



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

**INCLUSION, DIVERSITY,
EQUITY, ADVOCACY,
AND LEGISLATIVE
AFFAIRS (IDEAL)
OPERATING POLICY**

APPROVED BY THE EXECUTIVE BOARD: 06/24/2026
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TITLE I: THE INCLUSION, DIVERSITY, EQUITY, ADVOCACY, AND LEGISLATIVE AFFAIRS (IDEAL) DEPARTMENT

A. MISSION STATEMENT & COMPOSITION

1. We, the Inclusion, Diversity, Equity, Advocacy, and Legislative Affairs (IDEAL) Department for the Consolidated Students of the University of Nevada, Las Vegas, are the official representatives of the Executive Departments on behalf of the entire undergraduate student body.
2. We exist to advance legislative initiatives that represent the interests of the students of the University of Nevada, Las Vegas while promoting civic education, inclusion, diversity, equity, advocacy and engagement. The Inclusion, Diversity, Equity, Advocacy, and Legislative Affairs (IDEAL) Department will focus on promoting civic education and DEI through events, workshops and collaboration with other CSUN departments to make sure the student body is aware of CSUN initiatives, events, marketing campaigns and community happenings.
3. Members of the Inclusion, Diversity, Equity, Advocacy, and Legislative Affairs (IDEAL) department are responsible for working directly with members of CSUN and UNLV faculty on behalf of the student body to address salient issues that are relevant to the student experience.

B. COMPOSITION

1. The Inclusion, Diversity, Equity, Advocacy, and Legislative Affairs (IDEAL) Department of the Executive Board shall be composed of: 1 Director, 1 Associate Director of Legislative Affairs and 1 Associate Director of DEI & Advocacy.
2. All members shall be appointed by the Executive Board, subject to confirmation by the Senate. In the event of a vacancy, a successor shall be appointed through the same process to fill the remainder of the term. The Inclusion, Diversity, Equity, Advocacy, and Legislative Affairs (IDEAL) Department will focus on educational and developmental programming initiatives/activities relating to but not limited to the three areas below:
 - a. Civic Education
 - i. This area focuses on engaging students with our local government and building enthusiasm for activism efforts.
 - b. Administrative Awareness
 - i. This area focuses on raising awareness on key issues that affect UNLV undergraduate students.
 - c. Diversity, Equity and Inclusion
 - i. This area focuses on developing programs and initiatives that enhance inclusivity and equity on campus.

3. The Department will also perform the following tasks:
 - a. Work closely with the CSUN Vice President and Chief of Staff
 - i. Meet regularly with the CSUN Vice President and Chief of Staff to discuss programming and initiatives.
 - b. Work closely with the CSUN Business Manager and CSUN Faculty Advisor.
 - i. Collaborate with the CSUN Business Manager and CSUN Faculty Advisors in monthly meetings and external scheduled meetings to discuss, develop, and refine programming and initiatives, especially when it requires a budget.
 - c. Partner with Registered Student Organizations and community groups to communicate and address issues impacting students.
 - d. Work closely with other Executive Departments as assigned.
 - e. Act as the communication link between university administration, elected officials and the student body.
4. The Directors will report to each other regarding their scheduled events and initiatives.

TITLE II: SCOPE OF PRACTICE

A. DUTIES & RESPONSIBILITIES

1. The Director of Inclusion, Diversity, Equity, Advocacy, and Legislative Affairs (IDEAL) duties and responsibilities are outlined in Chapter 211, Section 3 of the CSUN Bylaws.
2. The Associate Director of Legislative Affairs duties and responsibilities are outlined in Chapter 211, Section 4 of the CSUN Bylaws.
3. The Associate Director of Diversity, Equity, Inclusion and Advocacy duties and responsibilities are outlined in Chapter 211, Section 5 of the CSUN Bylaws.

B. ATTENDANCE POLICIES FOR THE INCLUSION, DIVERSITY, EQUITY, ADVOCACY, AND LEGISLATIVE AFFAIRS (IDEAL) DEPARTMENT

1. Department members shall abide by the following policies related to Department attendance:
 - a. The Director of IDEAL must attend all Senate Meetings. The Associate Directors must attend 2 Senate meetings a month.
 - i. Members who will be absent for a Senate meeting must report this to the Director and/or Vice President within seventy-two (72) hours before meeting start-time. Reasoning must be provided.

- b. Members of the Department must attend all of the Executive Branch meetings. a. Members who will be absent for an Executive Branch meeting must report this to the Vice President and/or Chief of Staff within seventy-two (72) hours before meeting start-time. Reasoning must be provided.
- c. Members of the Department must attend all weekly meetings.
 - i. Members who will be absent for the weekly department meeting must report this to the Department Director and/or Vice President within seventy-two (72) hours before meeting start-time. Reasoning must be provided.
- d. The following privileges and exceptions can be made in order to accommodate emergency or continuous circumstances that affect meeting attendance: a. If a department member will arrive late to meetings on multiple occasions due to continuous, extenuating circumstances (e.g., the time a class ends), the Director may grant a pre-approved exemption. This allows for a one-time discussion and the establishment of an attendance plan instead of requiring individual tardy reports.
 - i. If a department member is unable to report a late arrival, absence, or virtual attendance for a meeting due to an emergency situation, then they have two (2) weeks after the meeting date to contact the Director and/or Vice President with an explanation. If approved by the Director, no penalty of any kind will be given for this instance.

C. DISMISSAL FROM THE INCLUSION, DIVERSITY, EQUITY, ADVOCACY, AND LEGISLATIVE AFFAIRS (IDEAL) DEPARTMENT

- 1. Department members may be dismissed by the Executive Board under the following circumstances:
 - a. The accrual of three (3) unexcused absences from Senate meetings during a semester.
 - b. The accrual of three (3) unexcused late arrivals from all required meetings during a semester.
 - c. Failure to complete initiative, liaison, or other tasks delegated by the Director, Vice President, or Chief of Staff within their stated allotted time frame.
 - 4. Failure to attend meetings and other events with constituents, administration, campus officials, or other stakeholders as delegated by the Director, Vice President, or Chief of Staff.