



UNLVCSUN

STUDENT GOVERNMENT

CONSOLIDATED STUDENTS OF THE UNIVERSITY OF NEVADA, LAS VEGAS *56th Legislative Session*

SENATE BILL ~~56~~ 55-70

AN ACT TO AMEND THE CSUN BYLAWS CHAPTER 107: CSUN INTERNSHIP PROGRAM

Bill Number: SB ~~56~~ 55-70

Authors of Legislation: JOSE IBARRA LIRA, Senate President Pro-Tempore, NOAH SANCHEZ, College of Liberal Arts Senator

Sponsor of Legislation: CSUN Internal Affairs Committee, KELECHI ODUNZE, Student Body President, PRINCESSA TOLANO, Student Body Vice-President, NANCY MUNOZ, Chief of Staff, KIRA GRANITO, Associate Chief Justice

WHEREAS, the Consolidated Students of the University of Nevada, Las Vegas (CSUN) represents all 27,000+ 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, CSUN must actively advocate and represent the needs of all undergraduate students; AND

WHEREAS, CSUN must actively advocate for and represent the academic, professional, and leadership development of all undergraduate students; AND

WHEREAS, the current CSUN Internship Program, established under Chapter 107, “shall work to ensure the Student Body feels included within the organization.”

WHEREAS “This program shall act as a bridge between the Government and its constituents. The program will foster professional development as well as engaging opportunities for all the participants.”

WHEREAS, given the feedback from the cohort of recent internship participants, it has proven that the CSUN Internship Program may benefit by being amended to ensure that participants of the program feel included and foster professional development as well as engaging opportunities; AND

WHEREAS, proposed updates to the Internship Program in which changes to the structure would ensure that interns receive access to mentorship and outreach opportunities as well as leadership development; AND

WHEREAS, similarly, proposed updates to the Internship Program would ensure that interns are better able to clearly understand guidelines and expectations to be successful and be granted graduation; AND

THEREFORE, BE IT ENACTED, that the proposed updates to the CSUN Bylaw Chapter 107: CSUN Internship Program in ADDENDUM A shall reflect as an amendment to the CSUN Bylaws.

ADDENDUM A

RECOMMENDED CHANGES

Additions in Green and Italicized

Removals in Red and Strikethrough

CHAPTER 107: CSUN INTERNSHIP PROGRAM

SECTION 01: PROCLAMATION

- A. There is hereby established the Internship Program under the Consolidated Students of the University of Nevada, Las Vegas.
- B. CSUN shall work to ensure the Student Body feels included within the organization. This program shall act as a bridge between the Government and its constituents. The program will foster professional development as well as engaging opportunities for all the participants.

SECTION 02: ESTABLISHMENT

- A. The Internship Program shall be composed of three (3) separate programs with a prospective officer in charge and a maximum capacity:
 1. The Executive Apprenticeship
 - A. The ~~Vice President~~ *Chief of Staff* of CSUN
 - I. twenty-five (25) maximum participants.
 2. The Legislative Mentorship
 - A. The Senate President Pro Tempore
 - I. twenty-five (25) maximum participants.

3. The Judicial Clerkship
 - A. The Associate Chief Justice
 - I. nine (9) maximum participants.
 - B. There shall be assembled an electronic application for members of CSUN interested in joining the Internship Program. The electronic application may allow for a professional resume to be attached.
 - C. ~~Interns who successfully graduate from the program will be awarded a monetary scholarship from CSUN of \$250.~~ *Interns who successfully graduate from the program will be awarded a monetary scholarship from CSUN. The exact amount of the scholarship will be determined by the Executive Board as outlined in the approved Annual Operating Budget. The total value of the scholarship must be consistent among all graduating interns within the cohort. The amount shall be published and made transparent during the application process.* Scholarships will be awarded for completion of the program, irrespective of how many mentors they choose to shadow.
 - D. The total annual allocation for the Internship Program Scholarship shall be subject to availability in the CSUN General Budget and shall be at least \$5,000.
 - E. Eligibility for the scholarship through completion of the internship program shall be verified by the following liaisons based on assigned branch:
 1. Executive: President, Vice President, ~~or~~ Attorney General, *or Chief of Staff*
 2. Legislative: Senate President Pro Tempore
 3. Judicial: ~~Chief Justice or~~ Associate Chief Justice
 - F. The CSUN Executive Board shall present an annual report to the Senate detailing scholarship disbursements and program outcomes.

SECTION 03: INTERN APPOINTMENT

- A. Once a member of CSUN submits an application for the Internship Program, the Senate President Pro Tempore shall connect with them via RebelMail and schedule an in-person or virtual interview. to discuss further details of the program and other involvement opportunities within CSUN.
 - a. In the case that a high volume of students apply, the Senate President Pro Tempore, the ~~Vice President~~ *Chief of Staff*, and the Associate Chief Justice may pre screen applications to narrow the pool of applicants.
 - b. During the interview, the Senate President Pro Tempore, ~~Vice President~~ *Chief of Staff* and Associate Chief Justice shall be in attendance.
 - i. In the case the officers are not able to attend, a representative must attend in their place.
- B. Following the conclusion of interviews, the Senate President Pro-Tempore, the ~~Vice President~~ *Chief of Staff* and the Associate Chief Justice shall select a cohort of interns to be recommended to the CSUN Internship Program. The Senate President Pro Tempore

shall request an action item on the next general Senate meeting agenda for the confirmation or denial of the nominated interns.

- C. Once the Senate meeting agenda is opened, the Senate President Pro-Tempore shall deliver a report to the Senate highlighting the selection process for this cohort of interns. During this time, candidates from the cohort may be asked to provide a short speech highlighting their interest in the program.
 - 1. The speech may include the CSUN member's background, what they hope to gain from the Internship Program, and what issues especially appeal to them in relation to their academic college as well as the University as a whole.
- D. The Senate shall engage in periods of questions and discussion regarding the confirmation or denial of the recommended nominees for the CSUN Internship Program.
- E. After periods of questions and discussion, the Senate shall vote to confirm or deny the nominated interns, with a majority vote being required for confirmation.

SECTION 04: SENATE MEETINGS, *EXECUTIVE MEETINGS, AND JUDICIAL MEETINGS*

- A. Interns shall be responsible for attending a minimum of one (1) general Senate meeting, *(1) Executive Board meeting, and (1) Judicial Council meeting* ~~per month~~ during their time in the Internship program.
 - 1. The Senate President Pro Tempore shall be responsible for keeping attendance of the Interns that attend each general Senate meeting, *Executive Board meeting, and Judicial Council meeting.*
 - 2. Interns are required to stay the entire duration of the meetings they attend unless otherwise specified.
 - I. In the event that an Intern needs to be excused from a portion or the entirety of a ~~general Senate~~ meeting, they must contact the Senate President Pro Tempore.
- B. Interns are required to attend two meetings per month with the rest of the cohort and the Senate President Pro Tempore. During these meetings, Interns will be given the opportunity to:
 - 1. Learn and explore the different ways that CSUN enhances the student experience
 - 2. Participate in team-bonding and relationship building activities.
 - 3. Engage with CSUN officials to enhance life skills and leadership development.

SECTION 05: LEARNING MODULES

- A. There shall be 5 (five) modules established within the Internship Program.
- B. The modules shall be established for the Interns to cover a variety of subjects that relate to CSUN as well as the procedures of the organization.
- C. The learning modules shall closely resemble general CSUN procedures and Documents.
- D. A quiz will be given at the end of each module.
- E. ~~Interns shall be responsible for contacting the Senate President Pro Tempore or assigned officer to complete the modules.~~

- F. The Senate President Pro Tempore shall be responsible for keeping track of the module completion of each Intern.

~~a. Upon the successful completion of the 5 (five) modules, Interns shall have the option to select one of the following programs:~~

- ~~i. Executive Apprenticeship~~
- ~~ii. Legislative Mentorship~~
- ~~iii. Judicial Clerkship~~

SECTION 06: INTERNSHIP OUTREACH

- A. Interns are expected to complete a minimum of 4 outreach hours per month.*
- B. Interns are responsible for submitting their intern outreach hours per month.*
 - a. Failure to submit outreach hours at the end of each month results in one strike.*
 - b. Failure to participate in outreach hours results in one strike.*

SECTION ~~06~~ 07: MENTORSHIP PROGRAM

- A. Upon selection of a program, Interns shall be assigned to one mentor.
 - a. The ~~Vice-President~~ *Chief of Staff* shall assign members of the Executive Branch as mentors to any respective Intern within the branch.
 - b. The Senate President Pro Tempore shall assign Senators as mentors to any respective Intern within the Legislative Branch.
 - c. The Associate Chief Justice shall assign Judicial Officers as mentors to any respective Intern within the Judicial Branch.
- B. Mentors shall be responsible for being role models to their respective Intern(s) and ensure that they are fulfilling their duties within the program.
- C. Mentors shall remain in frequent contact with their Intern(s) via in-person and/or digital communication.
- D. Mentors shall be responsible for meeting with their Intern(s) at least twice a month.

SECTION ~~07~~ 08: EXECUTIVE APPRENTICESHIP

1. CAPSTONE PROJECT

- a. Apprentices shall be responsible for completing one Capstone Project following the completion of their assigned learning modules.
- b. Executive Projects shall involve the apprentice collaborating with a CSUN Department to create a said project or collaborate with their mentor on an assigned task.
 - i. The capstone project shall be brought to the ~~Vice-President~~ *Chief of Staff* once completed for approval.
 - ii. *All Executive capstone projects must be approved by the Chief of Staff prior to being presented at the CSUN Internship Program Graduation.*

2. CABINET AND DEPARTMENT MEETING

- a. Apprentices shall be responsible for attending a minimum of one (1) Cabinet and Department meeting ~~during their time in the program~~ *per month*.

- b. The ~~Vice President~~ *Chief of Staff* shall be responsible for keeping attendance of the apprentices that attend their meetings.
- c. Apprentices are required to stay the entire duration of the meetings they attend unless otherwise specified.
 - i. In the event that an Apprentice needs to be excused from a portion or the entirety of a meeting, they must contact the ~~Vice President~~ *Chief of Staff* and make them aware of the issue.

3. DUTIES OF THE ~~VICE PRESIDENT~~ *CHIEF OF STAFF*

- a. ~~Meet with apprentices once a month as well as executive mentors.~~ *Meet with the Executive Mentors at minimum once a month.*
- b. Oversee the completion of the executive modules and other tasks assigned to the apprentices.
- c. Create and maintain a list of all the participants of the program.
- d. Meet with the Senate President Pro Tempore once a month.

SECTION ~~08-09~~: LEGISLATIVE MENTORSHIP

1. CAPSTONE PROJECT

- a. Mentees shall be responsible for completing one Capstone Project following the completion of their assigned learning modules.
- b. Legislative Projects shall involve the mentee writing real or mock legislation to gain practice writing legislation.
 - i. Real legislation may be taken to a Senate Committee with the assistance of the mentee's mentor, but the decision is ultimately up to the mentee.
 - ii. Mentees can partner with their mentor, other mentees, or the Senate President Pro Tempore to write the legislation.
 - iii. *All Legislative capstone projects must be approved by the Senate President Pro Tempore prior to being presented at the CSUN Internship Program Graduation.*

2. COMMITTEE MEETINGS

- a. Interns shall be responsible for attending a minimum of one (1) Senate Committee meeting ~~during their time in the program~~ *per month*.
- b. The Chairs of these committees shall be responsible for keeping attendance of the Interns that attend their meetings and report back to the Senate President Pro Tempore with attendance records.
- c. Interns are required to stay the entire duration of the meetings they attend unless otherwise specified.
 - i. In the event that an Intern needs to be excused from a portion or the entirety of a committee meeting, they must contact the Senate President Pro Tempore and Chair of the committee in question.

3. DUTIES OF THE SENATE PRESIDENT PRO TEMPORE

- a. ~~Meet with mentees once a month as well as legislative mentors.~~ *Meet with the Legislative Mentors at minimum once a month.*
- b. Oversee the completion of the ~~legislative~~ modules and other tasks assigned to the mentees.
- c. Oversee the Internship Program.
- d. *Coordinate cohort meetings with all of the mentees (2) times per month.*
- e. *Create and maintain a list of all attendance records from the participants of the program.*
- f. Create and maintain a list of all the participants of the program.
- g. Meet with the ~~Vice President~~ *Chief of Staff* and Associate Chief Justice once a month.

SECTION ~~09-10~~: JUDICIAL CLERKSHIP

1. CAPSTONE PROGRAM

- a. Clerks shall be responsible for completing one Capstone Project following the completion of their assigned learning modules.
- b. Clerks shall be responsible for *participating in* ~~completion of~~ a judicial opinion based ~~on a mock case~~ *mock hearing case*.
 - i. Clerks may request aid from their mentor to *prepare for the mock hearing case which will take place prior to the CSUN Internship Program Graduation.* ~~complete the opinion.~~
 - ii. ~~Upon completion of the opinion, clerks must submit it to the Associate Chief Justice for approval.~~

~~2. Duties of the Associate Chief Justice~~ **DUTIES OF THE ASSOCIATE CHIEF JUSTICE**

- a. ~~Meet with clerks once a month as well as judicial mentors.~~ *Meet with the Judicial Mentors at minimum once a month.*
- b. Oversee the completion of the judicial modules and other tasks assigned to the clerks.
- c. Create and maintain a list of all the participants of the program.
- d. Meet with the Senate President Pro Tempore once a month.

SECTION II: ATTENDANCE

1. Requirements Of Attendance:

- a. *Interns are required to attend all meetings and events and must abide by the attendance rules set forth in Chapter 107.*

2. Punctual Marks

- a. *There are three punctual marks an intern may receive regarding attendance: unexcused absence, excused absence, present.*
- b. *An intern is considered to be present when they have attended a meeting or event from the moment it begins to the moment it ends.*

3. Attendance Strikes

- a. *Failure to provide a notice of absence from a meeting or event within forty-eight (48) hours to an Internship Officer (Senate President Pro Tempore, Chief of Staff, or Associate Chief Justice) will result in one strike.*
- 4. *Excused Absences*
 - a. *An intern may receive an excused absence if they:*
 - I. *Notify their respective officer within forty eight (48) hours in advance of the meeting or event start time.*
 - II. *The respective officer deems the excuse to be valid.*
 - III. *In cases of emergency, it is up to the respective officer to determine whether or not an excused absence is deemed to be valid.*
- 5. *Unexcused Absence:*
 - a. *An intern may receive an unexcused absence if they:*
 - I. *Do not attend the meeting at all without prior notice.*
 - II. *Leave at any point during the meeting without proper notice or have not obtained permission to do so.*
- 6. *Tardiness*
 - a. *If an intern is late for the first fifteen (15) minutes of any meetings or events without prior notice in accordance with this section, it will be considered an unexcused absence.*

SECTION ~~10~~ 12: DISMISSAL AND REMOVAL

- 1. Participants of this program shall be subject to removal by their prospective presiding officers if they are not fulfilling their duties as a member of CSUN.
- 2. Failure to complete the designated module would result in one strike.
 - a. Accumulation of 3 (three) strikes will result in automatic removal from the program.
- 3. In the event that a member is not fulfilling the duties as outlined above, maintain a non-responsive relationship with their officers or not fulfilling duties delegated by their presiding officers, the officer shall reach out via email and give them ~~5 (five) business~~ *2 (two) business* days to respond and confirm whether or not they would like to remain in the program.
 - a. Failure to respond within the provided period will result in automatic dismissal.
- 4. *In the case of the Legislative Mentorship*, the member in question shall have the opportunity to appeal this removal by requesting a hearing from the Internal Affairs Committee.
 - a. The presiding officer or assigned mentor and participant(s) in question will have 10 minutes each to present their cases.
 - b. The Internal Affairs committee will be allowed to question the presenters and discuss the removal charges.

5. In the case of the Clerkship Program, the member shall request a hearing from the Judicial Council in order to appeal the removal.
 - a. The presiding officer or assigned mentor and participant(s) in question will have 10 minutes each to present their cases.
 - b. The Council will be allowed to question the presenters and discuss the removal charges.
6. *In case of the Executive Apprenticeship, the member shall have the opportunity to appeal their removal by requesting a hearing from the Executive Board.*
 - a. *The presiding officer or assigned mentor and participant(s) in question will have 10 minutes each to present their cases.*
 - b. *The Executive Board will be allowed to ask questions to both presenters and discuss the removal charges.*
7. In the event that a participant chooses to resign, they must submit a Letter of Resignation to their prospective presiding officers effective immediately.
8. All dismissals and removals of any participant shall be announced to CSUN by their presiding officer at the Senate meeting immediately following the resignation or dismissal.

SECTION ~~H~~ 13: GRADUATION FROM THE PROGRAM

1. Participants who have completed the capstone project for their prospective branch may be granted graduation.
2. *A list of interns who have successfully graduated from the CSUN Internship Program will be provided to the CSUN Business Coordinator after graduation for the disbursement of scholarships.*
- ~~3. Upon graduation, participants shall have the opportunity to:~~
 - ~~a. Continue in the branch~~
 - ~~b. Select a different branch~~
 - ~~c. No longer be part of the program~~

SB 56-70, ADOPTED by the Senate on this ____ Day of ____, 20__

SHARON FLORES, Senate President

LIANA WIEAND, Senate Secretary

SB 56-70, APPROVED on this __ Day of __, 20__ by

KELECHI ODUNZE, Student Body President