



**The Consolidated Students of the University of  
Nevada, Las Vegas**

# **INTERNAL AFFAIRS OPERATING POLICY**

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## **TITLE I: THE INTERNAL AFFAIRS COMMITTEE**

### **A. MISSION STATEMENT**

The Internal Affairs Committee, as one of the four, co-equal Standing Committees of the Consolidated Students of the University of Nevada, Las Vegas Senate, exists for the purposes of refereeing the administrative and internal affairs of our undergraduate student government. We exist for the purposes of considering all proposed constitutional amendments and bylaws on the basis of relevance and necessity and referring them to the Senate. Additionally, we exist to promote transparency within CSUN by:

1. Reviewing and making proposed changes to the CSUN Constitution and Bylaws.
2. Working with the Attorney General as an Ex-Officio officer established further on all discussions pertaining to the CSUN Constitution, Bylaws, and other governing documents.
3. Working with the Senate President on vacancy applications & candidates.
4. Promoting transparency within CSUN through investigating complaints and concerns brought up by CSUN officials or students.
5. Coordinating with the Senate President and CSUN Faculty Advisor to ensure that non-conduct infractions on part of CSUN members are fairly investigated, considered, and that proper corrective actions are taken to promote the congeniality and professionalism of CSUN.

### **B. COMPOSITION**

As outlined by CSUN Bylaw 103, Section 01, Sub-Section A; the Internal Affairs Committee is established for the purposes of considering all proposed constitutional amendments and bylaws, evaluating the actions of all CSUN officials, officers, employees, and entities, along with exploring the qualifications and standards for nominees to CSUN Student Government positions.

### **C. CHAIR DUTIES & RESPONSIBILITIES**

The duties of the Internal Affairs Committee Chair shall be to:

1. Preside over all meetings.
2. Maintain and post all agendas in accordance with Nevada Open Meeting Law (NOML).
3. Deliver Committee reports regarding the material proceedings of the committee at all CSUN Senate Meetings.
4. Record the attendance of the Committee members at all meetings, which includes but is not limited to:

5. When a member is excused, unexcused, or withdrawn from the Committee.
6. Vote only in the event of a tie or for purposes of satisfying quorum.
7. Undertake all charges deemed necessary by the full Committee.
8. Dismiss any member who has accrued at least three (3) unexcused absences.
9. Delegate tasks to the Vice Chair of the Committee, as well as members of the committee. Schedule monthly meetings with the Attorney General of CSUN, and Vice Chair of the Committee to discuss the Committee's activities.

#### **D. VICE CHAIR DUTIES AND RESPONSIBILITIES**

The duties of the Internal Affairs Committee Vice Chair as outlined by CSUN Bylaw Chapter 103 include, but are not limited to:

1. Record minutes of all official meetings.
2. Assume the role of "Interim Chair" in the temporary absence or recusal of the Committee Chair.
  - a. In the case of the absence of the Committee Chair, the Interim Chair shall serve in that position until the senate has appointed a new Committee Chair.
  - b. If acting as interim Chair, they shall be empowered to temporarily appoint an interim Vice Chair.
3. Serve as the direct liaison between the Committee and the Attorney General for any assistance needed regarding the CSUN governing documents.
4. Other responsibilities as delegated by the Committee Chair.

#### **E. COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES**

The duties of the Internal Affairs Committee members include but are not limited to:

1. Attend all Internal Affairs Committee Meetings unless excused in writing by the Chair.
2. Attend all CSUN hearings and meetings specified by the Committee Chair.
3. Assist with the upkeep of both audio and written minutes in the situation where the Vice Chair is absent.
4. Vote on all agenda items regarding bills and resolutions, decisions of disciplinary action, sanctions, directives, and recommendations.
5. Correspond with the Chair & Vice Chair of the Committee to report unavoidable absences.
6. Members of the committee shall not disclose to any party outside the Committee, unless authorized by the Committee Chair. Any information regarding the Committee's investigative, adjudicatory, or other proceedings, include but are not limited to:
  - a. The fact or nature regarding any complaints;

- b. Information pertaining to any undisclosed copies of any Committee report, study, or other document which purports to express the views, findings, conclusions, or recommendations of the Committee in connection with any of its activities or proceedings;
- c. Any other undisclosed information or allegation respecting the conduct of a member, officer, or employee of CSUN; and,
- d. Any undisclosed evidence relating to a complaint or investigation.

## **F. DISMISSAL AND REMOVAL FROM THE INTERNAL AFFAIRS COMMITTEE**

Committee members may be dismissed by the Chair from the Committee under the following circumstances:

- 1. A Committee member accrues three (3) or more unexcused absences and fails to notify the Chair at least twenty-four (24) hours in advance via email, phone text, or any other written method of communication.
- 2. Failure to complete project tasks delegated by the Chair in an allotted time frame.
- 3. Evidence of malfeasance or unprofessionalism in the conduct of liaising with sponsorship recipients.
- 4. Unauthorized disclosure of private and personal information in connection with the Committee's investigative, adjudicatory, or other proceedings.

## **TITLE II: COMMITTEE SCOPE OF PRACTICE**

As outlined by ***CSUN Bylaw Chapter 1101, Section 02: SCOPE OF PRACTICE***, the Internal Affairs Committee shall:

- 1. Conduct an audit of the CSUN Bylaws along with review and advisement of Operating Policies of all Senate committees within the first half of every legislative session.
  - a. Review CSUN Bylaws and Operating Policies for inconsistencies, clerical issues, formatting, outdated terms, wording, and procedures no longer applicable or existing.
  - b. Advise Senate committee chairs regarding possible changes as listed in the previous subsection.
- 2. Decide to enact or reject proposals for amendments to the Constitution and Bylaws, or proposals for new Bylaws.
- 3. Establish subcommittees expedient for the execution of the Committee's responsibilities.
- 4. Request information regarding any governmental nomination within CSUN. The committee may also recommend approval upon interview of any candidate looking to advance into a position within CSUN.

- a. When the Senate President experiences an influx of vacancy candidates, the Senate President may refer candidates to Internal Affairs for review and recommendation(s).
  - b. Through a conduction of interviews, Internal Affairs will select candidates that will receive non-binding recommendations that will then be forwarded to the Senate.
  - c. These recommendations are the expression of the Internal Affairs Committee and its members that the selected candidates are highly qualified for the vacancy.
  - d. These recommendations do not bar candidates who did not receive a recommendation from appearing before the Senate and are still able to present themselves for the vacancy without the recommendation of the Internal Affairs Committee.
  - e. Prospective candidates are not required to attend any meetings of the Internal Affairs Committee unless directed to by the Senate.
5. Have the authority to conduct investigations regarding impeachments and general misconduct of any official within CSUN, once that individual has been referred to Internal Affairs by the Faculty Advisor, the evidence of which may also be presented to the Senate
6. Have jurisdiction to create Internal directives towards any member of CSUN and forward them to the Senate for approval, following investigations for:
  - a. Impeachment and general misconduct of any official within CSUN.
  - b. Code of Conduct violations.
  - c. Any complaint or referral submitted to CSUN.
7. Request the attendance of persons or provision of documents to the Committee for purposes of testimony or other evidence in connection with a complaint hearing.
8. Oversee any complaints or referrals submitted to CSUN, whether an impeachment investigation is being requested or not.

### **TITLE III: COMPLAINTS AND SUBMISSION PROCESS**

#### **A. INTERNAL AFFAIRS INFORMATION REQUEST FORM**

This form will be used for non-disciplinary action or requests. For example, if an individual has a question regarding a specific department or assistant's duties or workload, a request for a referral to Internal Affairs may be submitted. This will not result in disciplinary action; this is simply a referral for an individual to present evidence of the items in question to the Internal Affairs Committee.

#### **B. INTERNAL AFFAIRS COMPLAINT**

This form will be used for a request of action against a CSUN officer who is accused of committing an impeachable offense, including willfully violating the Constitution, Bylaws, or Code of Conduct. Complaints may be referred by the Attorney General, a member of the CSUN Senate, or the CSUN Faculty Advisor; complainants shall not be anonymous or private in nature.

In the event a complaint is received, the Chair, Vice Chair, and Attorney General will convene within three (3) business days to determine whether the issue falls within the scope of practice and merits further investigation by the committee.

#### **TITLE IV: COMMITTEE INVESTIGATIVE PROCESS**

##### **A. NOTIFICATION OF MEETING**

Once determination is made the Chair or Vice Chair will notify the complainant and committee within seven (7) business days whether or not the complaint falls within the scope of practice.

#### **TITLE V: COMMITTEE INVESTIGATIVE PROCEDURE**

##### **A. NOTIFICATION OF PROCESS**

1. If the Committee has decided to proceed with an Investigation, either in aid of impeachment charges or a complaint that was submitted, the following actions must be taken into consideration.
  - a. The meeting will be conducted within a regularly scheduled meeting and all items relating to the hearing will be submitted as New Business. Per Nevada Open Meeting Law, the Chair is required to notify all individuals five (5) business days ahead of the meeting due to the fact the Committee will be discussing the conduct of individuals. Since the meeting is subject to Roberts Rules of Order and Nevada Open Meeting Law, it is strongly emphasized for the meeting to remain Public and continuously maintain order to ensure fairness between both parties. The meeting **MUST** be open to the public in accordance with NRS 241.031(1).

##### **B. COMPLAINT RESOLUTION**

In regard to Complaints submitted under the CSUN Advisor in which have been referred to the Internal Affairs Committee, the Committee will develop and approve a resolution to affirm or decline a position. A complaint resolution shall detail a description of the complaint submitted itself, a response to the complaint and a remedy or position of the Internal Affairs Committee.