
UNIVERSITY OF WYOMING REGULATIONS

Subject: Regulations for the Administration and Use of the Wyoming Union Facility

Number: UW Regulation 11-7



I. GENERAL INFORMATION

Under the constitutional and statutory authority established by the State of Wyoming, the Board of Trustees of the University approved the establishment and construction of the Wyoming Union facility and approved the issuance of bonds for the purpose of financing this construction. Pursuant to UW Regulation 1-1 and as the chief executive officer of the University, the President, subject to the authority of the Trustees, has ultimate responsibility in all matters of general policy relative to the use, administration and management of the Wyoming Union. In accordance with that responsibility, the Wyoming Union will be administered and utilized in accordance with this Regulation.

II. PURPOSE OF THE WYOMING UNION

The Wyoming Union shall provide a community center at the University of Wyoming and shall enhance and complement activities in pursuit of the educational purposes of the University. The Wyoming Union shall remain student-oriented by providing employment, involvement, and governance opportunities for students, operating within the physical capabilities of the facilities, and maintaining a sound financial basis. In the interest of fulfilling the needs of the University community, the Wyoming Union will provide:

- A. Services and conveniences in accordance with the needs of the University community;
- B. Opportunities for co-curricular learning, cultural experiences, and social/and personal development facilitated or coordinated in collaboration with faculty;
- C. Experiential learning opportunities utilizing both informal and formal education methods, which enhance student leadership and management skills;
- D. A variety of educational, cultural, recreational, social, and entertainment programs;
- E. Reservable, multi-purpose facilities for activities, programs, meetings, and conferences of University students, recognized student organizations, University employees, and related educational groups; and

- F. Public space and furnishings which are comfortable, modern, aesthetically pleasant, and support the informal gathering of University students, employees, and other members of the University community.

III. WYOMING UNION BOARD

The Wyoming Union shall operate in accordance with the policies and regulations as formulated by the Wyoming Union Board. The Wyoming Union Board consists of five (5) students appointed by the ASUW President with the advice and consent of the ASUW Senate, one of whom shall serve as chairperson. At least two (2) of these students shall not hold office in ASUW. Student terms shall be one (1) year with a maximum of two (2) consecutive terms. Other members of the Board shall include a representative of the University administration appointed by the President of the University, the Vice President for Student Affairs, the Vice President for Administration, and one faculty member to be appointed by the Faculty Senate. Except as otherwise specified herein above, all appointed Board members shall serve renewable one-year terms. Ex-officio members without vote shall include the Director of the Wyoming Union, who shall also serve as the Board secretary, and any Associate or Assistant Directors of the Wyoming Union. The responsibilities of the Wyoming Union Board shall be as follows:

- A. Formulate and pursue long-range plans and objectives regarding the services and programs of and occurring in the Wyoming Union;
- B. Formulate the general rules and policies regarding the use of the Wyoming Union and any special requests for the use of the Union facilities by non-University members and provide for the coordination and optimum utilization of programming space and time within the Wyoming Union;
- C. Be accountable to University students, employees, alumni, guests and others for facilitating such needs of the University community as are appropriate and within the purposes and available resources of the facility;
- D. Consult with and advise the Vice President for Student Affairs with regard to general policies of the Union and the appointment, performance and dismissal of the Wyoming Union Director; and
- E. Assist in developing priorities of expenditure for Union services. This shall include assisting with budget preparation by providing such ongoing planning and evaluation as will facilitate a timely consideration of budgetary needs and changes prior to the budget being submitted to the Trustees for approval each fiscal year.

IV. WYOMING UNION DIRECTOR

The Wyoming Union Director shall manage the operations of the Wyoming Union and shall be under the supervision of the Executive Director of Residence Life, Dining Services

and the Wyoming Union and the Vice President for Student Affairs, with financial oversight provided by the Vice President for Administration. The responsibilities of the Wyoming Union Director shall include:

- A. Providing leadership through the Wyoming Union Board in developing and enforcing policies and regulations regarding activities, procedures and facility use of the Union, as well as ensuring compliance with applicable University policies and regulations;
- B. Directing, supervising and overseeing all employees of the Wyoming Union, as well as the recruitment and hiring of such Wyoming Union personnel, as may be necessary and approved for fulfilling the purposes of the facility and its services;
- C. Making an orderly and systematic accounting of the collection and disbursement of all operational income and related monies, as well as preparing and submitting the Wyoming Union budget;
- D. Reporting to the Wyoming Union Board the needs and desires of the University community regarding the Union, as well as making recommendations pertaining thereto;
- E. Advising, supervising and assisting all individuals, groups and organizations that utilize the Wyoming Union facilities and signing and submitting applicable applications for malt beverage or other beverage permits for the Wyoming Union;
- F. Working with the Wyoming Union Board in the area of budget preparation; and
- G. Consulting with the Vice President for Administration regarding budgeting and administration of the Wyoming Union.

V. ADMINISTRATION

This Regulation shall supersede all previous statements and regulations concerning the Wyoming Union. The administration of this Regulation shall be the responsibility of the Director of the Wyoming Union.

Responsible Division/Unit: Division of Student Affairs

Source: None

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

Associated Regulations, Policies, and Forms: None

History:

University Regulation 245, Revision 2; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

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