



# UNLVCSUN

## STUDENT GOVERNMENT

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

*56th Legislative Session*

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#### SENATE BILL 56-71

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#### **AN ACT TO AMEND CSUN BYLAWS CHAPTER 201, SECTION 03: CHIEF OF STAFF AND CHAPTER 202, SECTION 01: DUTIES OF THE VICE PRESIDENT.**

Bill Number: SB 56-71

Authors of Legislation: Jose Ibarra Lira, Senate President Pro Tempore, Pio Rejas, Attorney General

Sponsor of Legislation: CSUN Internal Affairs

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**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**, the Office of the Chief of Staff supports the President, coordinating executive operations, and facilitating legislative and governmental engagement on behalf of CSUN; **AND**

**WHEREAS**, the Vice President holds primary responsibility for oversight of Executive Departments, supervision of Directors, and monitoring the execution of the CSUN operating budget; **AND**

**WHEREAS**, amendments to the CSUN Bylaws are necessary to align executive responsibilities with the operational needs of CSUN and to better serve the undergraduate student body; **AND**



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**THEREFORE, BE IT ENACTED**, that CSUN Bylaws Chapter 201, Section 03: Chief of Staff and Chapter 202, Section 01: Duties of the Vice President are hereby amended as outlined in Addendum A.

### **ADDENDUM A**

## **TITLE II: THE EXECUTIVE BRANCH**

### **CHAPTER 201: OFFICE OF THE PRESIDENT**

#### **SECTION 03: CHIEF OF STAFF**

A. There is hereby established an Office of Chief of Staff, who shall be appointed by the Executive Board with the consent of the Senate and shall serve a term which shall not exceed the last business day of finals week, as defined by the academic calendar of the Spring Semester.

1. The Chief of Staff shall have successfully completed no less than twenty four (24) UNLV-recognized undergraduate credits, the last six (6) of which must be from UNLV.

B. The duties of the Chief of Staff include, but are not limited to, the following:

1. Serve as an advisor to the CSUN President regarding all executive matters.
2. Manage the Office of the Student Body President.
3. Attend meetings with the CSUN President as deemed necessary.
4. Coordinate any special projects assigned by the CSUN President.
5. Serve as an ex officio member of any board or committee within the Executive Branch, excluding the Executive Board.
6. Attend meetings of the Senate and Executive Board.
7. Coordinate nonpartisan legislative and governmental engagement on behalf of CSUN, including but not limited to, guides to navigate the Nevada System of Higher Education, tracking Nevada legislative sessions, Board of Regents CSUN attendance, and any other matters related to legislative affairs.
8. *To, as needed, assist in the recruitment, supervision, and execution of the CSUN Internship Program as outlined in Title I, Chapter 107 of the CSUN Bylaws.*
9. Shall serve as Secretary to the Executive Board in the event of the vacancy in the office, or temporary absence of the Senate Secretary.
10. Perform all the duties delegated by the Executive Board.
11. All other duties as contained within the Constitution and Bylaws.



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### CHAPTER 202: OFFICE OF THE VICE PRESIDENT

#### SECTION 01: DUTIES OF THE VICE PRESIDENT

A. The duties of the CSUN Vice President include, but are not limited to, the following:

1. To, in the event of the vacancy in the office or temporary absence of the President, assume the office and duties of the office of the President for the remainder of the term or for the duration of the temporary absence of the President.
  2. To regularly approve and monitor the spending of the Annual Operating Budget by Executive Departments.
  3. To have, at minimum, a report read or spoken into record every other meeting of the CSUN Senate.
  4. To perform the duties of the Directors in the case of an absence or nonfeasance of any Director, Associate, or Assistant as determined by the Vice President.
  5. To offer assistance in the performance of duties of the Executive Departments as needed.
  - ~~6. To, as needed, assist in the recruitment, supervision, and execution of the CSUN Internship Program.~~
  - ~~7.~~6. To serve as the supervisor of the Directors, Assistant Directors, Associate Directors and all other positions who report to the aforementioned entities.
  - ~~8.~~7. To hold a meeting of the Directors a minimum of twice monthly.
  - ~~9.~~8. To perform evaluations for all Directors once a semester and present the results to the Senate via semester reports. The Directors shall receive a copy of their evaluation no less than 24 hours before the Vice President delivers a report to the Senate.
  - ~~10.~~9. To oversee the evaluations for all Assistant and Associate Directors by their respective Directors and ensure the presentation of the results to the Senate via twice monthly reports by the Directors. Assistant and Associate Directors shall receive a copy of their evaluation no less than 24 hours before the Director delivers a report to the Senate.
  - ~~11.~~10. To assist the CSUN President in preparing and maintaining an operating budget for CSUN.
  - ~~12.~~11. To assist the CSUN President with the needs of the Executive Branch.
  - ~~13.~~12. All other duties contained with the CSUN Constitution and Bylaws.
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**SB 56-71, 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 56-71 , APPROVED on this \_\_ Day of \_\_, 20\_\_ by

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Kelechi Odunze, Student Body President