



# UNLVCSUN

## STUDENT GOVERNMENT

### CONSOLIDATED STUDENTS OF THE UNIVERSITY OF NEVADA, LAS VEGAS

*55th Legislative Session*

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#### SENATE BILL 55-35

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#### AN ACT TO AMEND THE CSUN BYLAW CHAPTERS 205 AND 1101

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Bill Number: SB 55-35

Authors of Legislation: Pio Rejas, CSUN Attorney General

Sponsor of Legislation: CSUN Internal Affairs Committee

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**WHEREAS**, the Consolidated Students of the University of Nevada Las Vegas (CSUN) represents all 25,000+ undergraduate students enrolled at the University of Nevada Las Vegas; and

**WHEREAS**, the Senate of the Consolidated Students of the University of Nevada Las Vegas, under the authority of CSUN Constitution VI.D.01, is “empowered to enact any legislation that falls under the jurisdiction of CSUN”; **AND**

**WHEREAS**, due process is a fundamental principle of student government and public accountability, ensuring that individuals are treated fairly and transparently; **AND**

**WHEREAS**, Nevada law, specifically NRS 241.033, requires that individuals be given proper notice before any discussion of their character or conduct; **AND**

**WHEREAS**, as student leaders entrusted with representing our peers, we are responsible for holding ourselves and one another to the highest standards of professionalism and ethical behavior; **AND**

**WHEREAS**, Chapter 205 of the CSUN Bylaws outlines the duties of the Attorney General, and Chapter 1101 establishes the Internal Affairs Committee’s responsibilities, both of which are directly related to upholding due process in investigative proceedings; **AND**

**WHEREAS**, the proposed revisions clarify the responsibility of the Attorney General to provide notice, ensure fairness when proceedings involve matters of personal character or conduct, and enforces the procedural integrity of hearings, complaints, and impeachment charges; **AND**



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**WHEREAS**, these revisions are detailed in Addendum A, which sets forth the updated bylaw language;  
**AND**

**THEREFORE, BE IT ENACTED**, that Chapters 205 and 1101 of the CSUN Bylaws shall be amended in accordance with the provisions contained in Addendum A, thereby reaffirming CSUN's commitment to due process, transparency, and accountability in all matters involving its members.

### **ADDENDUM A**

#### **CHAPTER 205: OFFICE OF THE ATTORNEY GENERAL**

##### **SECTION 01: ESTABLISHMENT**

A. There is hereby established the Office of the Attorney General as an executive department of CSUN.

##### **SECTION 02: MISSION**

A. The primary mission of the Office of the Attorney General shall be to maintain transparency of official CSUN actions, ensure due process of CSUN members, and hold all CSUN officers accountable to a professional standard.

##### **SECTION 03: ATTORNEY GENERAL**

A. There is the Attorney General, who shall be appointed by the Executive Board with the approval of the Senate by a majority vote.

B. The duties of the Attorney General include, but are not limited to, the following:

1. Serve as head of the department and manage all appointed positions therein.
2. Work closely with all branches of CSUN to serve as an advisor on all matters that pertain to federal and state laws; the NSHE Board of Regents' Handbook and the NSHE Board of Regents' Procedures & Guidelines Manual; the CSUN Constitution; bylaws to the CSUN Constitution; enactments of the Senate; and the most recent edition of Robert's Rules of Order.
3. Deliver a report at each Senate meeting in order to update Senators on the activities of the Office.
4. Serve as a liaison between the Judicial Council and remainder of CSUN to prevent and mediate conflict, and actively correct systematic or procedural errors.
5. Serve to advise the Associate Director of Elections Logistics and Elections Commission to ensure the completion of a legally successful election that does not warrant invalidation or unfair disqualification to the candidates.



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6. Work with the CSUN Business Operations Coordinator and Senate Secretary to ensure that all CSUN documents and expenditures are appropriately publicized.
7. To review and submit amendments to the CSUN Code of Conduct for officers and officials as needed.
8. To offer written advisory opinions regarding CSUN governing documents, Judicial Council opinions, or other matters pertaining to CSUN at the written request of any CSUN member.
9. To, upon request, advise any member of CSUN with information pertaining to their CSUN Judicial or Election cases.
10. To, upon request and acceptance by the Office of the Attorney General, serve as counsel to any member of CSUN regarding their Judicial Council or Election Commission cases.
11. To ensure that Judicial Council Case decisions and deliberations are properly publicized in a timely manner.
12. To attend meetings of all CSUN entities, excluding the Judicial Council, with a copy of the CSUN Constitution, Bylaws to the Constitution, and Robert's Rules of Orders in order to correct procedural mistakes and give legal advice as a non-voting, ex-officio, member of the body when necessary or requested.
13. To work with the CSUN Advisor to establish and maintain a recordkeeping requirement in which CSUN records are collected, organized, maintained, and categorized efficiently to facilitate their preservation, retrieval, use and disposition.
14. To assist the CSUN Advisor and UNLV Lied Library in the management and compilation of the CSUN Archives in compliance with CSUN Bylaw Chapter 1001.
15. To organize one (1) training session and continuing education on Nevada Open Meeting Law and the most recent edition of Robert's Rules of Order to be attended by CSUN officials per each new Senate Session.
16. To ensure Nevada Open Meeting Law is followed appropriately and to work with CSUN officials to rectify any violations.
17. To invalidate meetings that have been conducted with a lack of regard for CSUN governing documents, or which have no minutes associated with them.
- ~~18. Provide formal notice to all parties involved in any meeting, complaint, or hearing in which the character, conduct, or professional qualifications of an individual are to be considered. Such notice shall be delivered by the Attorney General in advance of the proceedings.~~
19. To develop, maintain, and present an operating policy for the department to the Senate within the first month of the fall semester.



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### **CHAPTER 1101: INTERNAL AFFAIRS COMMITTEE**

#### **SECTION 01: PURPOSE**

A. The CSUN Internal Affairs Committee exists to create a sustainable CSUN Government environment through investigation, facilitation of discussions, audits, evaluations, and recommendations along with overseeing changes or amendments to the CSUN Constitution, Bylaws, and other similar CSUN documents.

#### **SECTION 02: SCOPE OF PRACTICE**

A. Conduct a yearly audit of the CSUN Bylaws along with review and advisement of Operating Policies of all committees within the first half of the 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 committee chairs regarding possible changes as listed in the previous subsection.

B. Decide to enact or reject proposals for amendments to the Constitution and Bylaws, or proposals for new Bylaws.

C. Establish any necessary subcommittees.

D. Meet with all CSUN officials on an as needed basis to discuss regular activities being planned throughout any branch of CSUN.

- a. Act as the Audit Committee of CSUN by reviewing, questioning, or requiring any updates from CSUN officials and their respective branch of government.
- b. Meet to discuss any business, updates, or concerns pertaining to the other Legislative Standing Committees and act as a liaison between these committees.

E. 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. Through a conduction of interviews, Internal Affairs will select candidates that will receive non-binding recommendations that will then be forwarded to the Senate.
- d. These recommendations do not bar candidates who did not receive a recommendation from appearing before the Senate and are still able to present



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themselves for the vacancy without the recommendation of the Internal Affairs Committee.

- e. Prospective candidates are not required to attend any meetings put forward by Internal Affairs unless directed to by the Senate.

F. Authorize the audit of any entity regarding the use of CSUN funds

G. Have jurisdiction to create Internal Directives towards any member of CSUN and forward them to the Senate for approval Investigations under this section are subject to due process, including, but not limited to: the right to receive timely notification of complaints and hearings and to submit relevant evidence or supplemental materials.

- a. Under Nevada Open Meeting Law, any complaint regarding a person's character, conduct, or alleged misconduct, requires advance notification prior to a public hearing. ~~The Chair must notify all individuals:~~ *It is the Attorney General's job to notify individuals, unless the Attorney General position is vacant or unavailable, in which case the Chair shall provide notice. In matters before the Senate, including impeachment charges, the Attorney General shall provide notice and present the case.*
    - i. Seven (7) calendar days before the hearing if notified in person.
    - ii. Fourteen (14) calendar days before the hearing if notice is sent by certified mail.
  - b. Under due process, both the complainant and the respondent will have:
    - i. Three (3) calendar days to submit supplemental material if notified in person.
    - ii. Seven (7) calendar days to submit supplemental material if notified by certified mail.
  - c. This jurisdiction applies to:
    - i. Proceedings related to impeachment and general misconduct of any official within CSUN.
    - ii. Code of Conduct violations.
    - iii. Investigation into any complaint or referral submitted to CSUN by students or university administration, or other concerning behavior, character, or conduct of officials.
- H. The Committee Chair may also issue, with a majority vote of the Committee:
- a. A subpoena and testification to any member of CSUN (a writ ordering to attend a specified meeting in order to testify) or;



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- b. A subpoena duces tecum (writ ordering a person to bring forth a specified production of evidence/documents) so long that they are approved with a majority vote of the Committee.

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**SB 55-35, ADOPTED** by the Senate on this \_\_\_\_ Day of \_\_\_\_, 20\_\_

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Sharon Flores, Senate President

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Liana Wieand, Senate Secretary



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SB 55-35 , APPROVED on this \_\_ Day of \_\_, 20\_\_ by

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Kelechi Odunze, Student Body President