any senator, and any student may write legislation regarding the recommended changes. If legislation is passed, the President must represent the opinion of the Senate that is formed through the legislation.
- E. The President may veto, within ten (10) days of its passage, any action of the ASUW Senate, but such veto may be overridden by a two-thirds (2/3) vote of all the voting Senators at either of the two (2) regular ASUW Senate meetings following the veto.
  - a. If the President fails to act on any piece of legislation within ten (10) days of passage, or before the new President is sworn in, the legislation shall go into effect without the President's signature.
  - b. The President shall provide a written explanation of any veto to the Senate at the next meeting following the veto or before the subsequent Senate is sworn in, whichever is sooner.
- F. The President or, in special situations, the President's designee, shall be the representative of the entire student body to the faculty, the administration, other officials of the University, and entities outside the University community.
  - a. In order to make statements, or adopt representative positions when the ASUW Senate is not in session, which includes the Summer Break, Winter

Break, and Spring Break, the President must first consult with the ASUW Intersession Oversight Committee.

- G. The President may delegate any member of their staff to attend ASUW committee meetings as ex-officio members.
- H. The President shall report all matters of interest or concern relative to student affairs to the various committees and the ASUW Senate, with such information as is within their power to supply, and to make recommendations thereon.
- I. The President shall be present during the summer for participation in the ASUW presidential internship.

## 2. Executive Assistants

- A. The ASUW President shall have the power to appoint no more than two Executive Assistants to assist with the President's Responsibilities without the advice and consent of the ASUW Senate.
- B. The Executives, if appointed, are subject to all ASUW Working Documents, including, but not limited to, the ASUW Code of Ethics and the standard impeachment procedures.
- C. The ASUW President may remove Executive Assistants from office, with cause.

## 3. Powers of Appointment

- A. The ASUW President shall have the following powers of appointment with the advice and consent of the ASUW Senate, and they may remove from office, for cause, any Presidential appointee in the Executive branch.
- B. The President shall appoint representative to fill all student held positions on university boards and committees.
  - a. The president shall make applications available for university committees and boards during the spring semester after their election.
  - b. Appointments for the student held positions on the University boards and committees shall be presented to the ASUW Senate for consideration at the first regularly scheduled meeting of the fall semester.
  - c. As vacancies arise, appointments will be presented to the ASUW Senate for consideration.
- C. The ASUW President may appoint such special or ad hoc committees as they deem appropriate to conduct investigations or study of, and make recommendations to the ASUW President about such matters as are deemed appropriate; such appointees shall serve only during the term of the President who appoints them.

4. **Positions**
  - A. The ASUW President shall serve as:
    - a. An ex-officio member of all ASUW committees.
    - b. Ex-officio member of the University Of Wyoming Board Of Trustees (without vote).
    - c. ASUW member of Faculty Senate.
    - d. A member of any University Board or Committee as requested by any department head or administrator of the University community.
5. **Compensation**
  - A. The ASUW President shall be provided with compensation commensurate with the duties of their office, and not to be increased or decreased during his term of office.

## **Article 2. Legislative Branch**

### **Section 2.01 ASUW Vice President**

1. **Responsibilities and Authorities**
  - A. The Vice President shall work with the Executive staff and to organize and coordinate ASUW committees.
  - B. The Vice president shall serve as chairperson of the ASUW Senate. They may not participate in debate unless they first relinquish the chair to the President Pro Tempore of the Senate.
  - C. The Vice President may only vote on a matter in the event of a tie.
  - D. The Vice President shall administer the oath of office to all ASUW Senate members.
  - E. The Vice President shall be present during the summer for participation in the ASUW vice presidential internship.
2. **Executive Assistants**
  - A. With the advice and approval of the ASUW Legislative Branch, the Vice President may appoint one (1) executive assistant to assist with the Vice President's responsibilities.
3. **Powers of Appointment**
  - A. The Vice President, with the advice of the President and the consent of the ASUW Senate, shall appoint and may remove for cause, all members of the ASUW Standing and Special Committees. Except in extenuating circumstances, all senatorial positions on ASUW Standing committees shall be presented for approval to the ASUW Senate for no later than twenty-one (21) days after the first day of class of the Fall semester of the term. Committee vacancies occurring after the initial approval may be filled by the Vice President without Senate approval. Other positions shall be filled as time permits.

#### 4. Positions

- A. The ASUW Vice President shall serve as:
  - a. Chairperson of the ASUW Steering Committee, without vote except in the case of a tie.
  - b. A voting member of the Wyoming Union Board.
  - c. A member of any University Board or Committee as requested by any department head or administrator of the University community.

#### 5. Compensation

- A. The ASUW Vice President shall be provided with compensation commensurate with the duties of their office, and not to be increased or decreased during their term of office.

### Section 2.02 The ASUW Senate

#### 1. Responsibilities and Authorities

- A. The ASUW Senate shall directly represent the students by ensuring the efficient, responsible, and coordinated functioning of student life and ASUW activities at the University, through the enactment of legislation in the form of bills or resolutions.
- B. It shall have the authority to assume whatever responsibilities it deems necessary to fulfill its obligations to the students.
- C. It shall have the authority to recommend to the Trustees the needed amount of ASUW fees to be assessed of all fee paying students for financial support of ASUW sponsored programs and activities.
- D. In accordance with applicable University regulations, the provisions of the Constitution, and the ASUW Finance Policy, the ASUW Senate shall have the authority to annually allocate all ASUW monies received through student registration fees.
- E. It shall have the authority and responsibility to develop standards of good practice for sponsorship or financial support from ASUW.
- F. The Senate shall have the responsibility to establish an enduring Finance Policy to include restrictions and procedures for utilization of ASUW monies in the best interest of the ASUW's purposes.
- G. It shall have the authority to appoint and direct such special committees to study or investigate any issue of concern to the ASUW Senate in fulfilling its responsibilities for the University students; such committees shall serve only during the Senate term in which they are appointed.
- H. It shall approve, or reject by a two-thirds (2/3) vote, any of the ASUW President's appointees or ASUW representatives to fill student held positions on University committees and boards.
- I. It shall approve, or reject by a two-thirds (2/3) vote, any of the ASUW Vice President's appointees to ASUW standing and special committees.
- J. The Senate shall have the power to move into Executive Session regarding matters concerning all paid employees of ASUW with the exception of the

ASUW President and Vice President; or concerning matters of legal affairs brought by or against ASUW. When moving into Executive session only voting members of the Senate, the ASUW Secretary, or the relevant position, and the ASUW Chairperson shall be allowed to stay; unless otherwise specifically stated in the motion. The Senate shall reconvene into open session to take any formal action on discussion from Executive Session.

2. **Oath of Office**

A. Each ASUW 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 Constitution and By-Laws of the ASUW."

3. **Legislative Override**

A. Any action on a current bill or resolution will override previous Senate action on the same subject matter. Any legislation previously enacted by the ASUW Senate shall remain in full force and effect until such time as the ASUW Senate repeals or amends such prior actions, or expires of its own accord, except prior actions of the ASUW Senate which shall automatically be considered superseded, if inconsistent with these By-Laws, the Rules and Procedures, or the Constitution.

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.
- C. Senators shall serve on a minimum of two (2) ASUW Standing Committees, or one (1) ASUW Standing Committee and one (1) University Committee.
- D. ASUW Senators shall be required to attend a diversity workshop. This workshop should focus, 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 diversity training will be developed by UMC in coordination with the ASUW Vice President. This training will count as one (1) service hours for the period in which it is held.
- E. Senators will be required to accumulate a total of two (2) service hours per service period. Service periods are defined in the following table:

**Service Periods**

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

- F. Service hours 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.
    - e. Documented community service hour as a member of ASUW.
    - f. Documented outreach to RSOs that Senators are not already affiliated with by attending an RSO meeting and sharing the resources ASUW can provide to RSOs to encourage stronger ties between ASUW and RSOs.
    - g. Any other form of service hour, as pre-approved in writing by the ASUW Vice President, with the subsequent approval of the ASUW Steering Committee.
  - G. Senators filling a vacancy in the Fall Semester will only be required to accumulate a semester total of three (3) hours for the Fall Semester and four (4) hours in the Spring Semester. Senators filling a vacancy in the Spring Semester will only be required to accumulate a semester total of two (2) hours in the Spring Semester.
  - H. Senators filling a vacancy during a Service Period will only be required to accumulate one (1) service hour for that period. If a Senator fills a vacancy within the last five (5) business days of a Service Period, they will not be required to accumulate any service hours for that period.
    - a. Senators filling a vacancy will be required to fulfill requirements for all full service periods for the remainder of the administration.
  - I. Appropriate documentation and documentation methods of service hours will be set and managed by the ASUW Vice President, with the subsequent approval of the Steering Committee.
    - a. The decisions of the Vice President regarding exceptions to the listed service hours can be verbally appealed to the Steering Committee at the next regular Steering Committee meeting.
  - J. Each Senator shall be required to complete an ASUW outreach effort, to be decided upon annually by the Steering Committee.
  - K. Senators must maintain good academic status in the College or School to which they were elected to represent.
  - L. Senators shall pay the ASUW Student fee.
  - M. Senators must maintain student enrollment at the University of Wyoming for the duration of their service.
5. [ASUW Senatorial Scholarship](#)
- A. Senators must serve for a minimum of eight (8) weeks per semester to be considered for the scholarship.
  - B. Scholarship allotments shall be set and outlined to the Senate by the Steering Committee within the first month of the fall semester.
  - C. Senators must complete all basic Senator Responsibilities in addition to the following requirements to be considered for the scholarship.

- D. Senators will be required to accumulate an additional six (6) service hours in the Fall Semester, totaling twelve (12) hours, and four (4) service hours in the Spring Semester, totaling eight (8) hours.

**Service Periods**

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

- a. Senators filling a vacancy will only be required to accumulate an additional two (2) service hours for each full service period (defined above) they are in office in a given semester. The equation for determining total number of hours is:
- E. Service hours 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 that Senators are not already affiliated with.
  - e. Documented community service hour as a member of ASUW.
  - f. Documented outreach to RSOs that Senators are not already affiliated with by attending an RSO meeting and sharing the resources ASUW can provide to RSOs to encourage stronger ties between ASUW and RSOs.
  - g. Any other form of service hour, as pre-approved in writing by the ASUW Vice President, with the subsequent approval of the Steering Committee.
- F. Senators filling a vacancy during a Service Period will only be required to accumulate one (1) additional service hour for that period. If a Senator fills a vacancy within the last five (5) business days of a Service Period, they will not be required to accumulate any service hours for that period.
- a. Senators filling a vacancy will be required to fulfill all scholarship requirements for all full service periods for the remainder of the administration in order to be eligible for the Senatorial Scholarship.
- G. Appropriate documentation and documentation methods of service hours will be set and managed by the ASUW Vice President, with the subsequent approval of the Steering Committee.
- a. The decisions of the Vice President regarding exceptions to the listed service hours can be verbally appealed to the Steering Committee at the next regular Steering Committee meeting.
- H. Senators shall attend a minimum of two (2) RSO events funded by ASUW per semester and complete a review to be submitted to the ASUW RSO Funding Board for each event.

- I. Senators shall attend one (1) public meeting of any ASUW Program, Service, or Strategic Partner per semester.

## 6. Membership

### A. Membership in the ASUW Senate shall consist of:

- a. Thirty-two (32) elected Senators are apportioned using Hamilton's method as outlined below with two (2) Senators representing the sole degree-granting programs, and in accordance with Article 6, Section 1 of the ASUW Constitution.
- b. Each of the University's colleges and sole degree-granting programs is allocated one (1) ASUW Senate Seat.
- c. The remaining ASUW Senate Seat shall be allocated to those colleges and sole degree-granting programs with more than one-thirty second (1/32) of the total fee paying University students using Hamilton's method as follows:
  1. Compute the natural quota for each college with more than one-thirty second (1/32) of the total fee paying University students using the formula:  $NQ = \frac{(x)E}{T}$  where
    - i.  $x$  = the number of ASUW Senate seats (32) minus the number college and sole degree-granting programs
    - ii.  $NQ$  = a college or sole degree-granting program's natural quota
    - iii.  $E$  = the number of fee paying students enrolled in that college or sole degree-granting program
    - iv.  $T$  = the total number of fee-paying students enrolled in those colleges or sole degree-granting programs with more than one-thirty second (1/32) of the total fee paying University students
  2. Allocate to each college with more than one-thirty second (1/32) of the total fee paying University students a number of student senators equal to the whole number portion of their natural quotas.
  3. If all ASUW Senate Seats are not allocated in the previous step the remaining student senators are allocated one by one in order to the colleges with the largest fractional portions in their natural quotas.
- d. The total allocation for each college is the sum of the ASUW Senate Seats allocated in steps 1 and 2.

## 7. Ex-Officio Membership

### A. Addition of New Ex-Officios to the ASUW Senate

- a. All University organizations seeking an ex-officio position on the ASUW Senate must have that position approved by the Steering Committee and further approved by the ASUW Senate by a two-thirds (2/3) majority.
  1. The organization seeking an ex-officio position will submit a written letter of intent to the Steering Committee.

2. The Steering Committee will review the request. Upon approval, the Chairperson will submit the letter of intent to the ASUW Senate for approval.
- b. Organizations seeking an ex-officio position must exhibit the following qualifications:
  1. The organization must utilize educational opportunities, which promote growth and involvement enriching daily life.
  2. The organization must demonstrate a need for representation in their area of focus that is not being adequately represented by the existing speaking members of the ASUW Senate.
- B. Representatives' Rights and Responsibilities
  - a. The ex-officio position cannot be represented by current senators, executives or other ex-officio representatives.
  - b. The ex-officio shall serve on committees at the request of the ASUW Vice President and/or committee chairs.
  - c. Ex-officio members who shall enjoy all rights of Senate membership, except the right to vote include:
    1. Representatives from organizations approved by the ASUW Senate.
  - d. Ex-officio members who shall enjoy all rights of Senate membership, including the right to vote include:
    1. First-Year Senate.
  - e. Those who shall have speaking rights only, excluding voting and parliamentary rights, include members of the ASUW Executive Branch.
    1. Speaking rights include the ability to take the floor if yielded to and the ability to make points of clarification and order.
- C. Removal of Ex-Officios from the ASUW Senate
  - a. If an ex-officio position goes un-represented for 4 consecutive Senate meetings they will be notified of their absences and potential consequences by the Steering Committee in writing; if the organization is absent for another 2 consecutive Senate meetings they will lose their ex-officio position.
    1. Any organization that has lost its ex-officio position on the ASUW Senate will enter a period of probation and may not reapply for said position until a the start of a new academic year. Upon reapplication, the organization must submit a new letter of intent to the Steering Committee.

## 8. Officers

### A. Chairperson

- a. The Chairperson of the ASUW Senate is the ASUW Vice President, who shall prepare the Order of Business, follow the Order of Business as outlined in, Article 2, Section 2.01, of the Rules and Procedures, be the presiding officer for all meetings, and tally all head count votes of the ASUW Senate.
- B. At the first business meeting following the installation of new Senators, the following officers shall be elected from the Senate voting membership:

- a. President Pro Tempore – They shall preside over the Senate and carry out the related duties of the Vice President including the preparation of the agenda, in the case of the Vice President’s absence or at their request. They shall assist the Chairperson of the Senate and serve as Chairperson of the Committee-of-the-Whole. They shall assume the duties of the Chairperson of the ASUW Senate in the absence of the Chairperson. They shall be a voting member and serve on the Intersession Oversight Committee.
  - b. Parliamentarian – They shall keep the ASUW Senate procedure in accordance with the ASUW Constitution, By-Laws, and the most recent Robert's Rules of Order. They shall inform the Chairperson of any procedural violations, which the Chairperson will remedy. They shall record all motions and which ASUW Senators makes and seconds each motion. They shall assume the duties of the President Pro Tempore in the absence of the President Pro Tempore. They shall be a voting member and serve on the Intersession Oversight Committee.
  - c. Sergeant-at-Arms – They shall preserve order as the Chairperson may direct and assume the duties of the Parliamentarian in the case of the absence of the Parliamentarian and/or duties of the Marshal in the absence of the Marshal. They shall be a voting member and serve on the Intersession Oversight Committee.
  - d. Marshal- Immediately following the call to order, they shall read the ASUW Senate's Mission Statement as stated in the ASUW Rules and Procedures. They shall perform roll call of the ASUW Senate. They shall record late arrivals and early departures of ASUW Senators. They shall read all first, second, and third readings of legislation before the ASUW Senate. They shall tally and record all roll call votes of the ASUW Senate and record all head count votes and voice votes. They shall assume the duties of the Sergeant-at-Arms in the absence of the Sergeant-at-Arms. They shall be a voting member and serve on the Intersession Oversight Committee.
- C. Election Procedures
- a. Nominations can be from the Senate floor by anyone except the Chairperson.
  - b. Written nomination may be submitted to ASUW Secretary, or the relevant position, by any Senator.
  - c. A vacancy of office shall be filled from within the Senate.

## 9. Fees

- A. The proceeds of collected fees shall be distributed by the ASUW Senate as provided in Paragraph B of this Section and according to the ASUW Finance Policy, to promote the educational, professional, cultural, social and athletic activities of its members. The ASUW Senate shall oversee the proper expenditure of funds allocated to a student organization from the ASUW General Budget.
- B. The ASUW Senate shall adopt an annual budget to be submitted to that body not later than five weeks prior to the end of the school year. This budget shall show

projected income and proposed expenditures, and shall be approved by the outgoing Senate and the Board of Trustees before it becomes effective. Alterations in the general budget are approved, subject to approval by the University Vice President for Administration.

## 10. 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 ASUW Vice President shall appoint two (2) Executive Assistant to serve as an ex-officio on the committee. The Committee will seek appointed members from 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 Policy; 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 Finance Policy as are necessary and appropriate. Furthermore, the Committee shall give a presentation to the Senate over the ASUW Finance Policy, as well as the ASUW budget, each semester. 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) one (1) returning Senator shall serve as chairperson, and a minimum of three (3) ASUW Students-at-Large, with one (1) being a First-Year Senator, an advisor appointed by the University Vice President for Administration, and the ASUW Advisor. The ASUW Vice President shall appoint one (1) Executive Assistant to serve as an ex-officio 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 (3) 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.

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 informally evaluate aspects of the each and provide recommendations which include but are not limited to the budget, student fee allocation, and staffing. 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. It 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 (6) 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. 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 one (1) Executive Assistant to serve as an ex-officio on the committee. The program and service representatives may be, but are not limited to the following:
    - 1. Associated Students Technical Services (ASTECC)
    - 2. United Multicultural Council
    - 3. A.L. Lupton Financial Literacy Program
    - 4. First-Year Senate
    - 5. Students' Legal Services
    - 6. Non-Traditional Student Council
    - 7. Panhellenic Council
    - 8. Interfraternity Council
- E. The ASUW RSO Funding Board

- a. Purpose: The Board shall, pursuant to the provisions of the ASUW 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 Finance Policy pursuant to budgeted allocations of such funds. The RSO 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 ASUW Vice President shall appoint one (1) Executive Assistant 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.
  - 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 insure 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 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.

- 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; the ASUW Advisor, and The ASUW Vice President shall appoint one (1) Executive Assistant to serve as an ex-officio on the committee.
- G. The ASUW Student Outreach and Programming Committee
- a. Purpose: The Committee shall assist in organization and execution of events, workshops, and all outreach (etc.) conducted by the ASUW Student Government. 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 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 assist in organization and execution of events, workshops, etc. conducted by the ASUW Student Government. 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 actively research successful programming at other institutions, and will communicate with other student governments to continue to foster growth. 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 aide the ASUW Executive Branch, the ASUW Judicial Branch, and ASUW Programs in their programmatic events should they require and request assistance. 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 three (3) ASUW Students-at-Large, with one (1) being a First-Year Senator. The ASUW Vice President shall appoint two (2) Executive Assistants to serve as an ex-officio on the committee.
- H. 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.

- I. Each ASUW Standing Committee shall be responsible for any and all outreach it deems necessary within its jurisdiction.
- J. 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.

## 11. Special Committees

- A. Special committees may be formed at the discretion of the ASUW Senate, and shall operate until dissolved by the ASUW Senate and according to By-Laws approved by the Senate at the time of committee formation, as well as all rules established for standing committees.
- B. The ASUW Census Committee:
  - a. Name: The ASUW Census Committee will also be referred to as the “Cowboy Count Committee.”
  - b. Purpose: The Committee shall assist in local and regional efforts to enhance the results of the decennial census, specifically working to allow for the full and accurate count of student populations both on and off campus. They shall have the responsibility to promote the Census in a reasonable manner, be the contact organization for federal, state, and local officials while they conduct their efforts surrounding the Census, and work to enhance student understanding of the Census, its function and benefit to students and their community. The committee shall dissolve on the last full business day of the year in which the Census is conducted and be formed at the beginning of each fall semester prior to the next decennial census year.
  - c. Powers: The Committee shall be vested with all necessary and appropriate powers to carry out its purpose under the ASUW By-Laws and its defined purpose. The ASUW Census Committee will have the authority to speak for ASUW on all matter surrounding the Census, be the contact organization for all interested parties involved in the Census, serve ASUW in an advisory capacity to expand their base of knowledge surrounding the Census, and shall recommend to the Senate actions it deems appropriate to fulfill its functions as a special committee of ASUW. The committee shall also have the power to take action it deems necessary and appropriate to enhance the efficacy and scope of the Census.
  - d. Composition: The Committee shall be composed of a minimum of three (3) ASUW Senators, (1) of which will serve as the chairperson, with a minimum of two (2) ASUW Students-at-Large with one (1) being a First-Year Senator appointed by the First-Year Senate, all subject to the approval of the ASUW Vice President. In addition, two ASUW Executives shall serve as ex-officio members of the committee to be appointed by the ASUW Vice President.

C. The ASUW Child Assistance Scholarships Committee

- a. Purpose: The Committee shall serve as a means by which scholarships will be awarded for students who are parents and need financial assistance.
- b. Powers: The Committee will meet during the fall semester and will review applications filled out by students applying for assistance. The Committee will then interview applicants and decide awardees for spring scholarships by November 30th. Upon choosing awardees, information for the scholarship recipients must be submitted by November 30th to the UW Financial Aid Office.
- c. Composition: The Committee shall be composed of an Executive, who will be charged with the planning of this committee and will serve as chairperson, two (2) ASUW Senators, one (1) ASUW First-Year Senator, one (1) Student-at-Large, one (1) non-traditional student, and an ASUW Advisor or Dean of Students designee.

D. The ASUW Homecoming Committee

- a. Purpose: The Committee shall help plan and execute Homecoming events. It shall meet within the first full week of the Fall Semester and shall continue to meet at least once per week up until Homecoming Week. The Committee shall then meet at least once after Homecoming Week to discuss the Homecoming events. It shall meet once in the Spring Semester to discuss its budgetary needs with the ASUW President. Each new administration's Vice President shall appoint one senator to serve with them on the University homecoming planning committee during the summer. This Senator will then sit on the ASUW Homecoming Committee and act as a liaison between the University committee and the ASUW Committee.
- b. Powers: The Committee shall help plan and execute Homecoming events. 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 be vested with all necessary and appropriate powers to carry out its purpose under these rules.
- c. Composition: The Committee shall consist of the ASUW Vice President, who will serve as temporary chairperson, a minimum of five (5) ASUW Senators with at least one (1) coming from Student Outreach and Programming, one (1) from Budget and Planning, and one (1) from Advocacy, Diversity and Policy, and two (2) ASUW Students-at-Large, with one (1) being a First-Year Senator. The Committee shall elect a chairperson from within the Committee. The ASUW Vice President shall appoint one (1) Executive Assistant to serve

as an ex-officio on the Committee. Ex-officios from various groups on campus including but not limited to: Athletics, Fraternity and Sorority Life, the Alumni Association, Student Affairs, and United Multicultural Council shall be invited and encouraged to attend committee meetings.

E. The ASUW Mandatory Student Fee and Tuition Allocation Review Committee

- a. Purpose: The Committee shall serve as a means by which the ASUW Senate shall formulate recommendations on mandatory student fee requests from university fee units. The committee shall meet every fee year to hear and review the mandatory fee units' proposals with recommendations being made to the ASUW Senate. During the years in which fees are not adjusted, the committee shall meet to review the mandatory fee units' programs, budget, and use of fees to evaluate and prepare for the next year's mandatory student fee recommendations. Additionally, the committee will be charged with exploring any entity's requests and possible merits for new fees. The Committee shall meet to hear and review the university fee unit proposals/requests with a recommendation to be made to the ASUW Senate and Board of Trustees. It shall allocate half of the 4 percent of annual tuition increases to university fee units that it deems will make the most impact on student success.
  - b. Powers: The Committee shall hear mandatory fee requests from campus fee units and may recommend adjusting the requested fee, give a vote of non-support for the request, or endorse the requested amount for each fee unit. The Committee shall follow the same process for the allocation of tuition gathered for Student Success Priorities. It shall recommend the allocation of the funds to any university fee units that are determined to meet the requirement of improving student success. The Committee shall draft legislation supporting a recommendation on a mandatory student fee package, or individual fees, and tuition allocation to the ASUW Senate for a vote.
  - c. Composition: The ASUW Mandatory Student Fee and Tuition Allocation Review Committee shall be composed of four (4) ASUW Senators, two (2) of which should be returning senators, and three (3) Students-at-Large appointed by the ASUW Vice President. The ASUW Vice President shall serve as chairperson of the committee.
- F. Except where otherwise noted, each committee shall be responsible for electing its respective chair from among its approved members at its first business meeting after the approval of committee assignments. Until such time as a chair is elected, the senator with the longest consecutive service on a respective committee shall preside.
- G. The ASUW President and Vice President may require reports from any ASUW committees, program directors, or senators in such form and at such times, as they deem necessary and proper for the furthering of the goals and objectives of the ASUW.

- H. All special 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 special 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.

### **Article 3. Judicial Council**

#### **Section 3.01 Jurisdiction**

##### **1. Matters within Jurisdiction**

- A. In situations of disagreement or dispute, it shall provide interpretation of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, the ASUW Finance Policy, and the ASUW Elections Code;
- B. It shall have jurisdiction over all actions of the ASUW Executive branch;
- C. It shall have jurisdiction over all violations of ASUW rules, regulations, policies, procedures, and/or standards governing student conduct or requirements of students who participate in officially approved ASUW programs; and
- D. It shall have jurisdiction over offenses against the Constitution of the Associated Students of the University of Wyoming.

##### **2. Complaints**

- A. Any member of the ASUW may bring a dispute before the ASUW Judicial Council. All complaints must be filed with the ASUW Secretary, or the relevant position, within a timely manner upon discovery of a disputed action.
- B. The Council must meet regarding the complaint within ten (10) academic days after the written complaint is filed.

##### **3. Responsibilities and Authorities**

- A. In the discharge of its jurisdictional responsibilities, the ASUW Judicial Council shall have the following authority, under the advisory role of the Judicial Council or ASUW Advisor:
  - a. The Council shall be the final authority in making decisions brought before the Council and interpretations of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, the ASUW Elections Policy, and the ASUW Finance Policy.
  - b. The Council has the ability to impose sanctions to individual students or student organizations which have been appropriately charged and found responsible for violations of ASUW rules, regulations, policies, standards or conduct established as a part of officially approved ASUW programs;
  - c. The Council may render final decisions regarding the actions of the ASUW Executive Branch found to be procedurally inappropriate or incorrect

pursuant to the provisions of all ASUW working documents, including, but not limited to, the ASUW Constitution, the ASUW By-Laws, the ASUW Rules and Procedures, the ASUW Finance Policy, and the ASUW Elections Policy;

- d. The Council shall have the right to summon any member of the ASUW to testify on any matter that is within the jurisdiction of the Council and which has been appropriately made a matter of issue or dispute before the Council; and,
- e. The Council may assign or refer any matter, which is within its jurisdiction and which has been appropriately brought to the Council, back to the ASUW body, unit or committee of original decision for such action or consideration as the Council determines is required.

#### 4. Procedural Requirements

- A. In the discharge of its responsibilities, the ASUW Judicial Council shall conduct its business pursuant to the principles of due process and fairness; in compliance with established rules and procedures; it shall seek to protect the interests and rights of students, and it shall fulfill the following procedural requirements:
  - a. The Council will not render a final decision until the appropriate body, unit or committee of original jurisdiction has fulfilled all of its responsibilities in the matter;
  - b. Decisions, including sanctions, by the Council may be appealed to the Vice President of Student Affairs, or designee. Students or student organizations have five (5) academic days to appeal a Council decision. Notice of appeals being filed must be given immediately to all involved parties, as well as the Judicial Council. The Vice President of Student Affairs, or designee, has thirty (30) academic days from the appeal being filed to issue their decision;
  - c. All official hearings by the Council shall be conducted in accordance with written rules and procedures. Proposed changes to the Rules and Procedures of the Judicial Council of the ASUW must be approved by the Vice President for Student Affairs, or designee. Such rules shall include provisions for the following matters:
    - 1. The rules for procedure shall provide for the fundamentals of due process and fairness;
    - 2. In any situation where a charge is made against individual students or a student organization, the charge shall be made in writing, and those persons charged shall be provided with a copy of the charge along with the names of any persons who may speak against them;
    - 3. Each party to a dispute or charge shall have the right to be present in the meeting room during all testimony and they shall be afforded an opportunity to speak on their own behalf, present rebuttal, have an opportunity to question any witnesses; and present summary testimony; and

4. Each party to a dispute or charge shall be provided a written explanation of the reasons for any decision rendered by the Council; and,
  5. The protocol for summoning any member of the ASUW to testify in front of the Council shall conform to outlined guidelines as promulgated in the Rules and Procedures of the ASUW Judicial Council.
- d. A permanent copy of all Council documents, interpretations, sanctions and opinions shall be kept on file in the ASUW Office, as well as online, in order to uphold the precedence of Council decisions. Cases involving Code of Ethics investigations shall be kept only in writing, except in cases which carry matters of interpretive precedence, which shall be kept online, but have names and all other personally identifiable information of the individuals in question redacted to the greatest extent possible, at the discretions of the Chief Justice with advice from the ASUW or Judicial Council Advisor.
  - e. All Council case decisions and appeals must be turned into the ASUW Secretary, or the relevant position, within ten (10) academic days after a formal Council decision or appeal has been issued, or the precedence of the case will not be honored.

#### **Article 4. Vacancy of Office**

##### **Section 4.01 Executive Officers**

##### **1. Executive Vacancy Procedure**

- A. Upon the resignation, permanent absence, or incapacity of the President, the Vice President shall become president.
- B. Upon the resignation, permanent absence, or incapacity of the Vice President, the President Pro Tempore of the Senate shall become Vice President.
- C. Upon the resignation, permanent absence, or incapacity of the President Pro Tempore of the Senate, the Senate Parliamentarian shall become the President Pro Tempore.
- D. Upon the resignation, permanent absence, or incapacity of the aforementioned members of ASUW, the following order of offices shall assume the executive responsibilities until a special election within the Senate will be held to fill the open position with current senators;
  - a. Senate Sergeant at Arms
  - b. Senate Marshal
  - c. Chief of Staff
- E. Any further line of succession may be outlined by the President and approved by the ASUW Senate within the first four (4) Senate meetings of that ASUW Administration.

## Section 4.02 Senate

### 1. Senate Vacancy Procedure

- A. Upon the resignation, permanent absence or incapacity of any Senator, the senatorial candidate from the college who was eliminated last according to the instant-runoff in the preceding election shall fill the vacancy.
  - a. In accordance with the ASUW Elections Policy, senators terminated from their Senate seats due to a change in college shall be placed subsequent to all other candidates from the preceding election of the college to which they change.
- B. The ASUW Vice President will notify the person with the next highest number of votes as soon as a Senator's resignation, permanent absence or incapacity takes place. The person notified will have two school days to accept or refuse the Senate position. Upon acceptance, the person will be sworn in at the next ASUW Senate meeting. In the event of refusal, the same procedure will be followed with the next available candidate. This process will include write-in candidates, if applicable.
- C. If a vacancy occurs and the list of eligible candidates from the preceding Election has been exhausted, the ASUW Steering Committee will direct an ASUW Executive to begin an application and election process to fill the vacant seat.
  - a. As soon as possible after the vacancy occurs, a call for applicants will be made to the affected College with the application period lasting two (2) weeks from the time of initial notice.
  - b. At the close of the application period, the ASUW Adviser, will review the applications for a candidate's eligibility as stipulated by the ASUW Election Policy.
  - c. All those meeting initial eligibility requirements will be contacted and given the official guidelines and timeline of the vacancy election.
  - d. Candidates will have one full week to campaign within their respective college. All allocations for campaigning shall not exceed \$50.00 with a expense report being delivered to the ASUW main office the Tuesday following the voting period.
  - e. Senate Vacancy Elections will be held in a respective college for one day, 8am to 5pm, to all students in a college eligible to vote, in a manner consistent with the ASUW Election Policy.
  - f. The ASUW Vice President will notify the chosen candidate as soon as possible after an election concludes. Upon acceptance, the candidate will be sworn in at the next ASUW Senate Meeting.
  - g. This system will not be used once applications for the general election open.
  - h. All Senate Vacancy elections shall follow the above outlines procedures and adhere as closely as possible to the policies outlined in the ASUW Elections Policy.

## Article 5. Code of Ethics

### Section 5.01 Preamble

1. We, the elected and/or appointed representatives of the Associated Students of the University of Wyoming Student Government seek to promote the interests and well-being of all students, regardless of race, color, religion, sex, sexual orientation, age, political belief, veteran status, disability, national origin, relationship status or gender identity. In doing so, we will respect the integrity, dignity and worth of individual students and will recognize and acknowledge the differences in each. We will be sensitive and protective of the liberties and respect to which each individual student is entitled. We will refrain from and discourage behaviors that threaten these ideals, freedom, and civility that every individual deserves.

### Section 5.02 Standards of Behavior

1. As an elected and/or appointed representative of the Associated Students of the University of Wyoming Student Government (ASUW):
  - A. I will not misuse my position as an elected representative or the resources of ASUW for personal gain.
  - B. I will express my opinions and views on subjects brought before this governing body in a professional and civil manner and will respect and objectively evaluate the opinions and views of others.
  - C. I will not tolerate language or actions that may discriminate against or discredit any individual student, group of students, or student organization(s).
  - D. I will endeavor to allow the presentation of all views, however diverse, of any student, group of students, or student organization(s) or subject, which may come before this governing body.
  - E. I will actively promote open two-way communication between the ASUW leadership and the students we serve.

### Section 5.03 Obligations and Duties

1. As an elected and/or appointed representative of the Associated Students of the University of Wyoming Student Government (ASUW):
  - A. I will at all times, refrain from conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination or other actions contrary to the spirit or intent of this Code of Ethics.
  - B. I will familiarize myself with the Constitution, By-laws and other rules and procedures of this governing body and will act within the spirit and intent of these documents.
  - C. I will endeavor to advance and promote the interests of the students of the University of Wyoming, taking into account their diverse needs and views.
  - D. I will acknowledge and make public any potential conflict of interest arising from my other involvements and will abstain from voting in the matter and refrain from misusing my position in ASUW Student Government to influence the vote of any voting member.

- E. I will present an accurate portrayal of the nature and extent of my qualifications and competencies when applying for positions within ASUW Student Government and when representing ASUW.

#### Section 5.04 Procedural Requirements for Violations

1. Proceedings against an individual for an alleged violation of the Code of Ethics may be initiated by the following methods upon receiving a written complaint from any source indicating that a violation may have occurred.
  - A. Senate Violations: complaints pertaining to Code of Ethics violations committed by members of the Senate shall be presented to the ASUW Vice President.
  - B. Executive Violations: complaints pertaining to Code of Ethics violations committed by the members of the executive board shall be presented to the Judicial Council.
2. Upon delivery of a complaint, the ASUW Vice President or the Judicial Council shall meet with the alleged violator and discuss why the action of the individual was not appropriate. It is then up to the discretion of the recipient to refer the complaint directly to the Judicial Council for their review, if the complaint is egregious enough to merit such a decision.
  - A. The complaint recipient shall inform the alleged violator that future violations can be considered negligent and can be grounds for impeachment upon review by the Judicial Council.
  - B. The alleged violator shall receive a copy of the complaint in writing at the meeting with the complaint recipient.
  - C. A copy of the complaint shall also be sent to the ASUW Advisor or designee.
  - D. All communications between the alleged violator and the complaint recipient shall remain confidential, including any copies sent to the ASUW Advisor or designee.
  - E. All other disciplinary procedures that are not outlined in this document shall follow the guidelines set forth by the regulations of the University of Wyoming.

### Article 6. Removal from Office

#### Section 6.01 Ineligibility

1. Any member of the ASUW Legislative, Executive or Judicial branch 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 as established in the ASUW Constitution or By-Laws.
  - A. The ASUW Advisor, or designee of the Dean of Students Offices shall have the authority to remove any ASUW official who is ineligible due to academic or conduct violations.
  - B. The ASUW Advisor, or designee of the Dean of Students Office, shall be responsible for reviewing the eligibility of each member of ASUW at least once during the ASUW election and once during each academic semester.
  - C. If a candidate or ASUW official is ineligible for office, the ASUW Advisor, or designee of the Dean of Students Office, shall be responsible for notifying the

ASUW Elections Commission of an open seat and the individual in question within (1) one academic week.

- D. Election candidates who are found to be ineligible for office shall be removed from the ballot upon notification. Elected or appointed officials found to be ineligible shall be removed from their respective office.
2. Election candidates who are removed from the ballot due to cases of disciplinary ineligibility shall have the privilege of being reinstated on the ballot if the appeals process of the Dean of Students Office clears the individual in question of all charges before the election.
  - A. In cases when an official in the Legislative, Executive or Judicial branches is found to be ineligible, their position shall remain vacant until all appeals processes are exhausted or if the appeals process as found in the Student Code of Conduct clears the individual of all charges. If an individual is cleared of charges then that person shall be reinstated to their position. If the appeals processes fails to clear an individual of charges then the appropriate ASUW body shall be instructed by the ASUW Advisor or designee of the Dean of Students Office that a replacement ought to be found to fill the vacant position.

#### Section 6.02 Change of Major

1. Any member of the ASUW Senate who changes their major during their term in office resulting in a change in college shall automatically be terminated from their office.

#### Section 6.03 Impeachment

1. Articles of Impeachment shall be brought against any member of the Executive, Legislative, or Judicial branch of the ASUW if it is suspected that the persons in question violated the ASUW Code of Ethics as found in the ASUW By-Laws, is unable to fulfill their duties of office, or has committed any other acts that would compromise their integrity as a student leader or representative of ASUW.
2. The Student Senate shall have the sole power to try all impeachments.
3. The impeachment proceeding shall be considered legislative action and carry the same weight as legislation.
4. A vote of two-thirds (2/3) of the current membership of the Student Senate shall be necessary to bring the charge of impeachment.
5. The trial of impeachment must be commenced following the vote of the Student Senate to authorize the charge of impeachment.
6. The accused must have a fair trial consistent with the concept of due process as provided by the University Procedures in such matters.
  - A. The trial of impeachment shall consist of the following proceedings:
    - a. The President Pro Tempore shall preside over all trials of impeachment.
      1. In the event that Articles of Impeachment are brought against the President Pro Tempore, the ASUW Vice President shall preside.

- b. The author of the articles of impeachment may address the Student Senate with concerns and/or reasons why the charged should be removed from office.
- B. The charged may then plead guilty or not guilty of allegations and address or present a letter to the Student Senate addressing concerns and/or a list of reasons of why they should not be removed from their position.
- C. The Student Senate will then debate whether to convict the charged member.
- 7. Charges of impeachment must be publicized by being published in at least one (1) issue of the official campus newspaper.
- 8. A person shall not be convicted without the concurrence of at least three-fourths (3/4) of the voting Student Senate.
- 9. Individuals who are being charged with impeachment shall not have the privilege to vote in their own impeachment.
- 10. If found guilty of articles of impeachment, there shall be no punishment other than the removal of office.
- 11. If found not guilty, the individual shall be cleared of all charges and cannot be tried for the same incident without new evidence arising for the remainder of their term.
- 12. All ASUW Legislative, Executive, and Judicial Branch vacancies shall be filled as outlined in Article 4 of the ASUW By-Laws.

## **Article 7. Programs, Services, and Strategic Partners**

### **Section 7.01 Programs and Services**

- 1. All services and programs funded by the ASUW shall be placed in one (1), and only one (1), of the following categories:
  - A. High Interaction Governance Groups
    - a. These groups experience a high degree of interaction with students who come before them to petition for support of various student needs and concerns. These include:
      - 1. ASUW Senate
      - 2. All Traditionally Sponsored ASUW Programming
      - 3. ASUW Budget and Planning Committee
      - 4. First-Year Senate (business meetings only)
      - 5. Mandatory Student Fee Committee
      - 6. Non-Traditional Student Council (business meetings only)
      - 7. ASUW RSO Funding Board
      - 8. United Multicultural Council (business meetings only)
    - b. No program or service may be classified as a High Interaction Governance Group without meeting all of the criteria specified above or without a two-thirds (2/3) vote of the ASUW Senate, approval of the Wyoming Union Board and consent of the Vice President of Administration.
    - c. All Scheduling under this section must be completed through the ASUW Secretary, or the relevant position. Any group that chooses to schedule its meetings on its own will be considered part of week three priority scheduling.

- B. Low Interaction Governance Groups
  - a. These groups provide governance which is either internal to ASUW, require little interaction with the public or both. Because of this, these groups are not to be considered priorities for scheduling during the first run-week one priority scheduling block in the Wyoming Union. These groups should be encouraged to make use of the ASUW Office for their weekly meetings whenever possible. Groups which choose not to use the ASUW Office are subject to the availability and scheduling policies of all other student groups of the Union Events Office. These include:
    1. ASUW Advocacy, Diversity, and Policy Committee
    2. ASUW Program and Institutional Development Committee
    3. Safe Ride Advisory Board
    4. ASUW Steering Committee
    5. ASUW Student Outreach and Programming Committee
- C. Other Programs and Services
  - a. These groups operate either in an advisory capacity to ASUW, have little need for consistence in meeting times and locations, or have available meeting space which they should be encouraged to utilize. These include:
    1. A.L. Lupton Financial Literacy Program
    2. Associated Students Technical Services (ASTECC)
    3. First-Year Senate
    4. Honorary Cowboy
    5. Non-Traditional Student Council
    6. Student Legal Services
    7. United Multicultural Council

## Section 7.02 Strategic Partnerships

### 1. Strategic Partners

- A. These strategic partners must have direct oversight through an advisor by a staff member of the Dean of Students Office. The advisor's main job must be advising the Strategic Partner's organization and operations. The organization must be student-run, and there must be a direct advantage to both ASUW and the organization throughout the partnership. Strategic Partnerships are not ASUW Programs, and as such they shall not experience oversight by the ASUW Executive Branch, or by the PID Committee. These include:
  - a. Interfraternity Council
  - b. College Panhellenic Council

### 2. Creation of Partnerships

- A. A Strategic Partnership may be created by the ASUW Student Government and a Strategic Partner, through a letter requesting the creation of a Strategic Partnership. The letter must be submitted to the ASUW President by the President or Student Leader of the organization. A meeting between the ASUW Vice President, ASUW President, and/or the ASUW Director of Programs and

Institutional Development, or other relevant executive, and the ASUW Advisor and the Strategic Partner's President or Student Leader and advisor must be scheduled within 25 business days. At this meeting the Strategic Partner must show proof of how the organization fits better into a Strategic Partnership than it would in a High Interaction Governance Group. The organization also must have evidence of how the Strategic Partnership aligns with the goals of the ASUW Student Government and how the partnership would benefit both the ASUW Student Government and the Strategic Partner. If at the end of the meeting about the creation of the partnership both parties are in agreement that the partnership is beneficial to both the ASUW Student Government and the organization, legislation should be drafted to amend the list of Strategic Partners within these By-Laws.

### 3. Expectations of Strategic Partners

- A. The expectations of the Strategic Partners defined above include:
  - a. The Strategic Partner must follow all rules outlined in the ASUW Finance Policy in regards to any monetary support supplied by the ASUW Student Government.
  - b. The Strategic Partner will use the ASUW sponsored logo on all printed material for public consumption advertisements where ASUW funds were used for printing (excluding recruitment and internal meetings). When ASUW and a Strategic Partner collaborate on events, both partner logos should appear on printed material.
  - c. The Strategic Partner will help advertise ASUW elections, vacancies, and ASUW events and initiatives when asked by the ASUW President, Vice President, Director of Programs and Events or other relevant Executive.
  - d. The Strategic Partner and ASUW can cosponsor and collaborate on events when given proper notice.
  - e. Fall semester requirements are as follow:
    - 1. An introductory meeting between ASUW Executives and relevant Strategic Partner leaders. This shall take place in the first three weeks after ASUW Executives are confirmed.
    - 2. The strategic partner will send a memo to the ASUW President and Director of Programs and Events or other relevant ASUW Executives five days after the end of the semester.
    - 3. A general update will be given to the Senate by relevant parties as proof the meetings and memos were completed.
  - f. Spring semester requirements are as follow:
    - 1. Another introductory meeting will be held in the first three weeks of the semester, with any new relevant members of ASUW or Strategic Partner Leadership.
    - 2. The strategic partner will send a memo to the ASUW President and Director of Programs and Events or other relevant ASUW Executives five days after the end of the semester.

3. A general update will be given to the Senate by relevant parties as proof the meetings and memos were completed.
  4. A fiscal report will be submitted to the ASUW President and Director of Programs and Events or other relevant Executive at the end of the fiscal year detailing how ASUW money was used through the year.
  - g. If there are concerns about a memo, the Strategic Partner's president or student leader and advisor must attend a meeting with the ASUW President, ASUW Vice President, or the ASUW Director of Programs and Events or other relevant Executive in order to discuss the concerns and to create a strategy to remedy further concerns.
4. **Expectations of the ASUW Student Government**
- A. The expectations of the ASUW Student Government in relation to Strategic Partners defined above include:
    - a. The ASUW Student Government shall financially support a Strategic Partner as defined by the ASUW Finance Policy.
    - b. The ASUW Student Government will help advertise a Strategic Partner's events and initiatives when asked by the Strategic Partner's President or Student Leader.
    - c. If requested by the Strategic Partner, the Director of Programs and Events or other relevant Executive will work together with the President or Student Leader from the Strategic Partner to write legislation.
    - d. ASUW will send a memo to the appropriate Strategic Partner leadership five days after the end of the semester.
    - e. If there are concerns about a memo, the ASUW Vice President, ASUW President, or the ASUW Director of Programs and Events or other relevant Executive, and the ASUW Advisor must attend a meeting with the Strategic Partner's President or Student Leader in order to discuss the concerns and to create a strategy to remedy further concerns.
5. **Dissolution**
- A. A Strategic Partnership may be dissolved by the ASUW Student Government or a Strategic Partner through the following steps:
    - a. If the ASUW Student Government wishes to dissolve the partnership: The dissolution of a partnership requires amendment to the list of Strategic Partners in these By-Laws, and the legislation for the dissolution must show proof of a meeting where a concern recognized by a memo was discussed and a strategy was developed to remedy further concern. In addition, there must be proof the strategy was not followed, and the concern was not remedied by the Strategic Partner. If a meeting was requested and no response was given within 10 business days, or if the meeting could not be scheduled within 25 business days, or if a meeting was scheduled and the Strategic Partner did not attend then the legislation for the dissolution only needs proof of the concern recognized by a memo.

- b. If the Strategic Partner wishes to dissolve the partnership: A letter requesting the dissolution of the partnership must be submitted to the ASUW President. A meeting between the ASUW President, ASUW Vice President, and/or the ASUW Director of Programs and Events or other relevant Executive, and the ASUW Advisor and the Strategic Partner's President or Student Leader and Advisor must be scheduled within 25 business days. At this meeting, the Strategic Partner must show proof of a meeting where a concern recognized by a memo was discussed and a strategy was developed to remedy further concern. In addition, there must be proof the strategy was not followed, and the concern was not remedied by the ASUW Student Government. If a meeting was scheduled or requested of the ASUW by the Strategic Partner, and was not attended or no response to the meeting was answered within 10 business days, then the meeting to request the dissolution only needs proof of the concern recognized by a memo. If after the end of the meeting about the dissolution of the partnership the Strategic Partner would still like to dissolve the partnership, legislation with an amendment to the list of Strategic Partners in these By-Laws will be drafted by the ASUW Executive Branch, student leaders of the Strategic Partner, ASUW Senator(s), or other fee-paying student(s). If no meeting about dissolution of the partnership is accepted and scheduled by the ASUW Student Government within 25 business days, legislation amending the list of Strategic Partners in these By-Laws will be drafted by the ASUW Executive Branch, student leaders of the Strategic Partner, ASUW Senator(s), or other fee-paying student(s).
- c. If both the Strategic Partner and ASUW would like to dissolve the partnership for reasons unrelated to meeting expectations outlined above: the dissolution of the partnership will require a two-thirds vote of the current ASUW Senate body. The legislation dissolving the Strategic Partnership shall contain the rationale for the dissolution and must have the Strategic Partner as a sponsor.

### Section 7.03 Scheduling

#### 1. Priority Scheduling

- A. Because of the highly interactive nature of High Interaction Governance Groups and Strategic Partnerships, these groups require consistent public visibility, especially of their meetings times and locations. Therefore, the following groups will be considered to have first priority when the ASUW schedules meeting times and locations with the Union during the first week of priority scheduling. These include in specific order:
  - a. ASUW Senate
  - b. All Traditionally Sponsored ASUW Programming
  - c. ASUW Budget and Planning Committee
  - d. College Panhellenic Council (business meetings only)
  - e. First-Year Senate (business meetings only)

- f. Interfraternity Council (business meetings only)
  - g. Mandatory Student Fee Committee
  - h. Non-Traditional Student Council (business meetings only)
  - i. ASUW RSO Funding Board
  - j. United Multicultural Council (business meetings only)
- B. This privilege will be granted to High Interaction Governance Groups and Strategic Partners if they meet the following criteria:
- a. Meeting times and places must be visible to the student body, and must appear on the Strategic Partner's website as well as on the ASUW website.
  - b. Students must be allowed to request access to a Strategic Partner's meetings if they would like the opportunity to speak to the organization about something. The organization must try to oblige students' requests and provide up to five (5) minutes for the student to speak to the members of the organization. The President or Student Leader of the program may reject a student's request if the student's request is not pertaining to the organization's agenda for that week or the organization's operations, or if the request is deemed inappropriate.
- C. This section shall become effective upon approval of related policy changes to the Wyoming Union Board scheduling policy.

## **Article 8. Revisions and Adoptions**

### **Section 8.01 Revisions**

1. All revisions and amendments to these By-Laws shall facilitate the requirements of the Constitution and not be in conflict with the Constitution.

### **Section 8.02 Adoptions**

1. Any amendment to these By-Laws must be presented to the ASUW Senate membership and be approved by a two-thirds (2/3) majority of the current ASUW Senate body.