



Department Administrative Policy and Procedure

Subject: Wyoming Union Board

Number: UW DAP 11-7.1

I. PURPOSE

Provide authority, structure, and scope of the Wyoming Union Board.

II. DEFINITIONS

Good Standing. Students are in good standing provided they are not under academic probation or active disciplinary sanctions. Students under University conduct investigation may remain in good standing unless they are found responsible for a violation or are determined to pose a serious risk to the campus community.

III. POLICY

The Wyoming Union Board (Union Board) is an advisory board to the Director of the Wyoming Union (Director) and is responsible for making recommendations to the Director on vision, fees, policy and enforcement, services, space allocation and utilization, and prioritization of expenditures related to the Wyoming Union.

A. Composition. The Union Board shall operate in accordance with UW Regulation 11-7, UW SAP 11-7.1: Wyoming Union Policies and Procedures, this Policy, and the Union Board by-laws as formulated by the Union Board. Per UW Regulation 11-7, the Union Board shall consist of twelve (12) student representatives, five (5) faculty, staff, and administrator representatives, and two (2) ex-officio members.

1. Student Representatives. All twelve (12) student representatives must be in Good Standing with the University and remain in Good Standing for the duration of their term. Student representatives will be comprised of the following:

- a.** Three (3) students appointed by the ASUW President with the advice and consent of the ASUW Senate;
- b.** Two (2) students at-large appointed by Vice President for Student Affairs;
- c.** Two (2) students working as employees from the student engagement offices within the Union;

- d. Two (2) non-employee students from the student engagement offices within the Union; and
- e. Three (3) student representatives from each of the Wyoming Union tenants (the University Store, a Dining location, and the Campus Visitor Center.)

2. Faculty/Staff/Administrator Representatives:

- a. One (1) Staff Senate representative;
- b. One (1) Faculty Senate representative;
- c. Vice President for Student Affairs or designee;
- d. Vice President for Budget and Finance or designee; and
- e. Vice President for Campus Operations or designee.

3. Ex-Officio Members:

- a. Director of Wyoming Union; and
- b. Associate Director of Wyoming Union.

B. Terms. Except those students appointed by the Vice President for Student Affairs, who shall serve two (2) year terms, and the permanent Ex-Officio Members, all other terms for the Union Board members will be for one (1) year and shall coincide with the University's fiscal year.

C. Resignation or Vacancy. If a position becomes vacant during the fiscal year, it may be filled for the duration of the term by the appropriate representative body or administrator.

D. Meetings. The Union Board shall convene at least two (2) times per semester and meetings will run in accordance with Roberts' Rules of Order. At any meeting of the Union Board, a quorum of at least ten (10) members must be present.

A Student Chairperson and Vice-Chairperson will be elected during the first meeting of the year. The Student Chairperson is tasked with facilitating and managing the Union Board for a term of one (1) year and ensuring regular meetings are scheduled. The Vice-Chairperson will stand in when the Student Chairperson is unable to be present at the meetings.

Additional or emergency meetings may be called by the Student Chairperson with at least seven (7) days' notice and approval of the Vice President for Student Affairs.

E. Committees. Standing committees may be created by a majority vote of the Union Board and outlined in the Union Board by-laws. Short-term committees created to serve or achieve a specific goal may also be created by a majority vote of the Union Board and shall not last longer than 6 months.

- F. **Annual Report.** At the conclusion of each fiscal year, the Union Board will publish on the Union website a report that includes information on building traffic, event and usage counts, revenue and expenditures, and a log of completed and ongoing building projects and maintenance.

IV. RESPONSIBILITIES

The Union Board is responsible for advising and making recommendations to the Director. This is accomplished by:

- A. Formulating and pursuing long-range plans and objectives regarding services and programs of, and occurring in, the Wyoming Union;
- B. Providing recommendations to the University's Space Allocation Committee for long-term space assignments within the Union;
- C. Reviewing UW SAP 11-7.1: Wyoming Union Policies and Procedures, annually and proposing policy amendments and rules regarding the use of the Wyoming Union and any special requests for the use of the facility by Internal and External Users;
- D. Reviewing repeated violations of UW SAP 11-7.1: Wyoming Union Policies and Procedures, and recommending appropriate corrective actions to the Director and Vice President of Student Affairs;
- E. Hearing appeals regarding the enforcement of UW SAP 11-7.1: Wyoming Union Policies and Procedures, and issuing a final determination and any recommendations to the Director;
- F. Listening to University students, employees, alumni, guests, and others regarding needs of the University community and advising the Director on the proper facilitation of those needs as appropriate within the purposes and mission of the Wyoming Union and availability of resources; and
- G. Annually reviewing priorities of the Wyoming Union to assist with budget preparation.

Responsible Division/Unit: Division of Student Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: UW Regulation 11-7; UW SAP 11-7.1

Approved: 6/24/2025