CSUN UNLVCSUN
STUDENT GOVERNMENT

The Consolidated Students of the University of Nevada, Las Vegas

BYLAWS

APPROVED BY THE SENATE ON 10/19/2026

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CHAPTER 001: PRELIMINARY

SECTION 01: PURPOSE

A. The purpose of the CSUN Bylaws is to provide for a single, well organized, document that contains all the prevailing law of the Consolidated Students of the University of Nevada (CSUN).

SECTION 02: REFERENCING PARTS OF CSUN BYLAWS

A. References to a section of the CSUN Bylaws are listed in the manner of Chapter then Section. Section 02 of this Chapter would be written as follows: CSUN Bylaw 001.02.

SECTION 03: AMENDING, RESCINDING, AND SUSPENDING BYLAWS

A. Amendments to the CSUN Bylaws may be proposed by any CSUN member through any senator.
    1. All proposals to amend the CSUN Bylaws must be approved by the Internal Affairs Committee, with the exception of:
        i. Proposals relating only to the governing of the Executive Branch which may originate from the Executive Board.
        ii. Proposals relating to Scholarships andGrants which may originate from the Scholarships and Grants Committee.
            1. All other forms of legislation/proposals aside from these exceptions listed above will be sent to the Internal Affairs Committee.
        iii. Proposals relating to Sponsorships, which may originate from the University Initiatives Committee.
B. Proposals amending, Rescinding, or Suspending CSUN Bylaws shall pass their corresponding committee by a majority vote, prior to passage by the Senate, with a two-thirds vote, and shall take effect forty-eight hours after Senate passage unless otherwise provided in the legislation.
C. Amending a bylaw makes minor changes in a text in order to make it fairer, more accurate, or more up to date.
    1. A bylaw may only be amended through legislation by a majority vote in its respective committee, followed by a 2/3 vote in the Senate.
    2. The author of the legislation has 48 hours to provide all proposed bylaw changes and approved bills to the President, who has veto power, in line with the constitution.
    3. Bills should be titles in such a way as to explain its purpose (e.g. An Act to Amend Bylaw Chapter __:___).
D. When a bylaw has no further need, action or consequence, it is redundant and should be rescinded.

1. A bylaw may only be rescinded through legislation. Bills should be titled in such a way as to explain its purpose (e.g. An Act to Rescind Bylaw Chapter __: ___).
2. There are two forms of rescinding;
    i. Rescind with replacement: this process involves repealing the former bylaw and introducing an entirely new bylaw that includes language that clearly indicates that one bylaw is being replaced by another.
    ii. Rescind without replacement: this process involves repealing a bylaw and not replacing it.

E. When a bylaw is restricting the efficient functioning of student government and there is no need to repeal the bylaw, it may be suspended for a period of time.
    1. A bylaw may be suspended through legislation. Bills should be titled in such a way as to explain its purpose (e.g. An Act to Suspend Bylaw Chapter __: ___).
    2. If an action requires the suspension of a bylaw that suspension must be outlined within the legislation. The suspension shall only be valid for the actions taken within its senate bill.
        i. The period of time for which the bylaw will be suspended must be explicitly stated within the legislation.

F. In the event of repealing a bill, the title of the item will be changed to “Repealed”, the text of the item removed, and will be available for use by a new item.

G. In the event of adding a new Title, Chapter, or Section by a bill, it shall be assigned the lowest consecutive free or repealed number, unless a more appropriate number is deemed necessary.

H. Once a bill is signed by the President, the CSUN Bylaws shall be immediately updated, and the newest version posted on the website to reflect change in law.

I. The Chair of the Internal Affairs Committee (103.05) shall have the right to correct non-substantive errors in spelling, grammar, numbering and stylization without amendment, subject to the review and approval of the Internal Affairs Committee.

SECTION 04: PUBLISHING OF THE CSUN BYLAWS

A. The CSUN Bylaws shall be posted on the CSUN website, available to the public, near or around the CSUN Constitution.

B. In the event of an amendment to the CSUN Bylaws, it shall be immediately updated, and the newest version posted on the website.
    1. The CSUN Advisor shall be the sole person responsible for updating and publishing the CSUN Bylaws on the website.

SECTION 05: HIERARCHY

A. The hierarchy of the CSUN Bylaws shall be:

1. TITLE: Titles are the largest grouping and are ordered successively in roman numerals.
2. CHAPTER: Chapters are sub-groupings of Titles, and are ordered successively within the Title, with the hundreds value equal to the parent Title.
3. SECTION: Sections are numbered consecutively beginning at 01.
4. SUBSECTIONS: Any subsections will be outlined in the following division of levels: a., 1., i.

SECTION 06: PRESET SECTIONS

A. There shall be Sections preset to have a specific and consistent purpose as listed and defined in the following examples:

SECTION 07: RE-AUTHORIZATION AND SUNSET CLAUSES

A. In the event of a Sunset Clause or a Denial of a Re-Authorization directive, the Chapter containing the Sunset Clause or Re-Authorization directive is automatically amended by repealing the Chapter pursuant to CSUN Bylaw 001.03.a.

SECTION 08: SEVERABILITY OF PROVISIONS

A. Should any provision or amendment of these statutes be proven invalid, said invalidity implicates neither the entirety of these statutes nor those persons who acted pursuant to the invalid statement.

TITLE I: THE LEGISLATIVE BRANCH

CHAPTER 101: STRUCTURE

SECTION 01: COMPOSITION

A. The Legislative Branch is composed of the twenty-five elected Senators which include the Senate President Pro Tempore, Chairs of Committees, Vice Chairs of Committees, the Standing Committees of the Senate, and Ad Hoc Committees formed by the Senate.

SECTION 02: SENATE PRESIDENT PRO TEMPORE

A. The Senate shall elect from its membership a Senate President Pro Tempore who shall act as Parliamentarian of the Senate.
B. The duties of the Senate President Pro Tempore include, but are not limited to:
    1. Acquainting current and incoming Senators with the CSUN Constitution, its Bylaws, Robert’s Rules of Order, and Senate procedures.
    2. Securing the materials appropriate for incoming Senators as determined by the Senate.
    3. Train all standing committee chairs with the inclusion of the Associate Director of Elections Logistics.
    4. Hold a permanent seat within the Internal Affairs Committee
    5. Serving as the supervisor of the Chairs of Committees.
        i. Shall attend 1 meeting of the Ways and Means Committee per semester

ii. Shall attend 1 meeting of the Scholarships and Grants Committee per semester
iii. Shall attend 1 meeting of the University Initiatives Committee per semester

6. Managing the Senate Chambers and keeping them in an orderly fashion.
7. Oversee the Internship program
8. Performing all other duties assigned by the Senate President, so long as the duties do not conflict with their position as a Senator.

CHAPTER 102: TRANSITION OF SESSIONS

SECTION 01: ELECTION OF THE SENATE PRESIDENT PRO TEMPORE

A. Whenever applicable, the Senate shall proceed to the election of the Senate President Pro Tempore. No other business shall be in order except to recess or adjourn until a Senate President Pro Tempore has been selected.
B. The Senate President shall recognize their nominee to deliver a 5-minute presentation to the Senate.
C. The Senate shall be able to question and debate the nominee for a period of 5 minutes respectively, unless extended by a motion.
D. At the conclusion of debate, the Senate President shall put the question of the election of the Senate President Pro Tempore to a roll call vote. The Senate President shall call the roll and each Senator shall deliver an affirmative or negative vote, or abstention. A majority is required for the election of the Senate President Pro Tempore.
E. In the event that a nominee does not receive a majority of votes, the Senate President shall make additional nominations until a Senate President Pro Tempore is selected.
F. In the case of an emergency and if the Senate President and Senate President Pro Tempore are temporarily indisposed and/or needing to be excused from the Senate meetings, the CSUN Student Body President shall chair the Senate.
G. In the event the CSUN Student Body President is temporarily indisposed and/or needing to be excused from Senate meetings, the hierarchy in which who shall chair the Senate in the order as follows: CSUN Student Body Vice President, the level of seniority beginning with the most senior of the Chairs in the CSUN Legislative Branch Committees and followed by the level of seniority beginning with the most senior of the Vice Chairs in the CSUN Legislative Branch Committees.
H. In the case in which the level of seniority between the Chairs in the CSUN Legislative Branch Committees are equal in experience, the Senate shall be able to appoint whom between those Chairs in the CSUN Legislative Branch Committees would be the best fit to chair the Senate.

SECTION 02: ELECTION OF THE CHAIRS OF COMMITTEES

A. Following the election of the Senate President Pro Tempore, the Senate shall proceed to the election of the Chairs of Committees. No other business shall be in order except to recess or adjourn until the Chairs of Committees have been selected.

B. When no further nominations have been received for a committee chair position, the Senate President shall recognize each nominee to deliver a 5-minute presentation to the Senate.
C. The Senate shall be able to question and debate the nominees for a period of 5 minutes respectively, unless extended by a motion.
D. At the conclusion of debate, the Senate President shall put the question of the election of the respective committee chair to a roll call vote. The Senate President shall call the roll and each Senator shall indicate by surname the nominee of choice. A majority is required for the election of a committee chair.
E. In the event that a single candidate does not receive a majority of votes, the Senate President shall call for rounds of voting, eliminating the candidate with the fewest votes each round, until a single candidate receives a majority of the votes. In the event two or more candidates are tied with the least number of votes, a run-off vote will occur between those candidates to identify which candidate to remove from voting.

SECTION 03: TRANSITION TRAINING

A. No later than one week before the beginning of each Senate Session there shall be a training and orientation session conducted by the Executive Board. All newly elected and returning Senators will be trained for proper operating procedures, the CSUN Constitution and Bylaws, CSUN Code of Conduct, Robert's Rules of Order, Nevada Open Meeting Law, and the Legislative Bill Procedure.

CHAPTER 103: STANDING COMMITTEES OF THE SENATE

SECTION 01: ESTABLISHMENT

A. There is hereby established an Internal Affairs Committee 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.
B. There is hereby established a Ways and Means Committee for the purposes of preparing the annual CSUN budget, serving as financial counsel to CSUN, and receiving all requests for funding from Registered Student Organizations (RSOs).
C. There is hereby established a Scholarships and Grants Committee for the purposes of executing all scholarships and grants.
D. There is hereby established a University Initiatives Committee for the purposes of strengthening the UNLV community, advocating for student interests, needs, and concerns, and ensuring that all student voices are being heard and addressing issues of (but not limited to) campus health, safety, and overall student welfare and social justice.

SECTION 02: COMPOSITION

A. The Standing Committees of the Senate shall consist of one chair, one vice chair, and up to 12 additional voting Senators
    1. The Chair, who shall be a Senator, shall be elected via open nominations in the Senate.

2. The Vice Chair, who shall be a Senator, shall be elected by the committee from among its members at the first meeting of each session or in the case of a vacancy in the position.
3. The members, who shall be Senators, shall be assigned by the Chair and approved by the Senate. The chairs shall consider the Senators wishes in making the assignments, but they shall also assess the needs of the committees.

SECTION 03: MEETING TIMES AND QUORUM

A. The Standing Committees of the Senate shall meet during a time specified by the Chair of the committee.
B. Quorum for Standing Committees shall be a simple majority of current committee membership, including the Chair of the committee.
C. Committee members shall be allowed to attend committee meetings under the following circumstances:
    1. The committee members shall give notice to the Committee Chair via email of a physical absence at least three (3) business days prior to the meeting in question.
    2. The committee member shall be able to attend the meeting via electronic means without distraction or reasonable threat of interruption, and;
    3. Any Senator with an excused absence shall not be compelled to attend any meeting via electronic means.
    4. Any and all Senators who are in attendance via electronic means shall be noted in the meeting minutes and audio recording at the time of Roll Call.
    5. The Committee shall have the proper equipment available to conduct meetings with Senators present via electronic means.
    6. Any temporary interruption in electronic connection shall be treated as if the Senator has physically left the room and such Senator shall not be counted toward quorum.
    7. Any committee member voting via electronic means shall be asked by name to give their vote. A voice vote shall not be sufficient to record votes for committee members in attendance via electronic means.
    8. If any vote does not have the minimum number of committee members present, either physically or via electronic means, at the time of the vote, the vote shall be invalid due to lack of quorum.
    9. Only the votes of committee members physically present or present via electronic means shall be counted toward the final vote count. Abstentions shall not be counted toward the final vote.
    10. Votes in abstention toward an item shall be noted in the minutes and audio recording as to if the Senator is voting in abstention due to conflict of interest or not due to a conflict of interest. An absence of a senator, either by physical or electronic means shall not be counted as a vote.
D. If a quorum is reached by Senators physically present at the meeting, Senators attending via electronic means shall be excused upon their request and shall receive an excused absence. No Senator shall be compelled to leave a meeting, except as otherwise provided by law, based solely on the fact of attendance via electronic means.

SECTION 04: COMMITTEE OPERATING POLICY ESTABLISHMENT

A. In each new Senate Session, all committees are expected, however not required, to present an Operating Policy to the Senate before the third scheduled meeting of the aforementioned committee.
    1. Potential Operating Policies must be passed via a quorate decision from the respective committee before being submitted to the Senate for approval.
    2. Operating Policies of committees shall persist from the previous session until the adoption of a new operating policy.
    3. Each committee must approve an operating policy at least once during each Senate session.
    4. If the committee has no identifiable or maintainable operating policy, they must approve one at the next appropriately scheduled meeting and present to the Senate for approval.

SECTION 05: SENATOR PARTICIPATION EXPECTATIONS

A. All Senators shall serve on two standing committees, with the options of: Internal Affairs, Ways and Means, Scholarships and Grants, and University Initiatives.
    1. Senators can choose to serve on any number of available optional committees, joint committees, or ad-hoc committees as available during the Senate Session.
    2. Optional Committees can be created to serve a specific purpose or role within CSUN.
B. The Senate President Pro Tempore is exempt from the expectation to serve on committees.
    1. The Senate President Pro Tempore can choose to serve on a maximum of two committees.
    2. The Senate President Pro Tempore can choose to serve on any number of available optional committees, joint committees, or ad-hoc committees as available during the Senate Session.

SECTION 06: GENERAL DUTIES OF THE CHAIR

A. Preside over, and maintain order in, all official meetings of the committee with regard to Roberts Rules of Order Newly Revised Edition and any additional regulations in the CSUN Bylaws.
B. Produce, distribute, and maintain agendas of the committee pursuant to Nev. Rev. Stat. § 241.020.
C. Maintain all committee minutes pursuant to Nev. Rev. Stat § 241.035.
D. Record the attendance of all committee members at meetings.
    1. Remove any committee member who has accrued three or more unexcused absences.
E. Deliver a report of the proceedings of their respective committee during the weekly meeting of the Senate.
F. Vote in the event of a tie or if the Chair’s presence is needed to meet quorum.
G. Undertake all additional responsibilities denoted in the CSUN Bylaws Chapter or Operating Policy pertaining to that committee.

H. Perform all other duties assigned by the Senate President Pro Tempore, so long as the duties do not conflict with their position as a Chair.

SECTION 07: GENERAL DUTIES OF THE VICE CHAIR

A. Record the minutes of all official committee meetings.
B. Written minutes must be uploaded within the next committee meeting. Failure to upload the written minutes within the next committee meeting will result in the invalidation of the respective committee meeting by the CSUN Attorney General pursuant to Nev. Rev. Stat § 241.035.
C. Assume the role of Chair in the temporary absence of the Chair and all responsibilities of the position therein.
D. Act as interim Chair in the case of a vacancy or permanent absence of the Chair, until the Senate has appointed a new Chair.

CHAPTER 104: LEGISLATION

SECTION 01: INTRODUCTION OF LEGISLATION

A. CSUN shall recognize legislation from the Executive Board and the Legislative Branch.
    1. Legislation originating in the Senate shall be introduced by an appropriate Standing Committee.
    2. Legislation originating in the Executive Branch shall be introduced by the Executive Board.
    3. The following items must appear on the Senate agenda for a minimum of two meetings before a vote can be called:
        i. Sustainment of impeachment charges.
        ii. Removal of CSUN officials.
        iii. The annual CSUN budget.
        iv. Amendments to the CSUN Constitution.
        v. Referendum or recall.
B. Authors of legislation shall be Senators or Attorney General for Senate Legislation and either the President, Vice President, Senate President, and Attorney General for Executive Legislation.
C. Sponsors of legislation may include CSUN officers, standing and ad hoc committees, or CSUN departments.

SECTION 02: TYPES OF LEGISLATION

A. Bills shall pass through an appropriate Standing Senate committee or the Executive Board.
    1. Senate Bills include, but are not limited to, the following:
        i. Legislation designed to modify, amend, or suspend CSUN bylaws.
        ii. Amendments or changes to laws within the legislative power of the Senate.
        iii. Creation of ad hoc committees, subcommittees, or other legislative entities.
        iv. The approval or reallocation of the annual CSUN budget.
    2. Executive Bills include, but are not limited to, the following:
        i. Amendments or changes to laws within the executive branch.

ii. Creation or amendments to executive departments, operating policies or other such entities.

B. Resolutions shall pass through the University Initiatives Committee of the Senate or the Executive Board.
    1. Senate and Executive Resolutions include, but are not limited to, the following:
        i. Approval or disapproval of actions and changes affecting students.
        ii. Calls for action towards a higher legislative body or represent.
        iii. Condemnation of behavior or actions within CSUN, UNLV, or the State of Nevada.

C. Internal Directives shall originate from the Internal Affairs Committee of the Senate.
    1. Internal Directives include, but are not limited to, the following:
        i. Complaint resolutions
        ii. Stipend reductions
        iii. Impeachment charges

SECTION 03: NUMBER ASSIGNMENT

A. Legislation shall be assigned a bill or resolution or directive number.
B. The Senate President, or their designee, shall assign numbers under the following criteria:
    1. Bills originating in the Senate shall be indicated by “SB” followed by the senate session number and bill sequence, starting from the first day of the senate session. Example: SB 40-01 or SB 45-51.
    2. Resolutions originating in the Senate shall be indicated by “SR” followed by the senate session number and resolution sequence. Example: SR 42-04 or SR 46-08.
    3. Internal Directives shall be indicated by “ID” followed by the senate session number and directive sequence. Example: ID 51-01 or ID 52-06.
    4. Committee Chairs must request Senate Bill numbers to assign items as they are introduced into their respective committees.
C. The President, or their designee, shall assign executive bill or executive resolution
numbers under the following criteria:
    1. Bills originating from the Executive Board shall be indicated by “EB” followed by the Executive Board session the bill is being introduced, followed by the bill sequence. Example: EB 40-25 or EB 43-36.
    2. Resolutions originating from the Executive Board shall be indicated by “ER”
    followed by the Executive Board session number and resolution sequence. Example: ER 42-4 or 44-10.

SECTION 04: LEGISLATION PROCEDURE

A. Proposed Executive Legislation shall adhere to the following procedure:
    1. Proposed Executive Legislation shall be submitted to the President as an actionable agenda item request for the next appropriate Executive Board

meeting and may be adopted by the Executive Board by a two-thirds vote.

2. Once the legislation has been adopted by the Executive Board by a two-thirds vote, the President, or their designee, shall submit the legislation to and request an actionable agenda item from the Chair of an appropriate Standing Committee of the Senate or the Senate President for consideration at the body's next appropriate meeting.
    i. If the proposed Legislation has been referred or submitted to an appropriate Standing Committee of the Senate, once the legislation has been adopted by the committee by the appropriate vote the Chair shall forward the legislation to and request an actionable agenda item from the Senate President for consideration at the next appropriate Senate Meeting.
3. The author of the legislation or their designee shall deliver no less than the legislation's signature page to the Senate President and Senate Secretary before the meeting in which it is to be considered.
4. The actionable agenda item shall require a supporting motion and an appropriate vote for the legislation to be adopted by the Senate for enrollment.

B. Senate Legislation shall adhere to the following procedure:
    1. Proposed Senate legislation shall be submitted to the Chair of an appropriate Standing Committee of the Senate as an actionable agenda item request for the next appropriate committee meeting.
    2. Once the legislation has been adopted by the committee by an appropriate vote, the actionable agenda item shall be forwarded to the Senate President for the next appropriate Senate meeting.
    3. The author of the legislation or their designee shall deliver no less than the legislation's signature page to the Senate President and Senate Secretary before the meeting in which it is to be considered.
    4. The actionable agenda item shall require a proper motion and an appropriate vote for the legislation to be adopted by the senate for enrollment.
        i. Internal Directives shall only be approved by a majority vote of the Internal Affairs Committee, followed by a majority vote of the Senate.
C. All proposed legislation shall be attached to all associated agendas and made available to all CSUN members and members of the public through the CSUN Legislation Record prior to the meeting in which it is to be considered.

SECTION 05: ENROLLMENT OF LEGISLATION

A. All legislation adopted within CSUN left without action by the President shall take effect forty-eight (48) hours after the adjournment of the CSUN Senate meeting where legislation was passed and remain in effect until amended or rescinded, unless otherwise stated in the legislation.

B. Once the legislation has been adopted by the Senate and immediately upon the adjournment of the meeting in which it was adopted, the Senate President and the Senate Secretary shall attest to the passage of the legislation.
C. All legislation adopted and attested to within CSUN shall be immediately delivered to the President for their signature or veto.
D. The CSUN Bylaws shall be maintained, updated, and published after every revision to the CSUN Bylaws. Bylaw revision dates shall be the date of passage by the CSUN Senate and shall be noted at the end of every chapter when such revision is made, and the most recent revision date shall be printed at the beginning of the Bylaws.
E. Once the President signs the legislation, they shall immediately notify all members of the Senate.

SECTION 06: PRESIDENTIAL VETOES

A. The CSUN President reserves the right to veto legislation within forty-eight hours of the adjournment of the meeting in which the action was passed, except for the following:
    1. Endorsements of Resolutions
    2. Establishment of committees
    3. Internal Directives
B. Presidential vetoes enrolled in the CSUN Legislation Record and delivered to the Senate President shall automatically prompt a notice to all Senators and an actionable agenda item to be placed on the following CSUN Senate agenda for an override of the veto.
C. The senate may override a presidential veto with a proper motion and two-thirds vote of the current Senate membership.
    1. If the motion to override the presidential veto is carried, the legislation shall take effect immediately.

CHAPTER 105: CONSTITUTIONAL AMENDMENT PROCEDURE

SECTION 01: PROPOSAL OF AN AMENDMENT TO THE CSUN CONSTITUTION

A. Amendments to the CSUN Constitution may be proposed by any CSUN member through a member of the Internal Affairs Committee or any other senator.
B. Proposals by any CSUN member shall originate in the Internal Affairs Committee.
C. Amendments to the CSUN Constitution shall require passage in the Internal Affairs Committee by a majority vote.
D. Upon passage of any Constitutional Amendment by the Internal Affairs Committee, the proposed Amendment shall be presented to the Vice President for Student Affairs (VPSA) for review.
E. Upon review of the VPSA, the proposed Amendment shall be presented to the UNLV General Counsel's Office for editions and review.
F. Upon approval from UNLV General Counsel the proposed Amendments shall require passage in the Internal Affairs Committee by a majority vote.
G. Upon approval by the office of the UNLV General Counsel and passage from the Internal Affairs Committee, the proposed Amendments shall require passage by

the Senate with a two-thirds vote, prior to passage by two-thirds of CSUN members voting in an election and shall take effect upon approval by the Chancellor in accordance with the established policies and procedures of the Nevada System Higher Education.

H. Upon passage from the Senate, and prior to being presented to the student body, the proposed Amendments shall be presented to the Elections Commission for the purposes of creating a ballot and voter guide.

SECTION 02: PLACEMENT ON THE BALLOT

A. When an amendment to the Constitution is received no less than 30 days prior to a general election, the Elections Director shall cause the amendment to appear on the ballot.
B. When an amendment to the Constitution is received outside of the period necessary for it to be placed on a ballot for a general election, it may be placed on its own ballot and voted on by CSUN members on the first Wednesday and Thursday of instruction of any month within the Fall and Spring semesters.

SECTION 03: CERTIFICATION TO THE PRESIDENT OF THE UNIVERSITY

A. When an amendment to the Constitution has been adopted by the membership of CSUN, according to the provisions of the Constitution, the Director of Elections and Operations shall certify to the President of the University that the amendment was adopted pursuant to the provisions of the Constitution.

SECTION 04: DECLARATION OF CSUN POLICY

A. It is the policy of CSUN that the President of the University shall play no role in the consideration of an amendment to the Constitution except insofar as may be required to ensure the expeditious consideration of the amendment by the NSHE Board of Regents.

SECTION 05: AUTHORITY OF CHANGE

A. No person or entity, except the membership of CSUN voting in an election held for the purpose of adopting an amendment to the Constitution, retains the power and authority to make changes to the CSUN Constitution once an amendment has been proposed pursuant to the provisions of the Constitution.
B. No person or entity retains the authority to make changes, alterations or other adjustments to an amendment to the CSUN Constitution subsequent to its proper proposal to the membership of CSUN.

SECTION 06: AMENDMENT STRUCTURE

A. Any proposed Amendment to the CSUN Constitution shall be presented to both the Internal Affairs Committee and the Senate in the form of a Senate or Executive Bill.
B. Each proposed Amendment, if presented together or otherwise, shall be structured in the manner in which it will be presented to the student body. Each Amendment must contain the following:
    1. A question that can be answered “Yes” or “No” of no more than two sentences containing the words “Should the CSUN Constitution be amended to…”
    2. An explanation of the Amendment proposed.

3. An opinion in favor of the Amendment proposed.
4. An opinion in opposition of the Amendment proposed.
5. A reference key that demonstrates the proposed additions and changes to the Constitution.

CHAPTER 106: OFFICES OF THE SENATE

SECTION 01: ESTABLISHMENT

A. There is hereby established the Offices of the Senate.
B. The Offices of the Senate shall consist of each individual Legislative Officer.

SECTION 02: OFFICES OF THE CSUN SENATOR

A. All active Legislative Senators shall have the opportunity to produce any documents under their respective office.
B. Legislative Senators under the same College will have the opportunity to combine their respective offices.
C. Each CSUN Senator will have access to their respective college's undergraduate population via email and may use this access to contact their constituents on important, relevant topics.
    1. Senators may contact their constituents via email through the following channel:
        i. Each college is responsible for sending at least one mass email to their constituents through this process each semester.
        ii. The email draft will be constructed by one or multiple Senators in a single college and sent to the Senate President Pro Tempore for approval.
        iii. The Senate President Pro Tempore will then send the approved message and its contents to the CSUN Advisor for final approval.
    2. The Senate President Pro Tempore or CSUN Advisor will send the message from the CSUN@unlv.edu account to the respective college.
    3. On the first week of each new semester, the Faculty Advisor will submit a request to the Registrar for a list of all undergraduates taking at least one credit hour – sorted by college. Once the Faculty Advisor receives the list, the advisor will ensure the spreadsheet is sorted by the nine colleges and will then submit an IT ticket, with the spreadsheet, requesting that the nine college listservs, on the CSUN@unlv.edu email account, be updated according to the spreadsheet.

CHAPTER 107: CSUN INTERNSHIP PROGRAM

SECTION 01: PROCLAMATION

A. There is hereby established the Internship Program under the Consolidated Student 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 respective officer in charge and a maximum capacity:
    1. The Executive Apprenticeship
        i. The Chief of Staff of CSUN
            a. Twenty-five (25) maximum participants.
    2. The Legislative Mentorship
        ii. The Senate President Pro Tempore twenty-five (25) maximum participants.
    3. The Judicial Clerkship
        iii. The Associate Chief Justice 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. 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, Attorney General, or Chief of Staff
    2. Legislative: Senate President Pro Tempore
    3. Judicial: 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.
    1. In the case that a high volume of students apply, the Senate President Pro Tempore, the Chief of Staff, and the Associate Chief Justice may pre-screen applications to narrow the pool of applicants.
    2. During the interview, the Senate President Pro Tempore, 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 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, one (1) Executive Board meeting, and one (1) Judicial Council meeting 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 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. The Senate President Pro Tempore shall be responsible for keeping track of the module completion of each Intern.

SECTION 06: INTERNSHIP OUTREACH

A. Interns are expected to complete a minimum of four (4) outreach hours per month.
B. Interns are responsible for submitting their intern outreach hours each month
    1. Failure to submit outreach hours at the end of each month will result in one strike.
    2. Failure to participate in outreach hours will result in one strike.

SECTION 07: MENTORSHIP PROGRAM

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

SECTION 08: EXECUTIVE APPRENTICESHIP

A. **CAPSTONE PROJECT**
    1. Apprentices shall be responsible for completing one Capstone Project following the completion of their assigned learning modules.
    2. 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 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.
B. **CABINET AND DEPARTMENT MEETING**
    1. Apprentices shall be responsible for attending a minimum of one (1) Cabinet and Department meeting per month.
    2. The Chief of Staff shall be responsible for keeping attendance of the apprentices that attend their meetings.
    3. 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 Chief of Staff and make them aware of the issue.
C. **DUTIES OF THE CHIEF OF STAFF**

1. Meet with the Executive Mentors at minimum once a month.
2. Oversee the completion of the executive modules and other tasks assigned to the apprentices.
3. Create and maintain a list of all the participants of the program.
4. Meet with the Senate President Pro Tempore once a month.

SECTION 09: LEGISLATIVE MENTORSHIP

A. CAPSTONE PROJECT

1. Mentees shall be responsible for completing one Capstone Project following the completion of their assigned learning modules.
2. 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.

B. COMMITTEE MEETINGS

1. Interns shall be responsible for attending a minimum of one (1) Senate Committee meeting per month.
2. 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.
3. 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.

C. DUTIES OF THE SENATE PRESIDENT PRO TEMPORE

1. Meet with the Legislative Mentors at minimum once a month.
2. Oversee the completion of the modules and other tasks assigned to the mentees.
3. Oversee the Internship Program.
4. Coordinate cohort meetings with all of the mentees two (2) times per month.
5. Create and maintain a list of all attendance records from the participants of the program.
6. Create and maintain a list of all the participants of the program.
7. Meet with the Chief of Staff and Associate Chief Justice once a month.

SECTION 10: JUDICIAL CLERKSHIP

A. CAPSTONE PROGRAM

1. Clerks shall be responsible for completing one Capstone Project following the completion of their assigned learning modules.

2. Clerks shall be responsible for participating in a judicial opinion based on a mock case hearing.
    i. Clerks may request aid from their mentor to prepare for the mock case hearing which will take place prior to the CSUN Internship Program Graduation.

B. **DUTIES OF THE ASSOCIATE CHIEF JUSTICE**
    1. Meet with the Judicial Mentors at minimum once a month.
    2. Oversee the completion of the judicial modules and other tasks assigned to the clerks.
    3. Create and maintain a list of all the participants of the program.
    4. Meet with the Senate President Pro Tempore once a month.

SECTION 11: ATTENDANCE

A. Requirements of attendance:
    1. Interns are required to attend all meetings and events and must abide by the attendance rules set forth in Chapter 107
B. Punctual marks:
    1. There are three punctual marks as intern may receive regarding attendance: unexcused absence, excused absence, present
    2. 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.
C. Attendance strikes:
    1. 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 (1) strike.
D. Excused absences:
    1. 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.
E. Unexcused absences:
    1. 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 prior notice or have not obtained permission to do so.
F. Tardiness:
    1. 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 12: DISMISSAL AND REMOVAL

A. 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.
B. Failure to complete the designated module would result in one strike.
    1. Accumulation of 3 (three) strikes will result in automatic removal from the program.

C. 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 two (2) business days to respond and confirm whether or not they would like to remain in the program.
    1. Failure to respond within the provided period will result in automatic dismissal.
D. 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.
    1. The presiding officer or assigned mentor and participant(s) in question will have 10 minutes each to present their cases.
    2. The Internal Affairs committee will be allowed to question the presenters and discuss the removal charges.
E. In the case of the Clerkship Program, the member shall request a hearing from the Judicial Council in order to appeal the removal.
    1. The presiding officer or assigned mentor and participant(s) in question will have 10 minutes each to present their cases.
    2. The Council will be allowed to question the presenters and discuss the removal charges.
F. In the case of the Executive Apprenticeship, the member shall have the opportunity to appeal their removal by requesting a hearing from the Executive Board.
    1. The presiding officer or assigned mentor and participant(s) in question will have 10 minutes each to present their cases.
    2. The Executive Board will be allowed to ask questions to both presenters and discuss the removal charges.
G. In the event that a participant chooses to resign, they must submit a Letter of Resignation to their prospective presiding officers effective immediately.
H. 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 13: GRADUATION FROM THE PROGRAM

A. Participants who have completed the capstone project for their perspective branch may be granted graduation.
B. A list of interns who have successfully graduated from the CSUN Internship Program will be provided to the CSUN Business Manager after graduation for the disbursement of scholarships.

TITLE II: THE EXECUTIVE BRANCH

CHAPTER 201: OFFICE OF THE PRESIDENT

SECTION 01: DUTIES OF THE PRESIDENT

A. The duties of the CSUN President include, but are not limited to, the following:
    1. Serve as chair of the Executive Board.

2. Attend meetings of the NSHE Board of Regents.
3. Make all appointments to University Committees.
4. Appoint and remove all appointed officers of the Executive Branch unless otherwise specified by law.
5. Attend, or send a proxy to, meetings of the President's Advisory Council.
6. Attend, or send a proxy to, meetings of the UNLV Parking Committee.
7. Attend, or send a proxy to, meetings of other university committees of which the President is a member.
8. Communicate regularly with the President of the University and members of the University Administration.
9. Expend funds from any existing CSUN accounts as allocated by the Senate.
10. Submit requests for positions necessary for the function of the Executive Branch at the time of presentation of the budget to the Senate for approval.
11. All other duties contained with the CSUN Constitution and Bylaws.

B. The CSUN President will have access to email the entire student body via the csunpresident@unlv.edu email address and may use this access to contact their constituents on important topics relevant to the undergraduate population.
    1. On May 1, the Faculty Advisor will provide the sign-in credentials to the CSUNpresident@unlv.edu email account to the new Student Body President and will instruct this person to change the password and then provide the updated password back to the Faculty Advisor.
    2. The President may contact their constituents via email through the following channel:
        i. The President is responsible for sending at least one mass email to their constituents through this process each semester to inform the public of each State of the Campus Address.
        ii. The email draft will be constructed and sent to the CSUN Advisor for approval.
    3. The President will send the message from the csunpresident@unlv.edu email address.
    4. On the first week of each new semester, the Faculty Advisor will submit a request to the Registrar for a list of all undergraduates taking at least one credit hour. Once the Faculty Advisor receives the list, the advisor will then submit an IT ticket, with the spreadsheet, requesting that the 'all student' listserv, on the CSUNPresident@unlv.edu email account, be updated according to the spreadsheet.

SECTION 02: EXECUTIVE BOARD

A. There shall be an Executive Board, consisting of the President, Vice President, and Senate President, which shall operate pursuant to the provisions in Article V, Section B of the Constitution.
B. The duties of the Executive Board include, but are not limited to, the following:
    1. Conduct meetings as deemed necessary for the purposes of handing all executive business.

i. Executive Board meetings ought to abide by Nevada Open Meeting Law.

2. Nominate candidates, as necessary, for appointed positions in the Executive Branch and for Judicial Council.

C. All appointed members of the Executive Branch may be dismissed or suspended, with just cause, with or without pay at the discretion of the Executive Board at any time during their term in office, provided the following conditions have been met:
   1. Notify the appointed member in writing for the reasons for the consideration of their suspension including any charges of malfeasance, misfeasance, or nonfeasance, or any non-compliance with the CSUN Code of Conduct that may have been levied against them.
   2. Notify the Senate immediately of any actions to be taken.
   3. Guarantee due process by informing the official up for dismissal or suspension of the specific reason for the action being taken and give them the opportunity to defend themselves against the accusation.
   4. When discovered, the motion must be made at the next regularly scheduled Executive Board meeting.
   5. There will be a six-week time limit for suspension.

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.

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 serve as the supervisor of the Directors, Assistant Directors, Associate Directors and all other positions who report to the aforementioned entities.
    7. To hold a meeting of the Directors a minimum of twice monthly.
    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.
    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.
    10. To assist the CSUN President in preparing and maintaining an operating budget for CSUN.
    11. To assist the CSUN President with the needs of the Executive Branch.
    12. All other duties contained with the CSUN Constitution and Bylaws.

CHAPTER 203: OFFICE OF THE SENATE PRESIDENT

SECTION 01: DUTIES OF THE SENATE PRESIDENT

A. The duties of the CSUN Senate President include, but are not limited to, the following:
    1. To act as liaison between the Senate and the Executive Branch.
    2. To chair weekly meetings of the Senate.
    3. To accept applications for open positions in the Senate and refer eligible candidates to the Senate for approval.

4. To deliver the State of the Senate at the first meeting of each Senate Session.
5. At the beginning of each legislative session, The Senate President shall present the Standing Rules of the Senate.
6. All other duties contained with the CSUN Constitution and Bylaws.

SECTION 02: SENATE SECRETARY

A. There may be appointed, at the commencement of each Executive session and in the case of a vacancy in the position, a Senate Secretary by the Senate President.
    1. The Senate Secretary 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. In the case where a Senate Secretary is not appointed, the duties of this section shall fall to the Senate President or their designee.

C. The duties of the Senate Secretary include, but are not limited to, the following:
    1. Maintain attendance for all Senators, in meetings of the Senate as to provide records for rules violations.
    2. Ensure accurate, verbatim as necessary, minutes - both recorded in audio format and documented in text format - for all meetings of the Senate, as to abide by Nevada Open Meeting Law.
    3. Monitor Senate meeting attendance to ascertain and keep a proper quorum.
        i Post the completed minutes to the CSUN Public Google Folder within thirty (30) working days of the respective Senate Meeting.
    4. Ensure the availability of drafts of minutes and bills for all appropriate persons.
    5. Oversee the CSUN Involvement Interest Form and direct internship/clerkship applications to the appropriate branch’s representative.
    6. Train all committee Vice Chairs within the Senate regarding minute taking, attendance, and all other matters pertaining to record keeping.
    7. Perform all the duties delegated by the CSUN Senate President.
    8. Shall be available for consultation with any officer or official within CSUN regarding secretarial duties.
    9. Shall manage counting of votes at all senate meetings.

CHAPTER 204: ELECTORAL PROCESS

SECTION 01: ESTABLISHMENT

A. There is hereby established an Electoral Process as an extension of the executive branch of CSUN.

B. The electoral process will be conducted within the Department of Elections and Operations, and supervised by the Director of Elections and Operations, and the Associate Director of Elections Logistics.

SECTION 02: MISSION

A. The mission of the electoral process is to provide for fair and efficient elections for CSUN.

SECTION 03: ASSOCIATE DIRECTOR OF ELECTIONS LOGISTICS

A. The duties of the Associate Director of Elections Logistics are outlined in Chapter 210, Section 04 of this document.

SECTION 04: ASSOCIATE DIRECTOR OF ELECTIONS EVENTS

A. The duties of the Associate Director of Elections Events are outlined in Chapter 210, Section 05 of this document.

SECTION 05: ELECTIONS COMMISSION

A. There is an Elections Commission, members of which shall be appointed by the Executive Board with the consent of the Senate.
B. The Commission shall consist of the Associate Director of Elections Logistics, up to three members from departments of the Executive Branch, up to three members from the Legislative Branch, and up to four additional members of the student body. The Elections Commission must have a minimum of five voting members, excluding the Associate Director of Elections Logistics. The Director of Elections and Operations shall be an ex-officio, non-voting member of the Elections Commission.
C. The Commission shall appoint a vice chair whose duties shall include, but are not limited to, taking minutes at Commission meetings, and assisting the chair in the conducting of meetings. In the absence of a Chair and Vice Chair of the commission, the Director of Elections and Operations shall Chair Elections Commission meetings.
D. The duties of the Elections Commission include, but are not limited to, the following:
    1. Conduct the following CSUN Elections:
        i. CSUN Executive Board Primary Election.
        ii. CSUN Executive Board General Election.
        iii. CSUN Senate Election.
        iv. Any CSUN referendum, initiative, or recall elections.
    2. Review and approve rules for each election, as prepared by the Associate Director of Elections Logistics.
    3. Conduct all complaint hearings arising from complaints filed in CSUN elections.
    4. Enforce all election rules and assess all penalties for infractions thereof, including the disqualification of candidates.
    5. Evaluate petitions for initiative proposals and recall elections.
    6. Assist the Associate Director of Elections Logistics with election-related duties including, but not limited to, assisting with electoral operations on Election Days.

7. Assist the Associate Director of Elections Logistics with ballot counting, if applicable, on Election Days.
8. Certify CSUN elections within two weeks of the closing of the polls.

SECTION 06: MECHANICS OF THE ELECTIONS

A. ELECTION DATES:
    1. Election Dates shall be held in accordance with the CSUN Constitution.
B. POLLING LOCATIONS
    1. All polling locations are classified as either a “physical polling location” or an “electronic polling location.”
    2. Physical Polling Location: Any location on campus in which CSUN facilitates voting in an election using online voting methods.
    3. Electronic Polling Location: Any active device through which CSUN election ballots may be distributed including, but not limited to, laptop computers, mobile phones, and computer workstations.
    4. Referendum elections may be conducted entirely online and without the use of any physical polling locations.
    5. Except in an emergency or in a situation in which the safety of voters may be jeopardized, one or more physical polling booth locations shall be established prior to the start of the Filing Period and may not be changed until the conclusion of the election. Physical polling locations may be published in the Election Rules. Each location shall be open on election days between 9:00AM and 5:00PM. Except in an emergency, one or more marketing booths shall be established and staffed on election days by UNLV students or staff not running in the election.
        i. Marketing booths shall provide information about the election and the means by which to vote but shall not provide the service of voting.
        ii. The purpose of the marketing booths will be to spread awareness of the elections.
    6. Electronic voting will be conducted via a voting service approved by the Director of Elections and Operations. Online voting shall be open from 9:00AM on the first Election Day and remain open until 5:00PM on the second Election Day.
C. CLOSING OF POLLS:
    1. No person shall be prevented from voting if they have arrived at the polling location prior to the closing of polls.
D. STAFFING THE POLLS:
    1. The Associate Director of Elections Logistics shall staff each physical polling location as they see fit but no one running in an election may serve.

SECTION 07: VOTERS’ GUIDE

A. The Voters’ Guide shall provide an opportunity to candidates and proponents and opponents of petitions to express their opinions on the Elections, and for information to be dispersed to the electorate about CSUN, the voting procedures, and the candidates and petitions.

1. Submissions to the Voters' Guide shall be as follows:
    i. The candidates should include a description of themselves, an explanation of why they are running, their goals and proposed policies for CSUN and UNLV at large, and why exactly they are the best for the job.
    ii. The candidates Voter Guide submissions shall not exceed 300 words.
    iii. The voter guide submission shall be sectioned (i.e. background, why they are running, policies etc.) to clearly illustrate to voters what exactly is in the candidate bio/description.
    iv. The candidate shall also include a picture of themselves for the Voter Guide

B. The Voters' Guide shall include the full text of all petitions and constitutional amendments, an explanation of voting procedures, and a description of the duties of contested offices.

SECTION 08: CANDIDATES

A. ELIGIBILITY:
    1. Each candidate must meet the requirements of eligibility for the office for which they are running as stated in the CSUN Constitution.
    2. The CSUN Faculty Advisor, CSUN Business Operations Coordinator, or Graduate Assistant shall verify the eligibility of the candidates.
    3. All candidates declared ineligible to run shall be notified by the Associate Director of Elections Logistics.

B. CANDIDATE NAME:
    1. In any election the name of a candidate printed on a ballot may be the given name and surname of the candidate, a contraction, or familiar form of the given name followed by the surname. A nickname may be incorporated into the name of a candidate. The nickname must be in quotation marks and appear immediately before the surname of the candidate. A nickname must not be vulgar or threatening and must not indicate any political, economic, social or religious view or affiliation and must not be the name of any person, living or dead, whose reputation is known on a campus-wide, statewide, nationwide or worldwide basis, or in any other manner that deceives voters regarding the person or principles for which they are voting.
    2. In any election if two or more candidates have the same surname or surnames so similar as to be likely to cause confusion, the middle initial, if any, of the candidates must be included in the names of the candidates as printed on the ballot.
    3. The Associate Director of Elections Logistics shall verify the validity and legality of all candidate names, as submitted on the filing form by the candidates, and shall inform all affected candidates of any problems or inconsistencies.

C. FILING:
    1. The Filing Period for candidates shall be established in accordance with the CSUN Constitution.

2. Candidates for all positions must indicate their desire to run by submitting an official CSUN Candidate Filing Packet to the Associate Director of Elections Logistics during the Filing Period.
3. The Candidate Filing Packet may be downloaded from the CSUN website, or obtained from the Associate Director of Elections Logistics by email request. Prospective candidates in legislative elections, who are members of multiple colleges, shall file under only one college of their choice. Candidates may only file for one office in a given election.
    i. Executive tickets shall consist of one (1) Student Body President Candidate, one (1) Student Body Vice President Candidate, and one (1) Student Body Senate President Candidate in accordance with Article IV of the CSUN Constitution.

D. CANDIDATE FILING PACKET:
1. The Candidate Filing Packet shall include:
    i. The Candidate's name as it appears on their UNLV-issued identification card, and their name as it is to appear on the ballot.
    ii. The office the Candidate is seeking.
    iii. Contact information of the Candidate.
    iv. A student identification number.
    v. Grade Verification Form.
    vi. A statement signed by the Candidate that they are responsible for all information contained in this Chapter, the CSUN Filing Packet, and the CSUN Election Rules.
2. The Candidate Filing Packet shall be considered a binding contract between the Prospective Candidate and the Elections Commission.
3. Packets which are submitted but late or incomplete shall be considered void.

E. DEADLINE FOR WITHDRAWAL:
1. A candidate may withdraw their name from the election by filing a written notice with the Associate Director of Elections Logistics.
2. The deadline for withdrawal from any election shall be 48 hours prior to the opening of voting for that election.
3. The Elections Commission reserves the right to remove the name of any withdrawn or disqualified candidate from the ballot at any time prior to the start of voting in an election.

F. PENALTIES
1. In case of a violation of the rules or bylaws as adjudicated by the Elections Commission, unless indicated otherwise, the candidate will be given one strike per violation. Candidates who reach three strikes will be automatically disqualified.

G. GPA REQUIREMENT VERIFICATION:
1. A waiver must be signed by the candidate and submitted with the CSUN Elections Filing Packet that authorizes the CSUN Faculty Advisor, the CSUN Business Operations Coordinator, or the CSUN Graduate Assistant in order to verify the candidate's GPA to determine whether that candidate is eligible for elections.

SECTION 09: QUALIFICATIONS OF VOTERS

A. All members of CSUN, as defined in Article II of the CSUN Constitution, shall be eligible to vote in CSUN elections.
B. Students shall provide valid credentials to electronic polling locations, in order to access a ballot.
C. For legislative elections, students who are enrolled in multiple colleges shall be allowed to vote in all colleges they are enrolled in.

SECTION 10: PETITIONS FOR INITIATIVE AND REFERENDUM

A. DEFINITIONS:
    1. PETITION: A petition is any Initiative or Referendum which will be placed before the student body in a CSUN election, in pursuance of constitutional definitions of initiative and referendum.
    2. PRIMARY PROPONENT(S) OF A PETITION: A Primary Proponent of a petition of any student that submits a petition. The Primary Proponent(s) of any petition is responsible for the conduct of the campaign in support of the petition.
    3. PROPONENT OF A PETITION: A Proponent of a petition is any person, including the Primary Proponent(s) of a petition, who acts in support of a petition by delegation, either explicitly or implicitly, of one or more of the Primary Proponents of that petition. This shall include any person who circulates or attempts to circulate a petition. This shall not be construed as to include individuals who act in support of a petition independently and without the knowledge of the Primary Proponent(s).
    4. PRIMARY OPPONENT(S) OF A PETITION: After the verification of a petition for an initiative or referendum, the Associate Director of Elections Logistics shall inform the CSUN President, all other CSUN Elected or Appointed Officer, and any member of CSUN, in that order, that they may claim the role of Primary Opponent. The Primary Opponent may then submit to the Elections Commission a statement for the Voters' Guide and submit to the Associate Director of Elections Logistics a statement acknowledging that they are responsible for the conduct of the campaign in opposition to the petition.
    5. OPPONENT OF A PETITION: An Opponent of a petition is any person, including the Primary Opponent(s) who acts in opposition to a petition by delegation, either explicitly or implicitly, of one or more of the Primary Opponents of that petition. This shall not be construed as to include individuals who act in opposition to a petition independently and without the knowledge of the Primary Opponent(s).
B. DATE OF VOTING:
    1. The vote on an initiative or referendum shall take place in accordance with the CSUN Constitution.
C. PETITION STATEMENT REQUIREMENTS:
    1. The statement of each petition must be at most two sentences in length. The first sentence may state the issue to be voted on in an unbiased manner. The last sentence shall be a neutrally worded question to which an answer of "yes" or "no" is appropriate.

D. NOTIFICATION TO THE ELECTIONS COMMISSION:
    1. It shall be the responsibility of the Director of Elections and Operations and/or the Associate Director of Elections Logistics to provide all of the petitions for each election to the Elections Commission.
E. REQUIRED VOTES FOR PETITIONS:
    1. Unless otherwise stated in the CSUN Constitution or Bylaws, a favorable vote of a majority of the votes cast for and against the petition shall be necessary for adoption of the petition.
F. SUBMISSION OF PETITION TO THE ASSOCIATE DIRECTOR OF ELECTIONS LOGISTICS:
    1. Prior to circulating any petition, the Proponent(s) shall submit to the Associate Director of Elections Logistics the proposed question.
    2. The Proponent(s) shall submit a statement to the Associate Director of Elections Logistics that they are the Primary Proponent of the petition and is responsible for the conduct of the campaign in support of the petition.
    3. The Associate Director of Elections Logistics shall certify that the question is an impartial and accurate description of the proposal and shall assign the petition an Official Name and Number. If the petition creates a law, the Associate Director of Elections Logistics shall prepare an Official Summary of the petition and shall confer with the Office of Legal Counsel or their designee for approval of language on questions of student fees.
    4. The Associate Director of Elections Logistics shall create the petition and return to the Primary Proponent three copies of the petition which have been time stamped.
    5. The Associate Director of Elections Logistics shall be available to assist any students interested in writing a petition.
G. CONTENT OF PETITIONS:
    1. The petition shall contain the full title and statement of the petition as it is to appear on the ballot on each page on which signatures are to appear.
    2. The petition shall contain the Official Summary of the petition on each page on which signatures are to appear.
    3. The petition must have room for the signature of each petition signer, their printed name, and the UNLV-issued Student Identification Number.
    4. Signature spaces must be consecutively numbered commencing with the number 1 for each page.
    5. Attached to each page of the petition on which signatures are to appear shall be any other material not in the text of the petition which is directly relevant to the petition.
H. CIRCULATION OF PETITION:
    1. The petition may be circulated by many different people carrying separate, identical sections.
    2. Petitions may be circulated only by registered UNLV undergraduate students.
    3. Each petition circulator who obtains signatures must complete a declaration attached to the petition containing the printed name, address, phone number and e-mail address of the circulator, and written certification that:

i. The individual is a registered UNLV undergraduate student.
ii. The individual witnessed the appended signatures being written.
iii. The individual believes, to the best of their information, each signature to be the genuine signature of the person whose name it purports to be.

4. If any information given under this statement is false, the entire Section of the petition shall not be used.

I. PETITION SIGNATURES:
1. Each signer must personally place on the petition their signature, printed name, and UNLV-issued identification number.
2. None of the above may be preprinted on the petition. Any signature line which is not legible or complete shall not be counted.
3. Each signer may sign a petition only once.

J. PRESENTATION OF COMPLETED PETITION:
1. A petition shall be considered presented when it has been presented to the Associate Director of Elections Logistics within 45 days of the timestamp on the original copies of the petition given to the Primary Proponent(s).
2. To prevent unauthorized petitions from circulating and unauthorized persons from filing petitions, only the Primary Proponent(s) of a petition and persons authorized in writing by one or more of the Primary Proponent(s) may submit Petitions to the Associate Director of Elections Logistics. Any other petitions submitted will be disregarded.
3. Once submitted, petitions may not be amended except by order of the Judicial Council.

K. VERIFICATION OF THE PETITION:
1. The Associate Director of Elections Logistics shall verify, via the CSUN Faculty Advisor, CSUN Business Operations Coordinator or, in their absence, the CSUN Graduate Assistant that there are a sufficient number of valid signatures on each petition, by checking the student status of each person who signed the petition. Any signatures or pages of signatures not in compliance with this section shall not be counted toward the minimum number of signatures necessary for qualification.
2. If the Associate Director of Elections Logistics discovers that the petition submitted lacks sufficient valid signatures, the Primary Proponent(s) shall be notified immediately, and no further action shall be taken on the petition.
3. The Associate Director of Elections Logistics must preserve the petition for the same time period as the Elections Commission preserves the ballots for the election for which the petition qualified or attempted to qualify for placement on the ballot.
4. If a petition has not been verified in time for the start of an election’s Filing Period, the petition shall be treated as valid until the verification is complete.

L. PLACEMENT OF PETITION ON BALLOT:
1. Once a petition has qualified for the ballot, the Associate Director of Elections Logistics shall ensure its placement on the ballot.

M. ADDITIONAL PROVISIONS FOR CONSTITUTIONAL AMENDMENTS
    1. A petition for a constitutional amendment shall be filed with the Associate Director of Elections Logistics in the same manner as a petition for initiative or referendum, who shall submit it to the Senate once it has been qualified. No constitutional amendment shall be placed on the ballot without action of the Senate.

SECTION 11: RECALL ELECTIONS

A. Before a petition to recall a public officer is circulated, the persons proposing to circulate the petition must file a notice of intent with the Associate Director of Elections Logistics.
B. After the notice of intent has been filed, the Associate Director of Elections Logistics will provide the petitioner with an official CSUN Recall Election Petition Form on which the signatures to initiate a recall election must be collected.
C. A Recall Election Petition shall be verified or rejected, and a Recall Election held or not held, in accordance with the CSUN Constitution.

SECTION 12: MEETINGS AND EVENTS

A. The Informational Sessions:
    1. The Associate Director of Elections Logistics shall schedule an Informational Session during the week following the closing of the Filing Period. The time and location of this meeting shall be included in the Election Filing Packet.
    2. The function of the Informational Session is to:
        i. Acquaint all candidates with the basic structure, functions, and authority of CSUN.
        ii. Acquaint candidates with the culture, rules, and expectations of the CSUN electoral process.
        iii. Answer any and all questions candidates may have about CSUN's electoral process, as well as the office which they are seeking.
        iv. The Associate Director of Elections Logistics may hold a separate meeting for any candidate who is unable to attend the scheduled Informational Session.
B. Executive Board Candidate Debate
    1. The Associate Director of Elections Events shall schedule an Executive Board Candidate Debate to be held after the Primary Election and before the General Election.
    2. The time and location of the Debate shall be included in the filing packet.
    3. The debate may only be moderated by faculty, staff, or alumni of UNLV.

SECTION 13: ELECTION RULES

A. The Elections Commission shall publish a set of election rules for each election, no later than the start of the filing period for the election in question.
B. Election rules shall remain unaltered throughout the entire election cycle.

SECTION 14: COMPLAINT PROCESS

A. The Elections Commission shall publish a complaint process as part of the election rules for each election, no later than the start of the filing period for the election in question.

SECTION 15: PENALTIES FOR VIOLATIONS OF ELECTION RULES

A. The Elections Commission shall publish a list of penalties and automatic disqualifications for violations of the election rules, as part of the election rules for each election, no later than the start of the filing period for the election in question.

SECTION 16: DISCLAIMERS

A. CSUN shall not be responsible for issues relating to:
    1. The operation of the approved online voting system.
    2. The actions of non-CSUN departments including, but not limited to, the improper set up of polling booth tables.
    3. The failure of students to properly maintain log-in credentials to the approved online voting system.
B. Disallowing access to third-party software may prevent students from accessing online ballots.

SECTION 17: COUNTING OF THE BALLOTS

A. The Associate Director of Elections Logistics shall be responsible for ensuring the security of all ballots.
B. The Associate Director of Elections Logistics, in the presence of a minimum of two Elections Commission members, may verify ballots after the polls close on the first day of the election.
C. The Associate Director of Elections Logistics shall, in the presence of a minimum of two Elections Commission members, count all ballots after the election closes, and post the results in the lobby of the CSUN Offices upon completion, as well as distribution via social media, the CSUN website, and bulk email.

SECTION 18: CERTIFICATION OF THE ELECTION

A. The Elections Commission shall certify that the election has been conducted in accordance with all election rules, operating policies, and any other rules and guidelines governing CSUN elections including the CSUN Constitution, its Bylaws, and the Nevada Revised Statutes.

SECTION 19: OPERATING POLICIES

A. The Elections Commission Operating Policy shall be CSUN Bylaw 204.05.

SECTION 20: AMENDMENTS AND SUSPENSIONS

A. Any amendment to CSUN Bylaw 204 shall take effect immediately.
B. Amendments must pass the Internal Affairs Committee or an Executive Board meeting before being passed by the Senate.
C. Neither CSUN Bylaw 204, nor any provision contained within, may be waived or temporarily suspended once filing has begun for an election and until the election has been certified.

SECTION 21: CAMPAIGN FINANCE & EXCLUSIONARY REGULATIONS

A. CSUN Public Funds:
    1. CSUN is required to provide no less than $2,400.00 of available funds for the Senate Election Public Fund.
    2. CSUN is required to provide no less than $1,250.00 of available funds for the Executive Board Election Public Fund.
    3. The “Senate Election Public Fund” and the “Executive Board Election Public Fund” shall be known as the “Public Election Funds.”
    4. Public Election Funds will be used through the CSUN Elections and Operations Department by which candidates will have “credited funds” attributed to their expenditure forms; no candidates shall receive monetary reimbursements, payments, or other forms of liquid capital from CSUN.
    5. Public Election Funds shall be divided evenly amongst all candidates in the respective race and used for solely production of physical marketing materials for their campaign. Marketing materials include:
        i. Flyers
        ii. Posters
        iii. Banners
        iv. Postcards/Photos
        v. Foam Board Prints
        vi. Other materials outlined in the Election Rules as approved by the Elections Commission and the CSUN Senate.
        vii. Materials may not be purchased by CSUN from off-campus entities.
    6. The CSUN Elections and Operations Department and CSUN Advisor shall maintain records of purchased materials and the Associate Director of Elections Logistics shall provide records of purchased materials to the candidate(s) through email correspondence.
    7. Materials purchased using CSUN Public Election Fund shall be included in the expenditure forms of the candidates and shall count toward the total allowable expenditure of the respective candidate(s).
    8. The CSUN Election Rules shall further regulate CSUN Public Funds if necessary.
B. CSUN Election Finance Exclusionary Clause:
    1. No candidate(s) may receive funds, directly or indirectly, for the purpose of purchasing campaign materials or services from off-campus entities including, but not limited to, the following:
        i. Local businesses
        ii. Political organizations
        iii. Non-profit organizations
        iv. Individual donors
        v. Other entities as described in the Election Rules.
    2. Candidates determined by the Elections Commission as currently receiving, or having received, funds for the purpose of purchasing campaign materials or services from off-campus entities shall be disqualified.
C. RSO Endorsements and Non-Student Campaigning

1. Registered Student Organizations choosing to endorse candidates by providing resources, funding, or materials must provide no more than 120 days of financial transactions including account deposits, withdrawals, purchases, and transfers or otherwise determined by the Elections Commission.
2. Candidates may not hire, solicit, or seek out non-student campaign volunteers/staff for the purposes of engaging in active campaign-related activity on campus; candidates benefitting from non-student volunteers/staff shall be disqualified.

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.
    1. The Attorney General 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 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.
    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 may 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.

SECTION 04: ATTORNEY GENERAL OPINIONS

A. Upon request, the Attorney General shall issue advisory opinions concerning 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.

B. Copies of opinions shall be distributed to the President, Vice President, Senate President, and all Senators. Opinions are to be made available to anyone upon request.
C. All requests for the Attorney General to issue advisory opinions must be made in writing and delivered to the Attorney General.
D. Opinions originating from the Office of the Attorney General shall be solely advisory in nature and not legally binding.

CHAPTER 206: EXECUTIVE TERMS OF OFFICE

SECTION 01: TERMS OF OFFICE

A. The following officials shall serve a term beginning on May 1st of each calendar year and ending on April 30th of the following calendar year.
    1. President
    2. Vice President
B. The following officials shall serve a term beginning on the date of their appointment and ending on the term ending date of the Executive Board:
    1. Chief of Staff
    2. Attorney General
    3. Senate Secretary
    4. Directors
    5. Associate Directors
    6. Assistant Directors
    7. Any other Executive Officials not previously mentioned
C. The following appointees shall serve a term beginning on the date of their appointment and ending on the last business day of finals week as defined by the academic calendar of the Spring Semester:
    1. UNLV Student Technology Advisory Board Members
    2. UNLV Parking Committee Members
    3. UNLV Bookstore Committee Members
    4. UNLV Dining Committee Members
    5. Members of any other university committees
D. The following appointees shall serve a term beginning on the date of their appointment and ending upon completion of their assignment:
    1. All appointees to UNLV Search Committees

CHAPTER 207: SUCCESSION

SECTION 01: VACANCY IN THE OFFICE OF THE PRESIDENT

A. In the event of the vacancy in the office, or temporary absence of, the President, the Vice President shall assume the office of the President for the remainder of the term or for the duration of the temporary absence of the President with all the powers and responsibilities of that office.

SECTION 02: VACANCY IN THE OFFICE OF THE PRESIDENT AND VICE PRESIDENT

A. In the event of a vacancy in the office, or temporary absence of, both the President and Vice President, the Senate President shall assume the office of

the President for the remainder of the term or for the duration of the temporary absence of the President with all the powers and responsibilities of that office.

SECTION 03: VACANCY IN THE OFFICE OF PRESIDENT, VICE PRESIDENT AND SENATE PRESIDENT

A. In the event of the vacancy in the office, or temporary absence of, the President, Vice President and Senate President, the Senate President Pro Tempore shall assume the office of the Senate President for the remainder of the term or for the duration of the temporary absence of the Senate President with all the powers and responsibilities of that office.
B. The Senate shall nominate a CSUN member for the position of Vice President who, if approved, shall assume the office of the Vice President and immediately ascend to the office of the President.
C. The newly seated President and Senate President shall nominate a CSUN member for the position of Vice President who, if approved by the Senate, shall assume the office of the Vice President for the remainder of the term or for the duration of the temporary absence of the Vice President with all the powers and responsibilities of that office.

SECTION 04: VACANCY IN THE OFFICE OF THE VICE PRESIDENT

A. In the event of the vacancy in the office, or temporary absence of the Vice President, the Executive Board shall nominate a CSUN member to fill the vacancy with the Senate approving the nomination. The approved nominee shall assume the office of the Vice President with all the powers and responsibilities of that office

CHAPTER 208: EXECUTIVE DEPARTMENTS

SECTION 01: ESTABLISHMENT

A. There is hereby established three (3) Executive Departments: Marketing, Elections and Operations, and Legislative and Civic Affairs.
    1. The Directors shall have successfully completed no less than twenty-four (24) UNLV-recognized undergraduate credits, the last six (6) of which must be from UNLV.
    2. The Associate and Assistant Directors shall have successfully completed no less than six (6) UNLV-recognized undergraduate credits.

SECTION 02: COMPOSITION

A. Each Executive Department shall consist of a Director and Associate Directors within each department of the Executive Branch, who shall be appointed by the Executive Board with the consent of the Senate
B. The number of Associate Directors per department are to be determined by the Executive Board.

SECTION 03: DIRECTOR DUTIES

A. The duties of a Director 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 Directors of other departments to ensure that all events are properly advertised to the campus community
3. Deliver a report to the Senate at every Senate Meeting, in order to update Senators on the activities of the department
4. Conduct performance reviews of Associate Directors within the department monthly and report back to the Student Body Vice President
5. Maintain agendas, minutes, and attendance for all Department meetings
6. Attend and assist with CSUN events
7. Complete all tasks assigned by the Executive Board

SECTION 04: ASSOCIATE DIRECTOR DUTIES

A. The duties of the Associate Directors include, but are not limited to, the following:
    1. Assist the Director with the needs of the department
    2. Attend all Department meetings unless there is prior approval by the Department Director
    3. Attend and assist with CSUN events
    4. Complete all tasks assigned by the Executive Board

SECTION 05: EXECUTIVE DEPARTMENT STAFF HIERARCHY

A. Vice President
B. Directors
C. Associate Directors
D. Interns

CHAPTER 209: DEPARTMENT OF MARKETING AND SOCIAL MEDIA

SECTION 01: PURPOSE

A. There is hereby established a Department of Marketing and Social Media for the purposes of utilizing various marketing strategies and platforms to increase student awareness, enhance campus life engagement, and establish a sense of community on campus

SECTION 02: SCOPE OF PRACTICE

A. Produce cohesive, creative graphic design content for CSUN social media platforms and physical marketing efforts
B. Develop physical merchandise to properly brand CSUN
C. Formulate strategic marketing plans in partnership with other UNLV entities
D. Oversee the marketing request form used by all CSUN officials
E. All other duties contained within the CSUN Constitution and Bylaws

SECTION 03: DIRECTOR OF MARKETING AND SOCIAL MEDIA

A. The Director of Marketing and Social Media at CSUN is responsible for developing, managing, and executing digital and physical marketing strategies to promote CSUN initiatives, events, and programs. This role oversees all content creation for CSUN's official social media platforms, ensures brand consistency, and enhances student engagement through innovative marketing campaigns.
B. The duties of the Director of Marketing and Social Media include, but are not limited to, the following:
    1. Oversee the creation, scheduling, and publishing of content across all official CSUN social media platforms.
    2. Oversee the creation and promotional swag materials for distribution to the UNLV student community.
    3. Develop and implement social media strategies to increase engagement and reach.
    4. Monitor analytics and adjust social media strategies based on performance data.
    5. Assist in designing and producing promotional materials and graphics.
    6. Produce and edit videos and photography for various digital platforms to enhance student engagement.
    7. Ensure all marketing materials align with CSUN's branding guidelines.
    8. Provide guidance and direction to team members involved in marketing initiatives.
    9. Maintain an organized content calendar for upcoming posts and promotions.
    10. Work with the Associate Director of Digital Marketing and the Associate Director of Physical Marketing to ensure marketing goals are met.
    11. Deliver a report to the Senate at every Senate Meeting in order to update Senators on the activities of the department.
    12. Work with the CSUN Faculty Advisors to keep track of the departmental budget to ensure budget allocation is properly managed.
    13. Ensure timely delivery and high quality of all marketing materials.
    14. Coordinate tabling efforts.
    15. Work with the Associate Director of Physical Marketing to track inventory and manage the distribution of marketing materials.

SECTION 04: ASSOCIATE DIRECTOR OF DIGITAL MARKETING

A. The duties of the Associate Director of Digital Marketing include, but are not limited to, the following:
    1. Create logos, flyers, posters, and other digital designs using marketing software.
    2. Maintain consistency in visual branding across all materials.

3. Develop and maintain a comprehensive social media calendar.
4. Create and post engaging content on official UNLV CSUN social media platforms (Instagram, TikTok, X, YouTube, etc.).
5. Create promotional materials for UNLV promotional platforms (Involvement Newsletter, UNLV RAVE, SUES Digital Marketing, etc).
6. Implement and manage digital marketing requests and CSUN events, including mixers and bonding events/activities.
7. Utilize digital tools to streamline marketing processes.
8. Lead initiatives to refresh and maintain CSUN's visual identity.
9. Oversee and respond to direct messages from CSUN official social media platforms.
10. Ensure timely delivery and high quality of all marketing materials.

SECTION 05: ASSOCIATE DIRECTOR OF PHYSICAL MARKETING

A. The duties of the Associate Director of Physical Marketing include, but are not limited to, the following:
    1. Design and distribute flyers, posters, banners, and other promotional materials.
    2. Place orders for CSUN swag items through Integrated Graphics Services (IGS).
    3. Coordinate bulletin board postings, and other on-campus advertising methods.
    4. Ensure consistency between physical and digital marketing campaigns.
    5. Manage marketing materials for CSUN-sponsored events, including signage, merchandise, and giveaways.
    6. Track inventory and manage the distribution of marketing materials.
    7. Gather feedback from students to improve future marketing strategies.
    8. Submit reports and provide them to the Marketing Director on effectiveness and student engagement.
    9. Ensure timely delivery and high quality of all marketing materials.

CHAPTER 210: DEPARTMENT OF ELECTIONS AND OPERATIONS

SECTION 01: PURPOSE

A. There is hereby established a Department of Elections and Operations for the purposes of managing all electoral processes and fostering a positive environment for all three branches of CSUN.

SECTION 02: SCOPE OF PRACTICE

A. Manage the logistics and promotions of CSUN elections.
B. Plan team building and collaborative events to be conducted throughout the semester for each branch.
C. Plan social events, team-building, and mixers for all CSUN officials to foster internal development and strengthen collaboration.
D. All other duties contained within the CSUN Constitution and Bylaws.

SECTION 03: DIRECTOR OF ELECTIONS AND OPERATIONS

A. The Director of Elections and Operations is responsible for overseeing all electoral processes and fostering a positive environment across the three branches of CSUN. This role involves meticulous planning, coordination, and management of election procedures, team-building activities, and retreats, ensuring compliance with university policies and maintaining the integrity of the student government.
B. The duties of the Director are, but not limited to, the following:
    1. Oversee and manage all CSUN Elections, ensuring adherence to the CSUN Election Rules, Constitution, Bylaws, and all other relevant guidelines.
    2. Ensure secure and accessible voting, establish polling locations, and monitor campaign activities.
    3. Provide guidance and support to candidates, including managing campaign material requests and ensuring compliance with expenditure limits.
    4. Oversee team-building events throughout the year.
    5. Allocate departmental budget for team development and social events.
    6. Receive, review, and address election-related complaints, coordinating Elections Commission Hearings to ensure fair assessments.
    7. Oversee campaign finances, review and approve candidate expenditures, and ensure compliance with financial limits.
    8. Collaborate with the Associate Director of Elections, the Associate Director of Operations, the CSUN faculty advisor, and the Elections Commission to ensure smooth operations and effective training.
    9. Supervise the Associate Director of Elections and the Elections Commission, ensuring they are informed and trained on election processes and rules.
    10. Ensure all activities comply with federal, state, and local laws, university policies, and the CSUN Constitution and Bylaws.
    11. Maintain accurate records of election-related documents, complaints, and rulings, ensuring the proper archiving of documentation for future reference.
    12. Work with the CSUN faculty advisors to monitor the departmental budget and ensure responsible budget allocation.
    13. Deliver a report to the Senate at every Senate meeting to update Senators on the department's activities.
    14. Maintain an organized calendar for the Department of Elections and Operations.

SECTION 04: ASSOCIATE DIRECTOR OF ELECTIONS LOGISTICS

A. There is an Associate Director of Elections Logistics, who shall be appointed by the Executive Board with the consent of the Senate.
B. The duties of the Associate Director of Elections Logistics include, but are not limited to, the following:
    1. Serve as head of the electoral process.

2. Present the election rules and filing packet for each election to the Elections Commission for approval. Once approved, the rules shall then be submitted to the Senate for approval.
3. Create and make available a voter's guide for all elections in which candidates appear on the ballot.
4. Ensure that physical voting booths, if applicable, are opened and closed at their designated times.
5. Deliver a report to the CSUN Senate and Executive Board after each election cycle.
6. Serve as the chairperson for the Elections Commission and shall vote only to break a tie.
7. Maintain agendas and attendance for all meetings of the Elections Commission.
8. Shall conduct an Informational Session during the week following the closing of the filing period for both the Legislative and Executive elections.

SECTION 05: ASSOCIATE DIRECTOR OF ELECTIONS EVENTS

A. There may be an Associate Director of Elections Events who shall be appointed by the Executive Board with the consent of the Senate.
B. The duties of the Associate Director of Elections Events include, but are not limited to, the following:
    1. Coordinate, plan, and execute all CSUN election-related events in the Fall and Spring semesters in collaboration with the Director of Elections and the Associate Director of Election Logistics.
    2. Coordinate, plan, and execute all CSUN election-related tabling.
    3. Organize and facilitate signature election events, including the Spring Semester Executive Elections Debate and Fall Semester Meet-the-Candidates Forum.
    4. Develop and implement "Get Out the Vote" campaigns and events to increase voter turnout and student engagement during both election cycles.
    5. Collaborate with the CSUN Marketing Department to design and distribute promotional materials for election events (flyers, videos, social media graphics, etc.).
    6. Create event timelines and run-of-show documents to ensure smooth event execution.

SECTION 06: ASSOCIATE DIRECTOR OF OPERATIONS

A. The duties of the Associate Director of Operations include, but are not limited to, the following:
    1. Plan and organize bi-monthly CSUN bonding events, including team meetings, retreats, and social gatherings.
        a. Manage event logistics, including room selection, catering, setup, and technology needs.
        b. Maintain records of reservations, contracts, and event logistics.
    2. Work closely with the Director of Elections & Operations to streamline internal processes.

3. Assist with budget planning and financial tracking related to operational activities.
4. Serve as a point of contact for internal team-building initiatives.
5. Manage scheduling and booking processes for executive department activities.
6. Create an annual end-of-the-year gathering for all CSUN Officials.

CHAPTER 211: DEPARTMENT OF INCLUSION, DIVERSITY, EQUITY, ADVOCACY, AND LEGISLATIVE AFFAIRS (IDEAL)

SECTION 01: PURPOSE

A. There is hereby established a Department of Inclusion, Diversity, Equity, Advocacy, and Legislative Affairs (IDEAL) for the purposes of providing development and implementation of strategies to advance legislative initiatives that represent the interests of Students of the University of Nevada, Las Vegas and to expand civic education, inclusion, diversity, equity, advocacy, and engagement at all levels of government and within the campus community.

SECTION 02: SCOPE OF PRACTICE

A. Promote civic education by coordinating with Las Vegas municipal, Clark County, Nevada, and Federal governments to provide workshops and internship/employment opportunities to students.
B. Encourage students who are Nevada citizens to register to vote, and to connect non-Nevadan U.S. citizens to resources to vote in their jurisdiction of residence
C. Connect students to their elected leaders at all levels of government, including hosting nonpartisan town halls on campus.
D. Provide support and advocacy for students seeking permanent residency or United States citizenship.
E. Collaborate with Registered Student Organizations to effectively communicate on issues that impact our community.
F. Conduct lobbying trips, as directed by the President, to the seats of governments to advocate for student interests.
G. Raise awareness around the NSHE Board of Regents actions, votes, and behavior to promote accountability and transparency.
H. All other duties contained with the CSUN Constitution and Bylaws.

SECTION 03: DIRECTOR OF INCLUSION, DIVERSITY, EQUITY, ADVOCACY, AND LEGISLATIVE AFFAIRS

A. The Director of IDEAL Affairs at CSUN is responsible for promoting civic engagement, governmental awareness, student advocacy, diversity, equity, and inclusion initiatives within CSUN. This role serves as the primary liaison between students and government entities at the municipal, state, and federal levels,

ensuring students have access to civic education, voting resources, and legislative advocacy opportunities.

B. The duties of the Director of IDEAL Affairs include, but are not limited to, the following:
    1. Coordinate with Las Vegas municipal, Clark County, Nevada, and federal government agencies to provide student civic education workshops and internship/employment opportunities.
    2. Host nonpartisan town halls, panel discussions, and information sessions to connect students with elected leaders.
    3. Promote awareness of upcoming elections, ballot measures, and voter deadlines.
    4. Organize advocacy trips, as directed by the CSUN President, to advocate for student interests at government offices.
    5. Monitor and raise awareness of NSHE Board of Regents actions, decisions, and policies to promote accountability and transparency.
    6. Collaborate with Registered Student Organizations (RSOs) and community groups to communicate and address issues impacting students.
    7. Work closely with Directors of other departments to ensure that all events are properly advertised to the campus community.
    8. Deliver a report to the Senate at every Senate Meeting to update Senators on the department's activities.
    9. Work with the CSUN Faculty Advisors to monitor the departmental budget and ensure proper budget allocation.

SECTION 04: ASSOCIATE DIRECTOR OF LEGISLATIVE AFFAIRS

A. The Duties of the Associate Director of Legislative Affairs include, but are not limited to, the following:
    1. Promoting civic education and engagement among the UNLV student body and connecting students' concerns to their leaders in public office.
    2. Updating CSUN and UNLV students on legislative changes happening at the NSHE Board of Regents level and any other projects.
    3. Create infographics on information shared with the student body in fun, trending, and relatable ways.
    4. Relay information to CSUN officials about any NSHE Board of Regents updates or decisions to keep CSUN well-informed.
    5. Advocate for students of all backgrounds by holding or assisting with events informing students about political rights, local government, and civic programs.

SECTION 05: ASSOCIATE DIRECTOR OF DIVERSITY, EQUITY, INCLUSION, AND ADVOCACY

A. The Duties of the Associate Director of Diversity, Equity Inclusion, and Advocacy include, but are not limited to, the following:
    1. Develop programs and initiatives that enhance inclusivity and equity on campus.

2. Advocate for policies that support underrepresented and historically marginalized student populations.
3. Advocate for all students by holding or assisting with Heritage Month kickoffs and events.
4. Partner with Registered Student Organizations (RSOs) to address social justice issues affecting students.
5. Assist the Director of Inclusion, Diversity, Equity, Advocacy, and Legislative Affairs in coordinating advocacy trips and town halls focused on DEIA-related topics.
6. Connect students with advocacy resources and opportunities to engage in civic discourse.
7. Develop and implement awareness campaigns related to public health, safety, and student well-being, including but not limited to Sexual Assault Awareness Month, Domestic Violence Awareness, Cancer Awareness Months, Mental Health Awareness, and related initiatives.
8. Plan and coordinate philanthropic volunteer initiatives that support on-campus and community needs, including but not limited to food pantry support, clothing drives, hygiene product drives, and other basic needs programming.

TITLE III: THE JUDICIAL BRANCH

CHAPTER 301: JUDICIAL BRANCH

SECTION 01: JUDICIAL COUNCIL

A. In accordance with the CSUN Constitution, the Judicial Council shall publish an Operating Policy at their first meeting of each semester and present it to the Senate at the first meeting in both October and in March.

TITLE IV: TREASURY

CHAPTER 401: TREASURY

SECTION 01: TREASURY; REFERENCES; FUNDS WITHIN TREASURY

A. IN GENERAL
    1. The government of CSUN has a Treasury which consists of two primary divisions as follows:
        i. Annual Operating Budget
        ii. Interest Bearing Account
B. REFERENCES TO TREASURY
    1. Any reference to the Treasury in any law, regulation, report, or other document shall be deemed to be a reference to the funds placed in the Annual Operating Budget unless the context indicates otherwise.
C. ANNUAL OPERATING BUDGET
    1. There is established an Annual Operating Budget

D. INTEREST BEARING ACCOUNT
    1. There is established an Interest-bearing account which shall be used to store all excess revenues from previous CSUN budgets, and used for expenses which meet at least one of the following criteria:
        i. Long-term projects, the benefits of which impact the entire student body.
        ii. Emergency funding items that impact the entire student body.
        iii. Projects in which the capital encumbered from the Interest-bearing Account will be matched by an external source not associated with a CSUN account.
    2. All bills requiring the appropriation of funds from the Interest-bearing account shall pass through the Ways and Means Committee.

SECTION 02: DISBURSEMENT OF FUNDS FROM TREASURY

A. No funds shall be released from the treasury without proper fiscal approval from the Senate in the form of the CSUN Fiscal Year Budget.
    1. The following items do not require further Senate approval upon passage of the CSUN Fiscal Year Budget:
        i. Expenditures from a line designated to support the stated mission of a specific Department/Committee/Office, as outlined in the Operating Policy of said Department/Committee/Office.
        ii. Stipend Disbursements
        iii. Sponsorships as outlined in the CSUN Sponsorship Bylaws
        iv. Scholarships as outlined in CSUN Scholarships Bylaws
        v. CSUN Office Expenditures i.e. Utilities, Office Supplies, Cart Maintenance, Dry Cleaning, Front Desk Workers, etc.
        vi. Overhead, Salaries, and Fringe Benefits for the CSUN Business Operations Coordinator and Faculty Advisor
    2. The following items do require further Senate approval upon passage of the CSUN Fiscal Year Budget:
        i. Expenditures from the Discretionary Line
        ii. Spending from a line that does not support the stated mission of a specific Department/Committee/Office, as outlined in the Operating Policy of said Department/Committee/Office
        iii. Creation of Sponsorships
        iv. Creation of Scholarships
        v. Creation of stipend positions
        vi. CSUN associated travel
        vii. Student Organization Funding
B. In accordance with Article IX, Section B of the CSUN Constitution, all expenditures shall require the signatures of two Executive Board members and shall require the signature of the Business Operations Coordinator or that of their agent, in accordance with mutually accepted fiscal procedures established by CSUN and the Office of the President.

C. All spending associated with CSUN shall be made publicly available in an easily digestible format for the public to review.

SECTION 03: SUIT TO REQUIRE RELEASE OF FUNDS

A. When any official who has the lawful duty to approve the disbursement of funds from accounts of CSUN fails to carry out such duty, the injured party may file with the Judicial Council for a writ of mandamus requiring the official to approve the release of funds.

CHAPTER 402: ANNUAL OPERATING BUDGET

SECTION 01: ESTABLISHMENT

A. There is established an Annual Operating Budget which must be used to receive all revenues and account for all expenditures not otherwise provided by law to be accounted for in any other budget.

SECTION 02: ACCOUNTING POLICY

A. Governmental funds must be appropriated by focusing upon a determination of financial position and changes in financial position, rather than upon a determination of net income.

SECTION 03: SOURCES OF REVENUE

A. The Annual Operating Budget shall consist of revenues realized from the following sources:
    1. Student fees assessed in support of CSUN.
    2. Investment and endowment income.
    3. Balances of unused revenues and appropriations from the current fiscal year.
    4. Other money deposited into the Annual Operating Budget or accounts under the Annual Operating Budget.

SECTION 04: EXPENDITURES AND LIMITATIONS

A. The Annual Operating Budget shall account for all operational expenditures of CSUN. No funds contained in the Annual Operating Budget shall be used for capital spending unless the Senate explicitly provides for such capital spending by law.
B. Total CSUN compensation, paid to officers or officials, shall not exceed 22.5% of the total annual CSUN budget.
C. No less than thirty percent (30%) of the total annual CSUN budget shall be allocated to funding for the Student Organizations Funding Line item.

SECTION 05: ACCOUNTS

A. Annual Operating Budget accounts shall be created and maintained within this section, and at the direction of the Senate, to segregate revenues and expenditures among the various branches, departments, programs, and services of CSUN.
B. The Annual Operating Budget accounts are as follows:
    1. CSUN – General Account: PG21954
    2. CSUN – Interest Bearing Account: PG22172

CHAPTER 403: THE BUDGET PROCESS

SECTION 01: FISCAL YEAR

A. The fiscal year of the Treasury begins on July 1 of each year and ends on June 30 of the following year. Accounts of receipts and expenditures required under law to be published each year shall be published for the fiscal year no later than December 31 following the fiscal year.

SECTION 02: BUDGET CEILING

A. Budget outlays of CSUN for a fiscal year may not be more than the receipts of CSUN for that year.

SECTION 03: BUDGET AND APPROPRIATIONS AUTHORITY OF THE PRESIDENT

A. The President shall prepare budgets of CSUN under Section 05 of this title. To the extent practicable, the President shall use uniform terms in stating the purposes and conditions of appropriations.
B. Except as provided in this Title, the President shall prescribe the contents and order of statements in the budget on expenditures and estimated expenditures and statements on proposed appropriations and information submitted with the budget and proposed appropriations. This subsection does not limit the authority of the Ways and Means Committee to request information in a form it prescribes.
C. When the President makes a basic change in the form of the budget, the President shall submit with the budget information showing where items in the budget for the prior fiscal year are contained in the present budget. However, the President may change the functional categories in the budget only in consultation with the Ways and Means Committee. The Committee shall receive prompt notification of all such changes.
D. The President shall develop programs and prescribe regulations to improve the compilation, analysis, publication, and dissemination of statistical information by executive departments in order to enhance fiscal efficiency.
E. Under regulations prescribed by the President, each agency shall provide information required by the President in carrying out this chapter. The President has access to, and may inspect, records of an agency to obtain information.

SECTION 04: BUDGET CONTENTS AND SUBMISSION TO SENATE

A. The President shall submit a proposed annual budget for CSUN for the following fiscal year to the Ways and Means Committee no later than May 31st. Each budget shall include a budget message and summary and supporting information. The President shall include in each budget the following:
    1. Information on activities and functions of CSUN.
    2. When practicable, information on costs and achievements of CSUN programs.
    3. Other desirable classifications of information.
    4. A reconciliation of the summary information on expenditures with proposed appropriations.
    5. Except as provided in subsection b, estimated expenditures and proposed appropriations the President decides are necessary to support CSUN in the fiscal year for which the budget is submitted.

6. Estimated receipts of CSUN in the fiscal year for which the budget is submitted.
7. An analysis of changes between the last fiscal year's budget and this fiscal year's budget including things such as appropriations, expenditures, and receipts of CSUN in the prior fiscal year.
8. Balanced statements of the:
    i. Condition of the Treasury at the end of the prior fiscal year;
    ii. Estimated condition of the Treasury at the end of the current fiscal year; and
    iii. Estimated condition of the Treasury at the end of the fiscal year for which the budget is submitted if financial proposals in the budget are adopted.
9. Other financial information the President decides is desirable to explain in practicable detail the financial condition of CSUN.
10. For each proposal in the budget for legislation that would establish or expand a CSUN activity or function, a table showing the amount proposed in the budget for appropriation and for expenditure because of the proposal in the fiscal year for which the budget is submitted.
11. Allowances for additional estimated expenditures and uncontrollable expenditures for the fiscal year for which the budget is submitted.
12. A statement of budget authority, proposed budget authority, budget outlays, and proposed budget outlays, and descriptive information in terms of a detailed structure of needs that refers to the missions and programs of departments.

B. Proposed appropriations for the legislative branch and judicial branch shall be submitted to the President no later than May 15th for consideration and inclusion in the proposed budget.
C. The Ways and Means Committee shall submit a final version of the proposed budget to be voted on by the full Senate no later than June 15th.

CHAPTER 404: STIPEND POSITIONS

SECTION 01: DISBURSEMENT OF STIPENDS

A. Stipends shall be awarded to CSUN officials via the UNLV Payroll Office in twelve monthly installments and prorated for the amount of time served.
B. Stipends shall be paid on the first UNLV business day of the month for work performed during the previous month.
C. No additional stipends shall be awarded.
D. All funds not disbursed that are allotted for stipends within the fiscal budget shall be proactively moved to the CSUN Discretionary line item, as made available.

SECTION 02: REQUIREMENTS OF STIPEND POSITIONS

A. All stipend positions must maintain eligibility in CSUN, in accordance with established guidelines in the CSUN Constitution.
    1. Officers and Officials who fail to meet the requirements to hold an elected or appointed position within CSUN shall be dismissed.

B. All stipend positions must perform the duties associated with their positions, as outlined in the CSUN Bylaws.
C. All stipend positions shall complete monthly outreach hours as assigned by the supervising official of their branch.
D. All stipend positions shall serve no less than 8 hours of outreach per month.
    1. Or the equivalent as approved by the individual's presiding officer.
E. All stipend positions shall maintain office hours, as designated by their presiding officer.
    1. All senators shall maintain at least two office hours per week, under the approval of the Senate President, which shall be published on the official CSUN website
F. The supervising official for each division of CSUN may, at their discretion, ensure that office hours are completed for those in their charge and may assign alternative or additional duties for those officials who are unable to, or fail to, fulfill their office hour duties. The supervising officials shall be as follows:
    1. The President for the Executive Branch.
    2. The Senate President for the Legislative Branch.
    3. The Chief Justice for the Judicial Branch.
G. The supervising official is responsible for maintaining a record proving completion of assigned outreach hours for every official they supervise.

SECTION 03: STIPEND REDUCTION ADJUDICATION

A. In the event a CSUN official fails to perform their duties, the supervising official for each branch as outlined above shall submit a complaint to the Internal Affairs committee for the reduction of a stipend.
B. If after hearing the item, the Internal Affairs committee determines that there is sufficient evidence to warrant a violation of the stipend requirements and approves a reduction in stipend, an Internal Directive shall be submitted to the Senate President for approval at the next appropriate Senate meeting.
C. If approved by the Senate, the reduction shall be assessed on the next regularly scheduled disbursement.

CHAPTER 405: EXECUTIVE BRANCH COMPENSATION SCHEDULE

SECTION 01: ESTABLISHMENT OF LEVELS

A. There is hereby established an Executive Schedule for the compensation of executive branch members of the Consolidation.
B. Levels of Pay:
    1. The annual rate of pay at each level is as follows:
        i. Level I: $8,000.00
        ii. Level II: $7,000.00
        iii. Level III: $4,500.00
        iv. Level IV: $3,500.00
        v. Level V: $3,000.00
        vi. Level VI: $2,500.00
        vii. Level VII: $1,000.00

SECTION 02: OFFICIALS COVERED BY SCHEDULE

A. The following executive branch members are included in the Schedule:
    1. Level I:
        i. President
    2. Level II:
        i. Vice President
        ii. Senate President
    3. Level III:
        i. Attorney General
    4. Level IV:
        i. Chief of Staff
        ii. Directors
    5. Level V:
        i. Senate Secretary
    6. Level VI:
        i. Associate Directors
    7. Level VII:
        i. Assistant Directors

CHAPTER 406: LEGISLATIVE BRANCH COMPENSATION

SECTION 01: COMPENSATION

A. A Senator shall receive in full for their services during the term for which they shall have been elected an annual compensation based on the level of pay they reside under, which shall be paid in twelve monthly installments.

SECTION 02: ESTABLISHMENT OF LEVELS

A. There is hereby established a Legislative Schedule for the compensation of legislative officers of the Consolidation.
B. The Levels of Pay:
    1. The annual rate of pay at each level is as follows:
        i. Level I: $4,000.00
        ii. Level II: $3,750.00
        iii. Level III: $3,500.00
        iv. Level IV: $3,000.00
        v. Level V: $2,500.00

SECTION 03: OFFICIALS COVERED BY SCHEDULE

A. The following legislative officers are included in the Schedule:
    1. Level I:
        i. Senate President Pro Tempore
    2. Level II:
        i. Ways & Means Chair
    3. Level III:
        i. All Other Standing Committee Chairs of the Senate
    4. Level IV:
        i. Vice Chairs
    5. Level V:

i. Standard base pay for Senators that are not Chairs

CHAPTER 407: JUDICIAL BRANCH COMPENSATION

SECTION 01: COMPENSATION OF JUSTICES

A. A Justice shall receive in full for their services during the term for which they shall have been appointed compensation based on the level of pay they reside under in, paid in twelve monthly installments.

SECTION 02: ESTABLISHMENT OF LEVELS

A. There is hereby established a Judicial Schedule for the compensation of judicial officers of the Consolidation.
B. Levels of Pay:
    1. The annual rate of pay at each level is as follows:
        i. Level I: $2,500.00
        ii. Level II: $2,000.00
        iii. Level III: $1,500.00

SECTION 03: OFFICIALS COVERED BY SCHEDULE

A. The following judicial officers are included in the Schedule:
    1. Level I:
        i. Chief Justice
    2. Level II:
        i. Associate Chief Justice
    3. Level III:
        i. Associate Justices

CHAPTER 408: ANNUAL STUDENT ASSOCIATION FEE ASSESSMENT

SECTION 01: ESTABLISHMENT

A. As outlined in Article II of the Constitution, a review of the CSUN Student Association Fee must occur annually, which will inform the President's decision whether or not to pursue an increase to the CSUN Student Association Fee for the subsequent academic year.

SECTION 02: WORKGROUP ON STUDENT ASSOCIATION FEE ASSESSMENT

A. There is hereby established a Workgroup on Student Association Fee Assessment for the purpose of advising the President on whether or not to pursue an increase to the CSUN Student Association Fee for the subsequent academic year.
B. The Workgroup shall be composed of the President, who shall be its chair, at least two members of the Executive Branch, at least two members of the Legislative Branch, and at least one undergraduate student not currently serving a role within CSUN.
    1. With the exception of the President, members of the Workgroup must be confirmed by the Senate for a term beginning on or after May 1 and ending on September 30.

C. As soon as all members of the Workgroup have been appointed, the Workgroup shall schedule a meeting within 14 calendar days to receive a report from the CSUN Business Manager regarding the annual operating budget and expenditures for the previous, current, and upcoming academic years.
D. By August 15 of each year, the Workgroup must then schedule a meeting with the Vice President for Student Affairs to discuss the status of CSUN's finances and current CSUN Student Association Fee.
E. At the first Senate meeting of the fall semester, the President must present a report to the Senate summarizing the fiscal state of CSUN and the President's decision as to whether or not an increase to the CSUN Student Association Fee should be pursued for the following academic year.
    1. If the President recommends pursuing an increase to the CSUN Student Association Fee, then the Senate must either approve or deny the request by September 20.

SECTION 03: FEE INCREASE REQUEST TO BOARD OF REGENTS

A. If a fee increase is to be pursued the President, in consultation with the Vice President for Student Affairs, must submit the Board of Regents agenda item request to the UNLV President's office by September 30.

SECTION 04: PUBLICATION OF THE FEE

A. It shall be the duty of the CSUN Advisor to ensure that the CSUN Student Association Fee is published on the CSUN website in accordance with Article II, Section B(2) of the Constitution.

TITLE V: OATHS OF OFFICE

CHAPTER 501: AUTHORIZATION TO ADMINISTER

SECTION 01: OFFICIALS AUTHORIZED TO ADMINISTER

A. The Chief Justice shall administer an oath of office to each officer prior to their taking office.
B. In the absence of the Chief Justice, the Associate Chief Justice or another Justice of the Judicial Council shall administer the oath of office.
C. In the absence of a Justice, a Notary Public duly appointed by the Secretary of State of the State of Nevada, and chosen by the Student Body President, may administer the Oath of Office.

SECTION 02: OATH OF OFFICE

A. The Oath of Office shall read as follows:
    1. "I do solemnly swear (or affirm) that I will faithfully execute the office for which I have been elected (or appointed) and will to the best of my ability preserve, protect, and defend the CSUN Constitution, its Bylaws, and other laws of and within the United States, the State of Nevada.".

SECTION 03: REQUIREMENT OF SERVICE

A. No officer shall take office prior to receiving and affirming the oath of office as set forth in the CSUN Constitution.

TITLE VI: OPEN MEETINGS

CHAPTER 601: OPEN MEETINGS

SECTION 01: PURPOSE

A. The purpose of this policy is to provide a definite course of action for the production, filing and retrieval of public documents produced by CSUN.

SECTION 02: REFERENCES TO NEVADA REVISED STATUTES

A. Any references made to Nevada Revised Statutes shall apply to such provisions as indicated, or their successors.

SECTION 03: ADMINISTRATION

A. Unless the context indicates otherwise, the chief administrator of the provisions of this Act shall be:
    1. The President, or a designee, for the Executive Branch.
    2. The Senate President, or a designee, for the Legislative Branch.
    3. The Chief Justice, or a designee, for the Judicial Branch.

SECTION 04: POLICY REGARDING OPEN MEETING LAW REQUESTS

A. POLICY STATEMENT:
    1. The Nevada Open Meeting Law (NRS 241 et seq.) requires a public body to make available for inspection all public records of that body. The law also requires that copies of certain documents be provided free of charge to any member of the public who so requests. This act governs the related policy of CSUN.
B. REQUESTS FOR DOCUMENTS UNDER NRS 241.020:
    1. Upon request CSUN will provide at no charge one copy of:
        i. An agenda for a public meeting;
        ii. A proposed ordinance or regulation which will be discussed at the public meeting; and
        iii. Any other supporting material provided to the members of the public body for an item on the agenda, except materials:
            a. submitted to the public body pursuant to a nondisclosure or confidentiality agreement;
            b. pertaining to the closed portion of such a meeting of the public body; or
            c. declared confidential by law.
C. Supporting material typically includes draft minutes, proposed legislation, budget requests, budget reconciliation publications and other related documents.
D. Draft minutes shall only be provided under this section until their approval. After their approval, minutes may be requested as public records pursuant to section 04 of this Chapter.

E. A request for material shall be made in writing to the Presiding officer of committee or their designee.
F. Material shall be made available to the public when it is made available to members of the public body.

SECTION 05: REQUESTS FOR PERSONAL NOTICE OF MEETINGS

A. CSUN will provide notice of meetings upon a request made in writing for a certain board for extended periods of time without having to file separate requests. The request should indicate the following:
    1. The body for which notice is requested.
    2. The email address to which said notice should be sent.
B. Such requests shall be valid for six months from the date of receipt or until a time specified by the requestor, whichever is shorter.
C. Requests shall be directed to the Presiding Officer or their designee.

SECTION 06: POLICY REGARDING REQUESTS FOR PUBLIC RECORDS

A. The minutes of a public body are deemed public records. Requests for minutes and exhibits shall be subject to the following policy. Documents kept in the custody of University Archives are not subject to this policy.
B. REQUESTS:
    1. Requests for access to public records shall be filed with the CSUN Attorney General. Requests which require extraordinary use of resources may be subject to the fee schedule in subsection (c) of this section.
C. FEE SCHEDULE
    1. Copies at $0.10 per page.
    2. People who make requests that require extraordinary use of resources of personnel will be charged an hourly fee of $11.00. Such extraordinary use of resources shall include, but is not limited to, searches that take in excess of 45 minutes, searches for archived documents, and copies for electronic audio recordings of meetings.
    3. Audio Recordings: $5.00 per meeting.
    4. Persons making requests shall be advised of the foregoing fee schedule in advance of processing a request and provided with a fee estimate for the request.

SECTION 07: AUTHENTICITY OF RECORDS

A. DOCUMENT OF RECORD
    1. Except as otherwise provided by law, only the designated original printed copy of agendas, minutes, legislation and other documents shall be considered the document of record.
B. SIGNATURE:
    1. Documents requiring that a signature be affixed shall be official only when they bear an original signature of the proper official.

SECTION 08: AGENDAS AND SUPPORTING MATERIAL

A. AGENDAS
    1. The presiding officer of a public body under the jurisdiction of CSUN:

i. Shall have the appropriate power to set the agenda for their respective public body;
ii. Shall publish and post agendas in accordance with the Nevada Open Meeting Law;
iii. Shall file a PDF copy of the agenda and all supporting material to the appropriate folder on the CSUN Public Google Folder.

B. DEFINITION:
1. Supporting material includes, without limitation, any item provided to a public body for consideration of an agenda item. For the purposes of CSUN, this includes applications, budget requests, letters, and any other relevant documents.

C. DISTRIBUTION OF AGENDAS:
1. For the Senate and its committees, the Senate President, chair, or their designee, shall:
i. Distribute copies of the agenda and supporting material as directed; and
ii. Ensure that at least one copy of the agenda and supporting material are available for public inspection at a meeting.

D. CANCELLATION NOTICE:
1. In the event of a meeting cancellation, the presiding officer shall make arrangements for the posting and distribution of a cancellation notice.

E. CONTENT OF AGENDAS:
1. Each agenda shall contain the following elements, pursuant to Nevada Open Meeting Law:
i. The time, place, and location of the meeting.
ii. A list of locations where the notice was posted.
iii. A list of all topics scheduled to be considered during the meeting including a clear description of each item on the agenda.
iv. A clear denotation of items on which action may be taken.
v. An item designated for public comment. The agenda shall also include the following statement: “Action may not be taken on the matters considered during this period until specifically included on an agenda as an action item. Public comment may be limited to three minutes per person at the discretion of the chair. Public comment may be taken on each action item.”
vi. The following statement regarding consideration of agenda items out of order presented: “Agenda items may be considered out of order at the discretion of the chair.”
vii. The following statement regarding assistance and accommodations for persons with a disability: “CSUN supports providing equal access to all programs for persons with a disability. Reasonable efforts will be made to assist and accommodate persons with a disability desiring to attend the meeting. Please contact CSUN prior to the event or meeting.”
viii. The following statement regarding requests for supporting material: “Requests for supporting material for an agenda item should be

directed to the presiding chair of the body in question." All other inquiries should be directed to the CSUN Attorney General.

ix. The agenda need not contain a notice as to what time it was posted, but sufficient proof of posting in compliance with Nevada Open Meeting Law shall be executed by the person who posted the agendas.

F. POSTING OF AGENDAS:
   1. Agendas shall be posted in the following manner:
      i. A copy shall be posted at:
         a. The bulletin board at the CSUN front office; SU 316
         b. The first and seventh floor of FDH; posted by the UNLV Office of Media Relations, once agendas are emailed to mediarelations@unlv.edu
         c. Two additional public locations on the UNLV Campus as specified on the agenda.
      ii. Each copy shall be timestamped and posted no later than 9:00 am, three business days prior to a meeting. (NRS 241.020)
      iii. Only the current agenda and the prior meeting's agenda should remain posted at any physical location.
      iv. A PDF copy of the agenda, with all supporting material, shall be filed to the appropriate folder in the CSUN Public Google Folder.

G. COMPLIANCE:
   1. The Presiding Officer or their designee shall complete a Compliance Form at least three business days prior to the scheduled meeting. The form can be acquired from the Attorney General.
   2. The Compliance Form shall require the following information:
      i. Name of Board or Committee
      ii. Date, Time, and Location of scheduled meeting
      iii. The four locations the agenda will be posted
   3. A PDF copy of the agenda and corresponding documents shall be filed to the appropriate folder in the CSUN Public Google Folder.

SECTION 09: MINUTES

A. The following policy shall be followed as it relates to the taking and filing of minutes.

B. DEFINITION:
   1. In this section, "Secretary" means the person appointed to carry out the functions of the secretary of the public body.

C. MINUTES:
   1. The Secretary shall:
      i. take minutes at assigned meetings and as required by law;
      ii. make proper arrangements for the audio recording of each meeting; and
      iii. distribute paper or electronic copies of draft and approved minutes as needed, and exhibit only as requested, within 48 hours of adjournment of the meeting and no later than 12 hours before the next scheduled meeting of the same body whenever possible.

D. COMMITTEE MINUTES:
    1. The Vice Chair of each committee or board shall:
        i. take minutes at each meeting as required by this Chapter and the appropriate law;
        ii. distribute paper or electronic copies of the minutes to members of the body;
        iii. perform all other duties determined to be necessary by the presiding officer.
    2. The Vice Chair shall not be the custodian of documents. The custodian of documents shall be the President, or a designee, for the Executive Branch, the Senate President, or a designee, for the Legislative Branch, and the Chief Justice, or a designee, for the Judicial Branch.

E. CONTENT OF MINUTES:
    1. The minutes shall include the following:
        i. A record of the roll call at the beginning of the meeting, and at the commencement of the meeting following a recess, which should make note of the presiding officer and the attendance of the members.
        ii. On each motion, the disposition of the motion and the announced abstentions.

F. DOCUMENTS:
    1. In the process of maintaining the minutes, the Secretary shall:
        i. Maintain an original file of exhibits to include the following:
            a. Roll call vote tally sheets.
            b. Audience sign-in sheets.
            c. Reports to the body.
            d. Material submitted for the body's consideration.
            e. Printed material from a member of the public, who asks for the material to be included in the record, provided the material is relevant to the topic being considered.
            f. Other items ordered to be included with the record.
        ii. Publish signed draft minutes, after a board meeting, to be approved by that body.
        iii. Publish approved minutes after a board has approved the draft minutes.
        iv. Provide copies of draft and approved minutes to the President, or their designee, for the Executive Branch, the Senate President, or their designee, for the Legislative Branch, or the Chief Justice, or their designee, for the Judicial Branch.

G. TEMPLATE:
    1. The CSUN Chief of Staff is authorized to create a template for each public body to assist the presiding officer in the preparation of the minutes and to provide for a uniform appearance of government documents.

SECTION 10: PUBLICATION OF MINUTES

A. A PDF copy of the approved minutes shall be stored in the appropriate folder on the CSUN Public Google Folder (folder is linked to the unlv.edu/csun website).

SECTION 11: PRODUCTION AND FILING OF AUDIO RECORDINGS

A. CSUN shall audio record each meeting of a body subject to Nevada Open Meeting Law under the jurisdiction of CSUN.
B. The Secretary of a public body or a designated person shall be responsible for recording each meeting.
C. Meeting recordings shall be stored in the appropriate folder on the CSUN Public Google Folder (folder is linked to the unlv.edu/csun website).

SECTION 12: PUBLICATION OF DOCUMENTS ON THE INTERNET

A. It is the policy of CSUN to publish on the CSUN website (www.unlv.edu/csun) agendas, minutes, legislation reports, governing documents, and any other document that, in the opinion of the Executive Board, acting jointly with the presiding officer of a public body, the public will benefit from its publication.
B. Documents shall be published in PDF in the appropriate folder on the CSUN Public Google Folder (linked to the agenda and minutes section of the unlv.edu/csun website), until such time as the University Archives publishes them in searchable PDF format.
C. The respective presiding officer shall provide for the publication of documents on the CSUN Public Google Folder.
D. No document shall be published on the Internet without the appropriate redaction as may be required by law to ensure the confidentiality of certain information.

TITLE VII: PROCLAMATIONS

CHAPTER 701: PERMANENT SEAT

SECTION 01: PERMANENT SEAT OF GOVERNMENT

A. The UNLV Student Union shall be the permanent seat of government for CSUN.

SECTION 02: PUBLIC OFFICES AT SEAT OF GOVERNMENT

A. All offices of CSUN attached to the seat of government shall be exercised in the UNLV Student Union, and not elsewhere, except as otherwise expressly provided by law.

SECTION 03: REMOVAL FROM SEAT OF GOVERNMENT

A. In case of a catastrophic emergency at the seat of government, the President may permit and direct the removal of any or all the public offices to such a place or places as they shall deem most safe and convenient for conducting public business, but in no case shall the offices be removed from the City of Las Vegas, Nevada.

TITLE VIII: SCHOLARSHIPS

CHAPTER 801: SCHOLARSHIPS

SECTION 01: ESTABLISHMENT

A. There are hereby established CSUN Scholarships to be distributed to qualified members of CSUN who are actively working toward a degree, and meet the

established criteria as determined by the CSUN Scholarship and Grants Committee.

SECTION 02: GENERAL SCHOLARSHIP STIPULATIONS

A. Any student receiving a stipend from the CSUN government shall not be considered for any CSUN scholarship.
B. A student in an elected or appointed position within CSUN, who is not receiving a stipend, may be considered for a CSUN scholarship but shall not serve on the Scholarships and Grants Committee.
C. A student in an elected or appointed position within CSUN, who is not receiving a stipend, may be considered for a CSUN scholarship, and may serve on the Scholarships and Grants Committee, so long as they are not involved in scoring the applications for the scholarship(s) they had applied for; these individuals should also not be involved in the approval of recipients for the scholarship(s) they had applied for.

SECTION 03: SCHOLARSHIP APPLICATION PERIOD

A. The scholarship application period shall begin on January 25 and shall end on March 31 of each academic year, unless otherwise approved by the CSUN Scholarships and Grants Committee and CSUN Senate with a simple majority vote.
    1. If there are exceptions to these statements regarding the standard application period, clarification regarding the dates that the specific scholarship application period will open and close will be indicated in the applications.

SECTION 04: PROMOTION OF CSUN SCHOLARSHIPS

A. CSUN shall make a concerted effort to ensure that all eligible students are made aware of the availability of CSUN-funded scholarships through a variety of means including, but not limited to, posting printed materials throughout the campus, posting online via the CSUN website and social media, delivering via email to contact lists, during classroom speaking engagements, and at marketing tables on campus and at appropriate UNLV and CSUN events.

SECTION 05: SCHOLARSHIP AWARDS

A. CSUN shall meet the financial obligations of scholarships under this program through an allocation of funds in the presentation of the annual budget.
B. All scholarships shall be awarded by July 1 of each academic year, unless otherwise approved by the CSUN Scholarships and Grants Committee and CSUN Senate with a simple majority vote.
C. A recipient may receive no more than two (2) CSUN Scholarships within a single academic year.

SECTION 06: ACCOUNTABILITY

A. During the scholarship disbursement period, if any scholarship recipient receives a stipend from CSUN, the scholarship will be forfeited in its entirety.
B. Any scholarship recipient who fails to meet the established requirements for the respective scholarship or fails to maintain the requirements during the

scholarship disbursement period, will forfeit the amount of the scholarship for the semester in question.

C. All scholarship applicants shall authorize UNLV Professional Staff Members to verify scholarship eligibility.
D. The CSUN Scholarships and Grants Committee has the right to request that exceptions be made to any requirement and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 802: SCHOLARSHIP APPLICATION PROCESS

SECTION 01: ESTABLISHMENT

A. There is hereby established a CSUN Scholarship Application Process which shall be followed for the proper receipt of all valid applications for CSUN scholarships.

SECTION 02: SCHOLARSHIP APPLICATION

A. All applicants for CSUN scholarships shall submit information via the official CSUN Scholarship Application located on the CSUN website.
B. The official CSUN Scholarship Application shall request of applicants the following information:
    1. Full name, NSHE number, e-mail address, phone number and class standing.
    2. Questions with the purpose of establishing qualifications for the various CSUN scholarships.
    3. Essay questions with the purpose of describing experiences relating to the specific CSUN scholarships for which the applicant will be considered.
    4. Any other information deemed necessary by an individual scholarship.
C. The following statement regarding the accuracy of the information provided: “I certify that the information given herein is true and complete to the best of my knowledge.”
D. The following statement regarding CSUN: “I certify that I will not be receiving a stipend for an elected or appointed position within CSUN during the academic year for which these scholarships will be awarded.”
E. The following statement regarding the scholarship requirements: “I understand that my application will not be accepted if I have not met the requirements outlined above.”
F. The following statement regarding the return of funds: “I understand that I will be required to return some or my entire CSUN scholarship award if I fail to meet the eligibility requirements for the duration of the scholarship disbursement period, and that any chargeback may appear on my UNLV account.”
G. The following statement regarding verification: “I authorize UNLV Professional Staff to verify my eligibility for all CSUN scholarships which includes registration status, unofficial transcript, and GPA.”

SECTION 03: RECEIPT OF THE APPLICATION

A. The CSUN Business Operations Coordinator shall receive, via e-mail, from the UNLV Professional Staff contact of each scholarship, all names of scholarship

recipients as selected by the scoring committees of each scholarship, or a completed scholarship roster of which will be submitted with the other completed rosters.

B. After receipt of all scholarship winners, the CSUN Business Operations Coordinator will submit all names to the Scholarship and Grants Committee for review and will create scholarship rosters for each scholarship to submit to the Financial Aid Office for processing.

SECTION 04: SCORING THE APPLICATION

A. The CSUN scholarships will be scored by the UNLV departments partnered with CSUN on each scholarship.

B. The CSUN Business Operations Coordinator and/or Scholarships and Grants Committee Chair shall be responsible to ensure that all applications are scored within a reasonable timeframe.

CHAPTER 803: ABLE & ADVANCING SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Able & Advancing Scholarship for the purpose of recognizing students who possess a disability as defined and recognized by the Americans with Disabilities Amendments Act (ADA).

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2,000 (two thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.

B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student.
    2. Must possess a disability as defined and recognized by the Americans with Disabilities Amendments Act (ADA).
        a. This point of eligibility will be verified through the Disability Resource Center.
        b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant *or* the information provided suggests a clear and present danger to the applicant or other students.

3. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
5. The CSUN Scholarships & Grants Committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 804: COLLEGE OF EDUCATION FIELD EXPERIENCE SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the College of Education Field Experience Scholarship for the purpose of providing financial assistance for College of Education undergraduate students enrolled in field experiences (Practicum 2/Pre-Student Teaching & Student Teaching OR a Human Services major enrolled in their Internship 1 & 2).
B. All College of Education students are required to complete at least 2 (two) unpaid field experiences that range from 12 to 40 hours per week in their last year of the program. This often creates undue financial hardships for many students. This scholarship's primary goals are to support the College of Education as well as UNLV's retention and completion efforts to ensure a timely degree completion.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2000 each. The scholarship funds will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student.
    2. Must be an Education major enrolled in their final two field experiences (Practicum 2/Pre-Student Teaching & Student Teaching) OR a Human Services major enrolled in their Internship 1& 2.
        a. This point of eligibility will be verified through the College of Education.

b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant *or* the information provided suggests a clear and present danger to the applicant or other students.

3. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
5. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 805: INTERNATIONAL STUDENT SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the International Student Scholarship for the purpose of recognizing students who are part of the UNLV International Student program through the Office of International Students and Scholars (OISS). The scholarship is to financially support international undergraduate students attending UNLV.

SECTION 02: AWARD

A. This scholarship will be awarded to 10 (ten) UNLV undergraduate International students an amount to not exceed $1,000 (one thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student.
    2. Must be enrolled as a UNLV International Student.
        a. This point of eligibility will be verified through the Office of International Students and Scholars (OISS).
        b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant *or* the

information provided suggests a clear and present danger to the applicant or other students.

3. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
5. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 806: BARBARA AGONIA EMPOWERMENT SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Barbara Agonia Empowerment Scholarship for the purpose of recognizing undergraduate students who possess leadership qualities on and off campus that empower women-led initiatives regardless of gender identity.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2,000 (two thousand) each. The scholarship funds will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.

B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student.
    2. Must be an individual who leads or participates in activities, events, organizations, or initiatives that empower women.
        a. This point of eligibility will be verified through the Women's Research Institute of Nevada.
        b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant *or* the information provided suggests a clear and present danger to the applicant or other students.

3. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
5. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 807: PRE-PROFESSIONAL SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Pre-Professional Scholarship for the purpose of recognizing students who are in good standing with UNLV and its academic policies while pursuing degrees in pre-professional fields. These funds will recognize these students' academic and professional endeavors by partially alleviating the financial burden of entrance exams, application fees and tuition fees.

SECTION 02: AWARD

A. This scholarship will be awarded to 10 (ten) UNLV undergraduate students at $2,000 (two thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student.
    2. Must be pursuing a degree in the pre-professional fields. This can include any undergraduate student of any major with the intention of pursuing one of the pre-professional tracks available through the Pre-Professional Advising Center.
        a. This point of eligibility will be verified through the Pre-Professional Advising Center.
        b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant *or* the

information provided suggests a clear and present danger to the applicant or other students.

3. Must have attended an advising appointment with the Pre-Professional Advising Center (PPAC) a minimum of 1 (one) times within the spring semester and/or the fall semester.
    a. This point of eligibility will be verified through the Pre-Professional Advising Center.
4. Must maintain a 3.0 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
5. Must have at least completed 30 (thirty) credits and be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
6. Preference will be given to applicants planning on applying for a pre-professional program within the next year.
7. The CSUN Scholarships & Grants committee has the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 808: STUDY ABROAD SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Study Abroad Scholarship for the purpose of recognizing students who will be participating in a UNLV-sponsored study abroad program for academic and professional development. The scholarship serves to provide financial support for undergraduate students who display academic abilities and potential to expand their knowledge outside of the traditional classroom setting at UNLV.

SECTION 02: AWARD

A. This scholarship will be awarded to 17 (seventeen) UNLV undergraduate students. 6 (six) Study Abroad Scholarships will be awarded at $1,000 (one thousand) each during the fall semester of the academic year, 6 (six) Study Abroad Scholarships will be awarded at $1,000 (one thousand) during the spring semester of the academic year, and 5 (five) Study Abroad Scholarship will be awarded during the summer academic session.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must participate in a UNLV-sponsored study abroad program.
        a. This point of eligibility will be verified through the Office of International Programs.

3. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
5. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 809: UNDOCUMENTED STUDENT SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Undocumented Student Scholarship which serves to recognize students who go above and beyond to overpass systemic barriers to achieve higher education.
B. An Undocumented Student is defined as any student that is a foreign national who:
    a. Entered the United States without inspection or with fraudulent documents.
    b. Entered legally as a nonimmigrant but then violated the terms of status and remained in the United States without authorization (as defined by the National Immigration Law Center).
C. A DACA (Deferred Action for Childhood Arrivals) Student is any student who currently, under DACA, is eligible for work authorization as defined by the USCIS. Deferred action is a use of prosecutorial discretion to defer removal action against an individual for a certain period of time; deferred action does not provide lawful status.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2,000 (two thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV

2. Must be an Undocumented and/or DACA student as defined in Chapter 810, Section 01, subsection 01.2 & 01.3.
    a. This point of eligibility will be verified through the Office of Diversity Initiatives.
    b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant *or* the information provided suggests a clear and present danger to the applicant or other students.
3. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be currently enrolled in a minimum of six or more UNLV credits for the semester upon application and throughout scholarship disbursement period.
5. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 810: VETERANS AND MILITARY FAMILIES SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Veterans and Military Families Scholarship for the purpose of recognizing students who are veterans of or are currently on active duty in the U.S. Armed Forces, or are spouses of, or are a dependent of a member of the U.S. Armed Forces.
B. Preference will be given to students who are veterans of or are currently on active duty in the U.S. Armed Forces.

SECTION 02: AWARD

A. This scholarship will be awarded to UNLV 10 (ten) undergraduate students at $1,000 (one thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.

2. Must meet one of the following criteria:
    a. A veteran of, or are currently on active duty in, the U.S. Armed Forces.
    b. A spouse of a member of the U.S. Armed Forces currently deployed.
    c. A dependent of a member of the U.S. Armed Forces.
        1. This point of eligibility will be verified through the Military & Veterans Service Center.
            a. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant *or* the information provided suggests a clear and present danger to the applicant or other students.
3. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
5. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 811: LGBTQIA EMPOWERMENT AND ADVOCACY SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the LGTQIA Empowerment and Advocacy Scholarship for the purpose of recognizing undergraduate students - regardless of gender identity - who possess leadership qualities on and off campus that help transform the social climate of our community to benefit and empower the lesbian, gay, bisexual, transgender, queer, questioning, intersex, and asexual (LGBTQIA+) population.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2,000 (two thousand) each. The scholarship funds will be disbursed each fall semester to cover fall and spring.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.

B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must be an individual who leads or participates in activities, events, organizations, or initiatives that empower the LGBTQIA+ community.
        a. This point of eligibility will be verified through the Office of Student Diversity and Social Justice (SDSJ).
        b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.
    3. Must maintain a 2.50 GPA or higher throughout the duration of the scholarship disbursement period.
    4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
B. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 812: LATINX COMUNIDAD AND EMPOWERMENT SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Latinx Scholarship for the purpose of recognizing undergraduate students - regardless of ethnic/racial identity - who enact leadership skills on or off campus that help transform the social climate of UNLV and/or the Las Vegas community to benefit, advocate, support, and uplift Latinx/Latino communities.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2,000 (two thousand) each. The scholarship funds will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must be an individual who leads or participates in activities, events, organizations, or initiatives that empower the Latinx Community.
        a. This point of eligibility will be verified through the Office of Student Diversity and Social Justice (SDSJ).
        b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.
    3. Must maintain a 2.50 GPA or higher throughout the duration of the scholarship disbursement period.
    4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.

B. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 813: JUSTICE FOR BLACK LIVES SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Justice for Black Lives Scholarship to recognize undergraduate students who have participated in various forms of activism and social justice advocacy, on and/or off-campus, for the purpose of advancing the African diaspora toward cultural sustainability and communal liberation.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2,000 (two thousand) each. The scholarship funds will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.

B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.

2. Must be an individual who leads or participates in activities, events, organizations, or initiatives that empower the Black/African American community.
    a. This point of eligibility will be verified through the Office of Student Diversity and Social Justice (SDSJ).
    b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.
3. Must maintain a 2.50 GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.

B. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 814: APIME COMMUNITY AND ADVOCACY SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the APIME Community and Advocacy Scholarship recognizes undergraduate students - regardless of ethnic/racial identity and citizenship status - who enact leadership skills on and/or off campus that help transform the social climate of UNLV and/or the Las Vegas community to benefit, advocate for, support, and uplift APIME (Asian, Pacific Islander, and Middle Eastern) diaspora communities.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2,000 (two thousand) each. The scholarship funds will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.

B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:

a. Must be an undergraduate student at UNLV
b. Must be either formerly-convicted, formerly-incarcerated, and/or financially dependent upon justice impacted guardian(s)/parent(s).
    i. This point of eligibility will be verified by UNLV Student Life.
    ii. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.
c. Must maintain a 2.50 GPA or higher throughout the duration of the scholarship disbursement period.
d. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.

B. The CSUN Scholarships & Grants committee has the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 815: INDIGENOUS COMMUNITY R.I.S.E. SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Indigenous Community R.I.S.E. (Reaching Indigenous Student Excellence) Scholarship for the purpose of recognizing undergraduate students who embody leadership qualities, participate in various forms of activism, and are dedicated to transform their communities, on and off-campus, for the purpose of empowering, supporting, advocating, and uplifting Indigenous communities.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) UNLV undergraduate students at $2,000 (two thousand) each. The scholarship funds will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must be an individual who leads or participates in activities, events,

organizations, or initiatives that empower the Native American/Indigenous community.
    a. This point of eligibility will be verified through the Office of Student Diversity and Social Justice (SDSJ).
    b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.
3. Must maintain a 2.50 GPA or higher throughout the duration of the scholarship disbursement period.
4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.

B. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 816: REBEL REBOUND (JUSTICE IMPACTED) SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the CSUN Rebel Rebound (Justice Impacted) Scholarship for the purpose of providing supplemental funding to UNLV undergraduate students who have been affected by the United states justice system.
    1. Justice impacted students encumber several subsets of collectives who have each respectively been negatively impacted by the criminal justice system; either by way of previous incarceration, and/or previous criminal conviction; Justice Impacted students will include any of the following types of students:
        a. Any undergraduate student who has been formerly-incarcerated.
        b. Any undergraduate student who has been formerly-convicted.
        c. Any financially dependent student whose parent(s) and/or guardian(s) is currently, and/or has ever been previously incarcerated and/or convicted.

SECTION 02: AWARD

A. UNLV’s Rebel Rebound program, founded by UNLV’s Justice Impacted Taskforce in 2021 and housed within Student Life, will oversee the application process and will verify eligibility.
B. This scholarship will be awarded to 10 (ten) UNLV undergraduate students at $1,000 (one thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two

semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
2. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must be either formerly-convicted, formerly-incarcerated, and/or financially dependent upon justice impacted guardian(s)/parent(s)
        a. This point of eligibility will be verified by UNLV
        b. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant *or* the information provided suggests a clear and present danger to the applicant or other students.
    3. Must maintain a 2.50 GPA or higher throughout the duration of the scholarship disbursement period.
    4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.

B. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 817: ADULT LEARNER SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Adult Learner Scholarship for the purpose of recognizing adult learner undergraduate students who display personal initiative, growth, and leadership qualities that enhance other's educational experience by being involved in the community.
B. An Adult Learner is defined as any student who is over the age of 25 and can be classified as any of the following: a military veteran, a student with a dependent child or loved one, works while attending school, has had an interruption or delay in education since high school or a previous college.

SECTION 02: AWARD

A. This scholarship will be awarded to 10 (ten) UNLV undergraduate students at $1,000 (one thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two

semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Manager who will then make the appropriate arrangements with the Financial Aid Office.

B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must be an adult learner.
        i. This point of eligibility will be verified through the Adult Learner Advisory Board Scholarships and Grants Committee.
        ii. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students
    3. Must maintain a 2.00 GPA or higher throughout the duration of the scholarship disbursement period.
    4. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
    5. The CSUN Scholarships & Grants committee has the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Manager who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 818: UNLV/CSN TRANSFER SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the UNLV/CSN Transfer Scholarship for the purpose of providing funding to former College of Southern Nevada students who have transferred to and are currently enrolled in UNLV.

SECTION 02: AWARD

A. This scholarship will be awarded to 10 (ten) undergraduate students at $1,000 (one thousand dollars) each, which will be disbursed in the normal two-semester disbursement.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two-semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Manager who will then make the appropriate arrangements with the Financial Aid Office.

B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be enrolled as a UNLV student that previously transferred from CSN at the time of applying for the scholarship.
    2. Must maintain a 2.0 GPA or higher throughout the duration of the scholarship disbursement period.
    3. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
B. UNLV/CSN Transfer Program department will oversee the application process and will verify eligibility.
    1. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.
C. The CSUN Scholarships & Grants committee has the right to request that exceptions are made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated to the CSUN Business Manager who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 819: NON-WESTERN UNDERGRADUATE EXCHANGE (WUE) SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. Be it now established the Non-Western Undergraduate Exchange Scholarship for the purpose of recognizing students that are nonresidents and are not eligible for WUE status at UNLV. The scholarship is to financially support non-WUE receiving undergraduate students attending UNLV.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) undergraduate students at $2,000 (two thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two-semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Manager who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:

1. Must be an undergraduate student at UNLV.
2. Must be from a US state or territory outside of the jurisdiction of the WUE Scholarship Program. States under the jurisdiction of the WUE Scholarship include Alaska, Arizona, California, Colorado, Hawai'i, Idaho, Montana, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, Commonwealth of the Norther Mariana Islands (CNMI), Guam, Republic of the Marshall Islands (RMI), Federated States of Micronesia (FSM), Republic of Palau, and American Samoa.
    i. This point of eligibility will be verified through the Office of Housing and Residential Life.
3. Must be living on campus in the Residence.
    i. This point of eligibility will be verified through the Office of Housing and Residential Life.
4. Must be enrolled in a minimum of 6 (six) or more credits during the duration of the scholarship disbursement period.
    i. This point of eligibility will be verified through the Office of Housing and Residential Life Team and Financial Aid Office.
5. Must maintain a GPA of 2.50 or higher throughout the duration of the scholarship disbursement period.

B. The CSUN Scholarships & Grants committee has the right to request that exceptions are made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated to the CSUN Business Manager who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 820: UNDERGRADUATE RESEARCH SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. Thereby established the Undergraduate Research Scholarship for the purpose of providing funding for undergraduate students who are on the face of innovation, expanding knowledge, and advancing fields. Including but not limited to research conference travel expenses and research related expenses.

SECTION 02: AWARD

A. This scholarship will be awarded to 5 (five) undergraduate students at $2,000 (two thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two-semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Manager who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must be conducting research through the department of undergraduate research at UNLV.
        i. This point of eligibility will be verified through the UNLV Office of Undergraduate Research.
        ii. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.
    3. Must maintain a GPA of 2.50 or higher throughout the duration of the scholarship disbursement period.
    4. Must be enrolled in a minimum of 6 (six) or more credits during the duration of the scholarship disbursement period.
B. The CSUN Scholarships & Grants committee has the right to request that exceptions are made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated to the CSUN Business Manager who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 821: SUMMER TERM SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the UNLV Summer Term Scholarship for the purpose of aiding students in the pursuit of education throughout a UNLV academic summer semester.

SECTION 02: AWARD

A. This scholarship will be awarded to 10 (ten) undergraduate students at $1,000 (one thousand dollars) each, which will be dispersed over 1 (one) academic semester.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must be enrolled in 3 or more credits during the UNLV summer semester.
        i. This point of eligibility will be verified through the UNLV Office of the Registrar and Enrollment Management as well as the Financial Aid & Scholarships Office.
        ii. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.

3. Must maintain a GPA of 2.50 or higher throughout the duration of the scholarship disbursement period.
4. Must complete the FAFSA or Alternative Need Form before completing the application.

B. The CSUN Scholarships & Grants committee has the right to request that exceptions are made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated to the CSUN Business Manager who will then be able to contact the Financial Aid & Scholarships Office regarding the exception.

CHAPTER 822: REBEL RESILIENCE SCHOLARSHIP

SECTION 01: ESTABLISHMENT

A. There is hereby established the Rebel Resilience Scholarship for the purpose of providing funding for undergraduate students who are in the face of mental health challenges including, but not limited to, eating disorders, trauma, and depression. This scholarship seeks to celebrate resilience and advocacy and promote a supportive, trauma-informed approach to student achievement and reflection.

SECTION 02: AWARD

A. This scholarship will be awarded to 8 (eight) undergraduate students at $1,000 (one thousand dollars) each, which will be disbursed over 2 (two) academic semesters.
    1. If a student who is receiving scholarship funds is graduating in the first semester of that academic year, they may request to receive the full funds of the scholarship in that one semester, rather than the normal two semester disbursement. The request shall be made to the Scholarships and Grants Committee and if the committee is agreeable, the chair will relay the information to the Business Operations Coordinator who will then make the appropriate arrangements with the Financial Aid Office.
B. Open to all students who meet all of the eligibility requirements found below regardless of citizenship status.

SECTION 03: ELIGIBILITY

A. Awardees must meet the following criteria:
    1. Must be an undergraduate student at UNLV.
    2. Must have experienced or be currently facing a mental health challenge, demonstrating resilience and a commitment to advocacy through reflection.
        i. Any information provided with regards to this scholarship will only be used for the purpose of scoring and will not be shared with outside sources, unless otherwise permitted by the applicant or the information provided suggests a clear and present danger to the applicant or other students.
    3. Must maintain a GPA of 2.50 or higher throughout the duration of the scholarship disbursement period.
    4. Must be enrolled in a minimum of 6 (six) or more credits during the

duration of the scholarship disbursement period.

B. The CSUN Scholarships & Grants committee has the right to request that exceptions are made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated to the CSUN Business Manager who will then be able to contact the Financial Aid Office regarding the exception.

TITLE IX: GRANTS

CHAPTER 901: GRANTS

SECTION 01: ESTABLISHMENT

A. There are hereby established the CSUN Grants to be distributed to qualified members of the UNLV undergraduate population who are actively working toward a degree, and meet the established criteria as determined by the CSUN Scholarships and Grants Committee.

SECTION 02: GENERAL GRANTS STIPULATIONS

A. Any student receiving a stipend from CSUN shall not be considered for any CSUN grant.
B. A student in an elected or appointed position within CSUN, who is not receiving a stipend, may be considered for a CSUN grant, and may but serve on the Scholarships and Grants Committee, so long as they are not involved in the scoring of grant applications or in the approval of grant recipients.
C. Grants are open to students regardless of citizen status

SECTION 03: GRANT APPLICATION PERIOD

A. Grant applications shall be accepted and overseen by the Scholarships and Grants committee throughout the duration of every Senate Session.

SECTION 04: PROMOTION OF CSUN GRANTS

A. CSUN shall make a concerted effort to ensure that all eligible students are made aware of the availability of CSUN-funded grants through a variety of means including, but not limited to, posting printed materials throughout the campus, posting online via the CSUN website and social media, delivering via email to contact lists, during classroom speaking engagements, and at marketing tables on campus and at appropriate UNLV and CSUN events.

SECTION 05: GRANT AWARDS

A. CSUN shall meet the financial obligations of grants under this program through an allocation of funds in the presentation of the annual budget.

SECTION 06: RESERVATION OF RIGHTS

A. CSUN reserves the right to modify the program at any time.

SECTION 07: ACCOUNTABILITY

A. Any grant recipient who fails to meet the established requirements for the respective grant or fails to maintain the requirements during the grant period, will forfeit the amount of the grant for the semester in question.
B. All grant applicants shall authorize UNLV Professional Staff Members to verify grant edibility.
C. The CSUN Scholarships and Grants Committee has the right to request that exceptions be made to any requirement and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

CHAPTER 902: GRANT APPLICATION PROCESS

SECTION 01: ESTABLISHMENT

A. There is hereby established a CSUN Grant Application Process which shall be followed for the proper receipt of all valid applications for CSUN grants.

SECTION 02: GRANT APPLICATION

A. All applicants for CSUN grants shall submit information via the official CSUN Grant Application located on the CSUN website.
B. The official CSUN Grant Application shall request of applicants the following information:
    1. Full name, NSHE number, e-mail address, phone number and class standing.
    2. Questions with the purpose of establishing qualifications for the various CSUN grants.
    3. Essay questions with the purpose of describing experiences relating to the specific CSUN grants for which the applicant will be considered.
    4. Up to two letters of recommendation, depending on the grant.
    5. Any other information deemed necessary by an individual grant, as established in the grant application.
C. The following statement regarding the accuracy of the information provided: “I certify that the information given herein is true and complete to the best of my knowledge.”
D. The following statement regarding CSUN: “I certify that I will not be receiving a stipend for an elected or appointed position within CSUN during the academic year for which these grants will be awarded.”
E. The following statement regarding the grant requirements: “I understand that my application will not be accepted if I have not met the requirements outlined above.”
F. The following statement regarding the return of funds: “I understand that I will be required to return some or my entire CSUN grant award if I fail to meet the eligibility requirements for the duration of the grant period, and that any chargeback may appear on my UNLV account.”
G. The following statement regarding verification: “I authorize UNLV Professional Staff Members to verify my eligibility for any CSUN-funded grant, which includes access to my registration status, unofficial transcript, and GPA.”

SECTION 03: RECEIPT OF THE APPLICATION

A. The Scholarships and Grants Chair shall receive, via e-mail, all submitted CSUN Grant Applications from the CSUN website. In the absence of the Scholarships and Grants Chair, the Chief of Staff, or the President's designee shall be responsible for receiving grant applications. At the discretion of the Scholarships and Grants Committee, submitted CSUN Grant Applications may also be received by scoring committees consisting of Professional Staff from various UNLV Departments.

SECTION 04: AWARDING GRANTS

A. The Scholarships and Grants Committee may accept or reject an application partially or entirely.

SECTION 05: RESERVE FUNDS

A. If the number of eligible and qualified applicants for a specific grant outlined in Title IX of these bylaws does not exceed the maximum number of grants available for a specific grant, the excess funds shall be considered "reserve funds" for the purposes of awarding additional grants for the same grant award period.
B. The Scholarships and Grants Committee shall award additional grants in order to fully disburse all grant funds, unless otherwise approved by the Senate.
C. Additional grant recipients shall be chosen from the remainder of grant applicants who have not received an award and shall be based on overall quality of application.
D. In the event there are not a sufficient number of eligible and qualified applicants to satisfy the awarding of additional grants, all reserve funds shall be returned to the CSUN Annual Operating Budget.

CHAPTER 903: CSUN G.R.A.N.T.S.

SECTION 01: ESTABLISHMENT

A. There is hereby established the CSUN G.R.A.N.T.S. (Graduate Studies, Research, Applications, Necessities for Studies, Travel, Service) program to recognize the needs of the UNLV undergraduate student body, regardless of citizenship, based on the criteria listed below including but not limited to:
    1. Travel, research, professional development, service, and any activity acting as supplemental to the academic experience of any undergraduate student.
    2. Examples of qualifying funding:
        i. Materials or software needed for research projects as approved by any UNLV department
        ii. Professional Exam Fees
            a. Including, but not limited to: GRE (Graduate Record Examinations), MCAT (Medical College Admission Test), LSAT (Law School Admission Test), DAT (Dental Admission Test), OAT (Optometry Admission Test), Praxis Test, TOEFL (Test of English As A Foreign Language).
            b. Grant funding may also be applied for exam preparation

material (including practice test fees, exam preparation books, etc.)

iii. Professional Development Fees
   a. Audition Fees (for undergraduate students pursuing opportunities within the performing arts)
   b. Work Application Fees
      I. Including but not limited to fees towards background checks, food handler safety training cards/health cards, Sheriff's cards/work permits, CPR Training, and TAM (techniques of alcohol management) cards
   c. Internship Application/Placement Fees
   d. Funding for Academic and/or Professional Development-Related Travel
      I. Including but not limited to Study Abroad programs, study placement, work placement, conferences, competitions, or travel associated with a specified registered student organization, student group, or student team
   e. Non-negotiable funding for academic related success includes any funds that may hinder a student from graduating or being successful in their studies.
      I. Necessities for studies include, but are not limited to, textbooks, technology, computer software, artistic expenses, or other course-related materials.

3. All qualifying funds are up to the discretion of the Scholarships and Grants Committee and may exceed what is listed. That which is listed is not sufficient for automatic eligibility, but funding will be determined on a case-by-case basis. If other resources available to students have been exhausted, proof must be shown for additional funding and consideration.
4. Applications will be reviewed and approved on a monthly basis.

SECTION 02: ELIGIBILITY

A. Grant application is open to all students who meet all eligibility requirements found below regardless of citizenship status.
B. Awardees must meet the following criteria:
   1. Must have a cumulative GPA of 2.5 at the time of application and throughout the grant disbursement period.
   2. Must be a UNLV undergraduate student.
   3. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the grant disbursement period.
   4. Must be pursuing funding within one of the following categories:
      i. Travel, research, professional development, service, and any activity acting as supplemental to the academic experience of any undergraduate student.
      ii. Must provide quotes for all requested items as well

as a line-itemed budget at time of proposal to Scholarships & Grants committee.

C. The CSUN Scholarships & Grants committee reserves the right to request that exceptions be made to any requirements and this decision must be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.

SECTION 03: AWARDS

A. Individuals will be awarded up to $500 (five-hundred dollars) per academic year with a maximum of $2,000 (two-thousand dollars) being allocated to any individual student throughout the duration of their undergraduate education.
    1. The CSUN Scholarships & Grants committee reserves the right to fund students based on extenuating circumstances or exceptions and will be decided through a simple majority vote to be taken within the committee. This request must be communicated with the CSUN Business Operations Coordinator who will then be able to contact the Financial Aid Office regarding the exception.
    2. Awardees must reapply for funds through the CSUN G.R.A.N.T.S. program in order to receive additional funding in a subsequent academic year.
    3. If the recipient has any outstanding balances in MyUNLV, the awarded funds will pay off the balance(s).
    4. The Scholarships and Grants Committee reserves the right to request receipts of purchased items.

SECTION 04: DISCLAIMERS

A. Individuals must provide the Scholarships & Grants Committee with proof of use of any funds that they have applied for. All receipts and invoices of use of funds must be provided to the CSUN Scholarships and Grants Committee within 30 days of purchase; persistent failure to provide receipts within this time period will result in forfeiture of all funds and ineligibility to reapply.

CHAPTER 904: CSUN COMPLETION GRANT

SECTION 01: PURPOSE

A. To provide funding for the CSUN Completion Grants Program.

SECTION 02: FUNDING

A. The CSUN Completion Grants will be funded through a matching grant provided by UNLV Academic Advising partners; current partners include Urban Affairs, Fine Arts, and Health Sciences.
B. CSUN has established partnerships with the Academic Advising offices, named above, for matched funding, meaning any funds put forth by CSUN will be matched by the Academic Advising Center for that college or department.

C. CSUN currently awards $5,000 to each of the three offices listed above, with the offices matching the $5,000; a total of $10,000 is allocated to each grant program.

SECTION 03: REQUIREMENTS AND STIPULATIONS

A. Recipients of the CSUN Completion Grant shall be identified and selected by their respective Academic Advising Offices and the grant shall be awarded according to the following criteria:
   1. Student must be enrolled at the University of Nevada, Las Vegas;
   2. Students must be undergraduates;
   3. The CSUN Completion Grant can fund up to six credits toward undergraduate degree completion, with the goal of paying off any remaining balances that may prohibit a student from completing their degree;
   4. The CSUN Completion Grant will also assist in paying for any other fees issued by UNLV departments that may hinder the individual from graduation;
   5. Individuals may only be awarded the CSUN Completion Grant once in the duration of their undergraduate career;
   6. Awardees will be selected on a rolling basis in so long as funds are available.

TITLE X: THE ARCHIVES

CHAPTER 1001: THE ARCHIVES

SECTION 01: ESTABLISHMENT

A. There is hereby established the CSUN Archives, which shall be compiled and managed by the Attorney General in conjunction with the Faculty Advisor and one representative from UNLV Special Collections and Archives.

SECTION 02: PURPOSE

A. The CSUN Archives shall exist to ensure compliance with Chapter 16 of the Nevada System of Higher Education Procedures and Guidelines Manual, and Chapter 239 of the Nevada Revised Statutes.
B. Through the CSUN Archives program, CSUN entities must:
   1. Maintain their records in a manner which is secure, cost effective, and which allows for the rapid retrieval and protection of the information contained within the record.
   2. Protect confidential personal identifying information of student officials and students; and
   3. Adhere to the NSHE records retention schedule and retention, disposal, and appropriate transfer of records with archival value to UNLV Special Collections and Archives.

SECTION 03: CONTENT OF ARCHIVES

A. The Attorney General, in conjunction with the Chief Justice, Student Body President, Senate President, and all committee and board chairs, shall compile these files for transfer to the archives.
   1. Final text of meeting minutes

2. Meeting agendas
3. Memoranda
4. Bylaws
5. Statutes
6. Marketing and promotional materials

B. The Attorney General shall be responsible in ensuring that the following files are not transferred to the archives:
    1. If written minutes are available for a meeting, any audio recordings of that meeting.
    2. Transactional records: receipts, invoices, case files, and any document that has student information.
    3. Draft files of meeting minutes, memoranda, and meeting agendas.
    4. Draft files used for marketing and promotional materials.

SECTION 04: RETENTION SCHEDULE

A. CSUN shall refer to NSHE Records Retention Schedule for the management and disposition of records.
B. General records, as defined in CSUN Bylaw 1001.03.A, shall be retained for the fiscal year of their creation, and an additional three fiscal years before they are transferred to Special Collections and Archives for review.
    1. CSUN shall follow the fiscal year as starting on July 1st and ending June 30th of the following year.
C. Audiotapes of meetings shall be retained for the fiscal year of their collection and an additional five fiscal years; or permanent if no minutes are generated.
D. The disposition of Minutes, Notices, Agendas, Supporting Material, Statutes, and other general records will be handled through Archival Review by UNLV Special Collections and Archives.
E. For records not specified in these Bylaws or any enactments of the Senate, CSUN shall refer to Chapter 16, Section 7 of Nevada System of Higher Education Procedures and Guidelines Manual.

SECTION 05: COLLECTION AND ORGANIZATION OF MATERIALS

A. The Attorney General shall be required to coordinate compilation and organization of all materials to be transferred to the Archives.
B. Files will be officially transferred to UNLV Special Collections and Archives no more than per year at the end of the fall and spring semester.
C. The chairpersons of the organizations listed in Section 03.a (Senate, Judicial Council, any standing Boards and Committees, etc.) shall be individually responsible for ensuring that the documents listed are promptly and regularly provided to the Attorney General.
D. In the case that an immense transfer is to be conducted, the Attorney General shall be responsible to ensure that CSUN appropriates funds, which, at a minimum, are sufficient for the collection, organization, and safe and accessible storage of the essential documents listed in Section 03.A of this chapter.
E. The Attorney General shall report to the Senate at the end of each semester reporting on the status of the Archives and any ongoing transfers.

SECTION 06: TRANSFER OF MATERIALS

A. CSUN will use Google Drive as the primary mode of transferring files to UNLV Special Collections and Archives. In order to facilitate this transfer, the following steps should be taken:
    1. Files shall be assigned ownership to the CSUN Student Government account
    2. The assigned CSUN Liaisons to Special Collections and Archives will add and organize files for transfer in a shared Google Drive folder administered by Special Collections and Archives and notify the Special Collections and Archives Technical Services Librarian.
    3. The assigned CSUN Liaisons shall be the Faculty Advisor and Attorney General.

SECTION 07: OFFICE OF THE ATTORNEY GENERAL EXPECTATIONS

A. The CSUN Attorney General shall be primarily responsible in completing this process in a timely and proficient manner.
B. The Attorney General, with the approval of the Internal Affairs Committee and Senate, shall update these bylaws when necessary and shall reflect the process in the operating policy of the office.
C. If there is a vacancy in the office of the Attorney General, the CSUN Faculty Advisor shall carry out this process.

TITLE XI: COMMITTEES OF THE SENATE

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 at least one audit of the CSUN Bylaws along with reviewing and advising all committees regarding changes to their Operating Policies, during each 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. Amend the CSUN Bylaws when presented with bills focused on resolving inconsistencies, clerical errors, formatting, outdated terms, wording, and

procedures that are no longer applicable or existing as long as they do not alter the intented pupose of the intended entities.

C. Decide to enact or reject proposals for amendments to the Constitution and Bylaws, or proposals for new Bylaws.
D. Establish any necessary subcommittees.
E. 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.
F. 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 put forward by Internal Affairs unless directed to by the Senate.
G. Authorize the audit of any entity regarding the use of CSUN funds.
H. 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. 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.

I. 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;
    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.

CHAPTER 1102: WAYS AND MEANS COMMITTEE

SECTION 01: PURPOSE

A. The CSUN Ways and Means Committee exists to promote suitable management and oversight of the Annual Operating Budget and Interest-bearing Account; and to act as financial council to CSUN by considering funding proposals from within CSUN, Registered Student Organizations, and UNLV Entities.

SECTION 02: SCOPE OF PRACTICE

A. Submit a zero-deficit annual CSUN Budget to the Senate no later than June 15th of each year. Approve or disapprove all funding requests from Recognized Student Organizations (RSOs), before being placed on the Senate Agenda.
B. Make the recommendations necessary for the proper control and management of CSUN funds.

C. Submit a weekly financial statement to the Senate, which may be delegated to the CSUN Business Operations Coordinator or, the CSUN Graduate Assistant.
D. Recommend approval or disapproval of all budget allocations of all CSUN organizations according to the merit of the proposed activities.
E. Shall submit to the Senate at the beginning of each session a set of guidelines for any Registered Student organization regarding the use of CSUN funds.
F. Shall submit to the Senate at the end of each semester a report on approved and denied requests by Registered Student Organizations, including a financial analysis to include spending patterns and waiting times.
G. Shall submit to the Senate and Business Operations Coordinator at the end of the Senate Session a set of recommendations to the next Ways and Means Committee on the funding guidelines.
H. Suspend or revoke the privilege of the use of CSUN funds of any entity that does not abide by the principles of the CSUN Constitution and Bylaws.
I. Due to the large scope of work associated with this committee and the weekly frequency of meetings, the Ways and Means Committee shall have an advisor outside of the CSUN Professional Administrative Staff. The Assistant Director for Student Involvement in Student Involvement & Activities shall serve as the advisor due to the nature of the position's role working directly with registered student organizations.

CHAPTER 1103: SCHOLARSHIPS AND GRANTS COMMITTEE

SECTION 01: PURPOSE

A. There is hereby established a Scholarships and Grants Committee for the purposes of executing all scholarships and grants.

SECTION 02: SCOPE OF PRACTICE

A. The Scholarships and Grants Committee shall:
    1. Establish the denominations of awards, the number of scholarships to be awarded, and determine the scholarship recipient in accordance with established procedures set forth in Title VIII of the CSUN Bylaws, unless otherwise approved by the Senate.
    2. Establish the denominations of awards, the number of grants to be awarded, and determine the grant recipient in accordance with established procedures set for in Title IX of the CSUN Bylaws, unless otherwise approved by the Senate.

CHAPTER 1104: UNIVERSITY INITIATIVES COMMITTEE

SECTION 01: PURPOSE

A. There is hereby established a University and Initiatives Committee for the purposes of strengthening the UNLV community, advocating for student interests, needs, and concerns, and ensuring that all voices are being heard by addressing issues of (but not limited to) health, safety, overall student welfare, and social justice. This committee shall serve as a connection between the

CSUN Senate, UNLV undergraduates, UNLV administration, and local, state, and federal government officials.

SECTION 02: SCOPE OF PRACTICE

A. Develop policies and legislation to promote campus crime prevention and review any regulations and policies imposed and enforced by UNLV and NSHE with regards to student health, wellness, safety, and security. The committee shall ensure that these policies are continuously updated and enforced to a satisfactory standard and may provide feedback to the University and NSHE on how these policies may be improved.
B. Probe student health and safety concerns on campus and research and develop programs and/or projects that may serve to alleviate student concerns of the current or potential issues.
C. Serve as Liaisons to the following UNLV Departments such as, but not limited to: Student Engagement and Diversity, the Center for Social Justice, Student Union and Event Services, UNLV Parking, Financial Aid, Office of Admissions, the UNLV Disability Resource Center, the Residence Hall Association, UNLV Library Center, Student Athletics, Student Legal Center, the Academic Success Center, Jean Nidetch Women's Center and other UNLV entities as deemed necessary by the committee or senate.
D. Serve as the liaison between undergraduate students and university administration and faculty regarding curriculum, research, faculty affairs, academic integrity, registration and any other issues pertinent to the progress of the academic community at the University.
E. Make available various resources and tools to students by advocating interest in the area of university policies regarding technology, legislations, campus improvements, and environmental concerns.
F. Manage student petitions to CSUN in order to increase input and develop committee research initiatives and projects based on these ideas.
G. Address concerns regarding Student Diversity and Social Justice issues in coordination with relevant UNLV Departments and Administration.
H. Formulate policies and legislation regarding system-wide, city, state, and federal issues to voice student concerns.
I. Collaborate with UNLV entities through the management and review of Sponsorships as maintained within the Bylaws.

TITLE XII: CSUN SPONSORSHIPS

CHAPTER 1200: SPONSORSHIPS

SECTION 01: ESTABLISHMENT

A. There is hereby established the CSUN Sponsorship fund, to be allocated in the Annual Operating Budget, for the purposes of providing recurring sponsorship funding to UNLV entities.

SECTION 02: MANAGEMENT

A. CSUN Sponsorships shall be managed by the CSUN University Initiatives Committee.
    1. Any mention of “managing committee” or “committee tasked with managing CSUN Sponsorships” in this title shall refer to the CSUN University Initiatives Committee henceforth.

SECTION 03: DISBURSEMENT

A. CSUN Sponsorship funding shall be regularly disbursed on two occasions throughout the fiscal year, Fall or Spring disbursement.
    1. The Fall Disbursement period shall be the last ten (10) days of September.
    2. The Spring Disbursement period shall be the first ten (10) days of February.
B. UNLV Entities can request the time frame in which they would prefer the award to be disbursed.
    1. It is not guaranteed that the University Initiatives committee or the CSUN Senate will grant the time frame request.
C. CSUN Sponsorship funding will only be disbursed to an organization once per fiscal year.

SECTION 04: COMMITTEE RESPONSIBILITIES

A. The committee shall regulate sponsorship funding by establishing guidelines for applicants, approving or disapproving of all applications, and managing ongoing sponsorships.
    1. All immediate guidelines, regulations, and essential information shall be available to the public within the appropriate Bylaw section.
B. Keep thorough record of contact information for all current CSUN Sponsorships.
    1. The committee need only maintain a record of a single representative for a UNLV Entity; however, the committee can choose to keep a record of any number of representatives for that Entity.
C. Recommend to the Senate, any and all appropriate measures to better control and manage the CSUN Sponsorships budget.
D. Shall submit to the Senate at the beginning of each session an Operating Policy detailing the sponsorship guidelines for UNLV Entities regarding the process of application, disbursement, and use of CSUN Sponsorships funds.
    1. Until a new Operating Policy is approved by the Senate, the guidelines for sponsorship funding will persist from the previous session.
E. Recommend the revocation or modification of any CSUN Sponsorship of any entity that does not abide by the CSUN Bylaws or the guidelines set within the Operating Policy of the committee tasked with managing CSUN Sponsorships.

F. Shall submit to the Senate at the end of each semester a report on approved and denied sponsorship requests, including a financial analysis of spending patterns and waiting times.
G. Update the CSUN Sponsorship Bylaws immediately upon addition, revocation, or modification of any CSUN Sponsorship and ensure that the most up-to-date information is ready and available to the public.
    1. The information shall be available via electronic means on the CSUN Drive and the CSUN website.

SECTION 05: ELIGIBILITY

A. Must be an official UNLV department.
B. The department must be in “good standing” with CSUN.
    1. The Managing Committee will make the determination on “good standing” based on the standards detailed in the University Initiatives Operating Policy.

SECTION 06: REQUIREMENTS OF APPLICANTS

A. UNLV Entities must submit their sponsorship applications to the CSUN Committee tasked with managing CSUN Sponsorships in accordance with the Operating Policy for that committee.
B. Applicants must comply with all directions from CSUN Officers regarding the application.
    1. Applicants should not comply with any direction that is contrary to any federal, state, local law, or University policy.
C. In order to be considered for a CSUN Recurring Sponsorship, the UNLV program/department must:
    1. Serve all UNLV undergraduate students with no membership or additional fees required to be able to belong or utilize the services
    2. Serve an underrepresented, identity based, group of undergraduate students

SECTION 07: REQUIREMENTS OF RECIPIENTS

A. Every fiscal year, the Sponsorship Recipient shall update contact information by submitting the most up-to-date contact information to the Chair of the committee.
    1. UNLV Entities need only provide the contact information for a single representative. UNLV Entities are encouraged to share the contact information of more than one representative.
B. Any recipient of a CSUN Sponsorship must submit a detailed report to the University Initiatives Committee and send a representative at the end of the fiscal year to deliver a report recounting their use of sponsorship funds as well as projected use of future funds and projects.
    1. The report submitted must abide by any and all additional requirements set forth by the managing committee.

2. Representatives of the Entity shall be amenable when contacted by a CSUN Officer regarding the scheduling of any dates to present a verbal report and physical report to the CSUN Senate or the CSUN University Initiatives Committee.

C. An official UNLV CSUN logo or the words “UNLV CSUN” shall be featured prominently on all recipient marketing material.
D. If applicable, any recipient of a CSUN Sponsorship shall abide by any and all additional conditions, provisions, and agreements set forth in the legislative bill specific to the aforementioned recipient.

SECTION 08: REVOCATION

A. Revocation of CSUN Sponsorships shall be defined in this title as the official process undertaken to discontinue any current and ongoing CSUN Sponsorship.
B. The committee tasked with managing CSUN Sponsorships shall oversee all revocation recommendations of any current and ongoing sponsorship.
    1. The committee tasked with managing CSUN Sponsorships shall oversee all revocation recommendations of any current and ongoing sponsorship.
C. The revocation of any CSUN Sponsorship to any UNLV Entity does not necessarily preclude that organization from receiving funding from any other CSUN funding mechanisms, including future CSUN Sponsorships.
D. The committee managing CSUN Sponsorships can recommend revocation on a merit basis due to inability to meet expectations, inefficiency in spending, CSUN’s disinclination for cooperating with the recipient, or more generally, any obvious evaluation of overall unfitness.
    1. Merit basis revocations do not necessarily suggest any wrongdoing on account of the entity.
    2. Sponsorships revoked on a merit basis shall be funded for the final time in the following fiscal year.
E. The committee managing CSUN Sponsorships can recommend revocation due to misconduct on account of the recipient.
    1. Prohibited conduct includes:
        i. Inappropriate use of CSUN funds.
        ii. Any act committed that is contrary to federal, state, local law, or University policy.
        iii. Indisposition or inability to abide by any and all requirements detailed in Section 07 of this title.
    2. Sponsorships revoked on the basis of misconduct are immediate; the organization shall not be funded in the following fiscal year.

SECTION 09: MODIFICATION

A. Modification of CSUN Sponsorships shall be defined, in this title, as the process undertaken in order to alter the conditions, provisions, and agreements of a current Sponsorship, without discontinuation.

B. The committee tasked with managing CSUN Sponsorships shall oversee all modifications to any current and ongoing sponsorship.
    1. Modifications shall take effect immediately with majority approval of the CSUN Senate.

SECTION 10: SPONSORSHIP CREATION

A. Sponsorships shall be submitted for approval to the senate in the form of a Senate Bill.
B. The Senate Bill shall include several required sections that together, form a clear and complete Sponsorship. The required sections include:
    1. Establishment
        i. The establishment section shall be the first section of the Senate Bill.
        ii. This section shall correctly specify the name of the UNLV Entity that will collect the CSUN Sponsorship funding.
    2. Purpose
        i. The purpose section shall be the second section of the Senate Bill.
        ii. This section shall comprehensively indicate the reasoning for the creation of the Sponsorship. This section shall clearly characterize the impact of this Sponsorship on students.
    3. Allowance
        i. The allowance section shall be the third section of the Senate Bill.
        ii. This section shall detail the sum total amount that will be disbursed from the Sponsorship Fund.
        iii. In the event that a sponsorship will disburse funding among multiple UNLV Entities, or accounts, the allowance for each recipient shall be clearly denoted within this section.
    4. Disbursement Period
        i. The disbursement period section shall be the fourth section of the Senate Bill.
        ii. This section shall state which disbursement period the CSUN Sponsorship belongs to. The disbursement period can be either Fall or Spring.
C. The Senate Bill may include a number of additional sections that will accompany the required sections described in subsection B. The additional sections include:
    1. Additional Requirements
        i. The additional requirements section may follow the three necessary sections of a CSUN Sponsorship Senate Bill.
        ii. This section shall comprehensively describe any additional terms, provisions, and/or agreements not specified within Section 07 of this Title.

CHAPTER 1201: UNLV/CSUN PRESCHOOL SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the UNLV/CSUN Preschool, which was founded by UNLV and in partnership with CSUN in 1974.

B. Allocated funds shall be utilized to provide a discounted rate to undergraduate students for enrollment in the UNLV/CSUN Preschool.

SECTION 02: FUNDING

A. Once per fiscal year, an amount of fifty thousand dollars ($50,000) from the CSUN Sponsorship Budget shall be transferred to the UNLV/CSUN Preschool to provide a discounted rate to undergraduate students for enrollment in the UNLV/CSUN Preschool.

SECTION 03: REQUIREMENTS

A. Once per fiscal year, a representative from the UNLV/CSUN Preschool shall provide a report to the CSUN University Initiatives committee containing (but not limited to) the following information: active fiscal year spending report, upcoming fiscal year budget, relevant statistics and data, accomplishments, operations and activities, etc.
B. The discounted rate provided to undergraduate students shall not exceed eighty-percent (80%) of the current general public rate.
C. Undergraduate student enrollment shall be no less than twenty-percent (20%) of the total enrollment from the previous academic year.
D. Undergraduate student enrollment shall be no less than eighteen-percent (18%) of the total enrollment for both the fall and spring semester:
    1. Enrollment information shall be determined thirty (30) days after the start of both the fall and spring semester.
E. CSUN’s name and/or official logo shall be featured prominently on all presentations and marketing materials.
    1. Marketing materials shall be defined as any item(s) designed and utilized to promote the UNLV/CSUN Preschool. Examples of marketing materials include (but are not limited to): clothing, bags, stationary, flyers/posters, etc.
F. CSUN’s name shall be featured prominently within the name of the preschool.
G. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1202: UNLV STUDENT SUPPORT AND ADVOCACY SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the sponsorship of the Office of Student Support and Advocacy, which encompasses the UNLV Food Pantry, HOPE Scholars, Fostering Scholars, and Basic Needs programs.

SECTION 02: FUNDING

A. Once per fiscal year, an amount of seventy thousand dollars ($70,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the Office of Student Support and Advocacy. It shall be under the discretion of the aforementioned office to distribute the funds as deemed necessary between the

UNLV Food Pantry, HOPE Scholars, Fostering Scholars, and Basic Needs programs.

SECTION 03: REQUIREMENTS

A. CSUN's name shall be featured prominently on pantry sponsored marketing material:
    1. Either an official CSUN logo or the words "UNLV CSUN" shall appear on marketing materials prepared by the UNLV Food Pantry, HOPE Scholars, Fostering Scholars, and Basic Needs programs that receive funding from CSUN.
    2. For purposes of this section, marketing materials shall be defined as shirts, flyers, or any other materials designed to promote.
B. It is the responsibility of the current Chair of University Initiatives to contact the Office of Student Support and Advocacy once per fiscal year to present them with the most recent copy of their sponsorship.
C. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1203: UNLV REBEL VETS SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the sponsorship of the UNLV Rebel Vets (a Student Veterans of America Chapter). The purpose is to provide meaningful funding to assist in providing programs to connect with veterans and to prevent veteran isolation and suicide.

SECTION 02: FUNDING

A. Each September, an amount of fourteen thousand dollars ($14,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV Rebel Vets.

SECTION 03: REQUIREMENTS

A. Each fiscal year, the UNLV Rebel Vets shall send representatives to the University Initiatives Committee to present a budget that meets these requirements and justifies the continued sponsorship of the UNLV Rebel Vets. Once approved by the University Initiatives Committee, an amount not to exceed $14,000 will be transferred to the UNLV Rebel Vets from the CSUN Sponsorship Budget.
B. The UNLV Rebel Vets shall use this sponsorship on events for students, staff, and faculty of UNLV. The events include, but are not limited to;
    1. Legislative travel, veteran conferences, graduation ceremonies, and veteran memorial events.
C. CSUN's name shall be featured prominently on UNLV Rebel Vets sponsored marketing material funded with CSUN funding;

1. Either an official CSUN logo or the words “UNLV CSUN” shall appear on UNLV Rebel Vets sponsored marketing materials prepared by the UNLV Rebel Vets or CSUN.
2. For purposes of this section, marketing materials shall be defined as shirts, flyers, or any other materials designed to promote.

D. It is the responsibility of the current Chair of University Initiatives to contact the Rebel Vets prior to March 31st of each fiscal year to present them with the most recent copy of their sponsorship.
E. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1204: UNDOCUNETWORK SPONSORSHIP

SECTION 01: PURPOSES

A. The first purpose of this sponsorship is to provide funds to UndocuNetwork to support the UndocuPeers Project, a peer leadership initiative that empowers students to provide peer-to-peer support, outreach, educational programming, and resource navigation for immigrant, mixed-status, DACA/TPS recipient, and other non-citizen students at UNLV.
    1. UndocuPeers serve as student leaders who foster belonging, increase awareness of available campus and community resources, assist with student engagement initiatives, support educational workshops and presentations, and contribute to programs that promote student success and retention.
    2. The UndocuPeers Project also supports outreach and educational efforts that increase understanding of the experiences and barriers faced by undocumented and immigrant students while equipping faculty, staff, students, and community partners with information and resources to better support these students.
B. The second purpose of this sponsorship is to provide funds to UndocuNetwork to pay for the distribution of Deferred Action for Childhood Arrivals (DACA) Renewal Fee Waivers for UNLV undergraduates in need of financial assistance.
    1. To promote and maintain the retention rates of DACA recipients within the UNLV community.
    2. To provide financial aid to those who may have been affected by outside deterrents that hinder them from paying for their bi-annual DACA renewal requirements to maintain legal status within the United States – in this case being DACA.
C. The third purpose of this sponsorship is to provide funds to The Intersection for students who need financial assistance regarding fees to apply for, renew, or extend their immigration status in order to live in the United States and attend our University.
    1. Fees to be covered by those funds include, but are not limited to: initial immigration status application fees, renewal of status application fees (any

VISA, federal immigration program such as DACA, residency status, culminating at Citizenship applications), biometrics appointment fees, or USCIS required medical examinations.

2. The application will be established and managed by CSUN in partnership with The Intersection. All applicants will be reviewed by The Intersection staff for potential approval and funding.
3. In the event that there are applications without reviewers, the CSUN University Initiatives Committee Chair will be responsible for reidentifying the applications and dividing them up amongst committee members for review and potential approval.

SECTION 02: FUNDING

A. Once per fiscal year, a total amount of thirty thousand dollars ($30,000) from the CSUN Sponsorship Budget shall be transferred to The Intersection and allocated according to the following:
    1. Twenty thousand dollars ($20,000) shall be allocated to UndocuNetwork for the purposes outlined in Section 01(A) and Section 01(B).
    2. Ten thousand dollars ($10,000) shall be allocated to the International & Immigrant Student Support fund for the purposes outlined in Section 01(C).
B. Funding allocated to UndocuNetwork shall be used as follows:
    1. Part of the budget shall be used to compensate UndocuPeers for their leadership, outreach, peer support, educational programming, event planning, resource development, presentations, and other project-related responsibilities that advance the mission of UndocuNetwork and support immigrant and undocumented student success at UNLV.
        i. Funding may also support educational workshops, campus presentations, outreach initiatives, and peer engagement activities conducted by UndocuPeers throughout the academic year.
    2. Part of the budget shall be used for the purpose of distributing fee waivers for DACA Renewal Application expenses.
        i. The funds for the DACA Renewal Fee Waivers will cover the full amount for each DACA renewal application (Recipients will be awarded the renewal amount based on the type of DACA renewal application and the costs set by the United States Citizenship and Immigration Services).
C. Funding allocated to the International & Immigrant Student Support fund shall be administered as follows:
    1. Students who incur costs related to immigration are able to apply for funding through the online application portal provided by CSUN as well as on The Intersection’s platform. Applications will be reviewed based on need and merit.
    2. These funds will be awarded through UNLV Financial Aid and available on a student’s MyUNLV account. These funds are intended to bypass any current fees or balances listed on MyUNLV. Students will be able to access the funds via refund or direct deposit in order to pay off any outstanding balances in which they originally applied for.

3. Amounts awarded to individual students' accounts shall not exceed $500 (five hundred dollars) and are not required to be the full $500 amount.
4. Students are eligible to receive funding once every academic year.
5. Applications are available year-long, with internal deadlines provided by The Intersection and UNLV Financial Aid on a rolling basis.

SECTION 03: REQUIREMENTS

A. All funds allocated toward the UndocuPeers Project shall be used to compensate UndocuPeers for fulfilling the responsibilities of the peer leadership program, including peer support, outreach, educational programming, presentations, event assistance, resource development, and other approved project activities.
    1. At the end of each semester, a representative from UndocuNetwork shall provide a report to the CSUN Senate, either in person or by email, summarizing the activities supported through the UndocuPeers Project. The report should include, when applicable:
        i. Number of UndocuPeers participating
        ii. Student engagement and outreach efforts
        iii. Educational workshops and presentations conducted
        iv. Programs and events supported
        v. Campus and community partnerships
        vi. Additional resource needs or recommendations
    2. CSUN's name and/or logo shall be prominently displayed on Presentations.
B. All money disbursed towards the DACA Renewal program must be used for the purpose of paying for DACA Renewal applications for those that qualify for a fee waiver.
C. Representatives from The Intersection shall give a report to the University Initiatives Committee on the number of students utilizing the International & Immigrant Student Support fund.
D. CSUN's name shall be featured prominently on sponsored marketing material:
    1. Either an official CSUN logo or the words "UNLV CSUN" shall appear on sponsored marketing materials for the International & Immigrant Student Support fund.
    2. For purposes of this section, marketing materials shall be defined as forms/applications/website information and any physical marketing materials.
E. It is the responsibility of the current Chair of the University Initiatives Committee to contact The Intersection prior to the end of each fiscal year to present them with the most recent copy of their sponsorship.
F. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1205: CARE SURVIVOR FUND SPONSORSHIP

SECTION 01: PURPOSE

A. To ensure that the CARE Survivor Fund, started by UNLV's CARE Advocates in 2015, continuously has enough funds to provide for those in emergency situations relating to sexual assault, domestic/dating violence, and stalking. The CARE Survivor Fund is confidential, allowing individuals to request emergency funding without their personal information/circumstances becoming public.
B. To pay for an annual one thousand dollar ($1,000) stipend for twenty (20) students, or CARE Advocates, who work to adhere towards a trauma-informed, healing centered approach to address sexual violence, family and relationship violence, and/or stalking for UNLV survivors. Any excess funds can be used for the Care Survivor Fund, or are up to the department's discretion.

SECTION 02: FUNDING

A. Each summer at the start of the new fiscal year, an amount of thirty-five thousand dollars ($35,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the CARE Survivor fund from the CSUN Sponsorship Budget.

SECTION 03: REQUIREMENTS

A. The CARE Advocates shall use this sponsorship to support undergraduate students impacted by sexual assault, domestic/dating violence, and/or stalking in need of emergency funding through the CARE Survivor Fund.
B. CARE Advocates will be disbursed a portion of this fund in the form of student stipends at a rate of $1,000 per fiscal year per student.
C. Since the CARE Advocates keep client information confidential, they shall send a representative to the University Initiatives Committee prior to March 31st of each fiscal year to give a report that includes a minimum of monthly bank statements and a list of what the allocated funds were used for.
D. All funds not expended by CARE Advocates for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before June 30 of each fiscal year

CHAPTER 1206: TEXTBOOK RESERVE SPONSORSHIP

SECTION 01: PURPOSE

A. To create a permanent funding mechanism for the University Libraries system at the University of Nevada, Las Vegas in order to provide a limited number of textbooks for selected courses through a monitored reserve program. The program also enables the University Libraries to expand its existing Course Reserves Service.

SECTION 02: FUNDING

A. Each August, an amount of twenty-three thousand five hundred dollars ($23,500) from the CSUN Sponsorship Budget received from student fees shall be

allocated to the University Libraries at the University of Nevada, Las Vegas for use in the Textbook Reserve Program.

1. The sponsorship funds will be available each academic year for the University Libraries to use in order to purchase the necessary textbooks and technology.
    i. A portion of this funding may be used to bind previously purchased textbooks in order to ensure their longevity.
    ii. It is at the discretion of the Library staff to determine the distribution of funds between textbook and technology purchases.

SECTION 03: REQUIREMENTS

A. Prior to the funding disbursement, the University Libraries will submit a budget to the University Initiatives Committee that meets these requirements and justifies the continued sponsorship of the Textbook Reserve Sponsorship at the University of Nevada, Las Vegas.
B. Representatives from the University Libraries shall provide a report once each fiscal year to CSUN:
    1. Prior to the start of each semester, academic courses with high enrollment and those with expensive texts will be identified by the University Libraries.
        i. These courses with their associated textbooks and costs will be provided to the University Initiatives Committee in a document for their review.
C. University Libraries staff will aggregate semester usage data, textbook availability issues, as well as any unintended consequences associated with the program and share findings with CSUN representatives.
D. The University Libraries reserves space for the approved textbooks and incorporates their use into its general course reserves procedures.
    1. A record of each book included in the program shall be created in the Libraries online catalog.
    2. The general University Libraries checkout policy will apply to all textbooks checked out by UNLV students.
    3. A student is limited to the use of 2 reserve items at a time in keeping with the guidelines and procedures for all items on reserve.
    4. Any checkout fines will be retained by the Libraries; replacement fees will revert back to the Textbook Reserve Program to fund replacement or new textbooks as appropriate.
    5. Library Staff shall affix each textbook with an identifying tag that clearly signifies that it is funded by CSUN and is part of the CSUN/University Libraries Textbook Reserve Program.

E. It is the responsibility of the current Chair of University Initiatives, or their chosen representative, to contact the University Libraries prior to March 31st of each fiscal year to present them with the most recent copy of their sponsorship.
F. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1207: THINKABILITY GRANT SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the Thinkability Grant.
B. Allocated funds shall be utilized to provide grants that cover the cost of psychological assessment for undergraduate students with The PRACTICE's Psychological Assessment and Testing Clinic (PATC).
C. It shall be under the discretion of The PRACTICE's Psychological Assessment and Testing Clinic (PATC) office to distribute the funds as deemed necessary
D. The following offices are aware of the existence of the Thinkability grants and may refer students to The PRACTICE for funding needs: the Disability Resource Center (DRC), Student Counseling and Psychological Services (CAPS), and the Academic Success Center (ASC).
    1. The official verification of financial need and granting of any funds shall be handled by The PRACTICE.

SECTION 02: FUNDING

A. Once per fiscal year, an amount of five thousand dollars ($5,000) from the CSUN Sponsorship Budget shall be transferred to The PRACTICE to cover the cost of psychological assessments for undergraduate students.
    1. The cost of these psychological assessments shall be established by The PRACTICE.
    2. Grants will be funded through invoices sent to CSUN by The PRACTICE.

SECTION 03: REQUIREMENTS

A. Once per fiscal year, a representative from The PRACTICE shall provide a report to the CSUN University Initiatives committee containing (but not limited to) the following information: active fiscal year spending report, upcoming fiscal year budget, relevant statistics and data, accomplishments, operations and activities, etc.
B. All funds not expended by The PRACTICE for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before June 30 of each fiscal year

CHAPTER 1208: THE INTERSECTION CARES EMERGENCY FUND SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the sponsorship of The Intersection Cares Emergency Fund for the purpose of recognizing students who need financial assistance to obtain academic success and retention.
    1. The application will be established and managed by the Executive Director/designee of The Intersection: Academic Multicultural Resource Center

SECTION 02: FUNDING

A. An amount of $10,000, approved through the fiscal year operating budget, will be transferred to The Intersection: Multicultural Academic Resource Center at the beginning of each fiscal year.
B. If the student is experiencing an emergency financial situation, they apply for services at The Intersection. The Intersection staff reviews the student's specific situation along with any other documentation provided. If it is determined that the student qualifies for emergency help, the staff of The Intersection will utilize the Emergency Funds.
C. The fund awardees will be chosen based on the responses to the application and contact to the Financial Aid Department by the Executive Director. Financial management and career goal resources will also be provided to the awardees.
D. Fund awards can be in the form of fulfilling an invoice, purchase order, sending money to a student's direct account, or community engagement opportunities regarding disenfranchised students.
E. Amounts awarded to students' accounts shall not exceed $1,000 (one thousand dollars)
F. Any additional material purchased with the funds may be distributed until the resources are exhausted.

SECTION 03: REQUIREMENTS

A. Representatives from The Intersection shall provide various reports to CSUN:
    1. Give a report to the University Initiatives Committee on the number of students utilizing the Emergency funds.
B. CSUN's name shall be featured prominently on sponsored marketing material:
C. Either an official CSUN logo or the words "UNLV CSUN" shall appear on sponsored marketing materials for the Emergency Fund.
D. For purposes of this section, marketing materials shall be defined forms/applications/website information.

E. It is the responsibility of the current Chair of University Initiatives to contact the Intersection prior to March 31st of each fiscal year to present them with the most recent copy of their sponsorship.
F. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1209: STUDENT INVOLVEMENT & ACTIVITIES (SIA) CAMPUS WIDE PROGRAMMING

SECTION 01: PURPOSE

A. To provide a permanent funding for campus wide programs including Premier UNLV, Rebel Homecoming, and the Involvement Fairs.

SECTION 02: FUNDING

A. Each August, an amount of one hundred five thousand dollars ($105,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV Student Involvement & Activities (SIA) department for costs associated with Involvement Fairs, Premier UNLV, Rebel Homecoming, other Rebel Events Board (REB) programming throughout the year.

SECTION 03: REQUIREMENTS

A. Each year representatives from the SIA Department shall provide a report on the use of the sponsorship budget to CSUN.
B. CSUN’s name shall be featured prominently on event sponsored marketing material:
    1. Either an official CSUN logo or the words “A CSUN sponsored event” shall appear on any marketing materials prepared by either CSUN or SIA.
    2. For purposes of this section, marketing materials shall be defined as giveaways, flyers, social media, or any other materials designed to promote attendance at the event.
    3. CSUN will have a table at Premier UNLV, Rebel Homecoming, and the Involvement Fairs where they can market CSUN services and programs.
C. It is the responsibility of the current Chair of University Initiatives to contact the UNLV SIA Department in regard to the sponsorship prior to March 31st of each fiscal year to present them with the most recent copy of their sponsorship.
D. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1210: ADMISSIONS WELCOME WEEK

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the sponsorship of Admissions Welcome Week.

SECTION 02: FUNDING

A. Each August, an amount of twenty-two thousand dollars ($22,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV Admissions Department for costs associated with UNLV Welcome Week.

SECTION 03: REQUIREMENTS

A. At the request of the Chair or Vice Chair, the UNLV Admissions Department shall send representatives to the University Initiatives Committee to present a budget that meets these requirements and justifies the continued sponsorship of the Admissions Welcome Week. Once approved by the University Initiatives Committee, an amount not to exceed $22,000 will be transferred to the UNLV Admissions Department from the CSUN Sponsorship budget.
B. In order to qualify for the funds, Admissions Welcome Week coordinators must present their proposals to CSUN no later than the start of each academic year.
    1. Representatives from the UNLV Admissions Department shall provide a report on the use of the sponsorship budget to CSUN once every fiscal year prior to March 31st.
C. CSUN's name shall be featured prominently on team sponsored marketing material:
    1. Either an official CSUN logo or the words "A CSUN sponsored event" shall appear on any marketing materials prepared by either CSUN or the UNLV Office of Admissions.
    2. For purposes of this section, marketing materials shall be defined as shirts, flyers, or any other materials designed to promote attendance at the event.
D. It is the responsibility of the current Chair of University Initiatives to contact the UNLV Admissions Department in regard to Admissions Welcome Week prior to March 31st of each fiscal year to present them with the most recent copy of their sponsorship.
E. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1211: GRAD FEST SPONSORSHIP

SECTION 01: PURPOSE

A. To create a permanent funding mechanism for Grad Fest.

SECTION 02: FUNDING

A. Each October, an amount of ($5,000) five thousand dollars and each March, an amount of ten thousand dollars ($10,000) from the CSUN Sponsorship Budget

received from student fees shall be transferred to the UNLV Alumni Association for costs associated with Senior Send-off from the CSUN sponsorship budget.

SECTION 03: REQUIREMENTS

A. At the request of the Chair or Vice Chair, the UNLV Alumni Association shall send representatives to the University Initiatives Committee to present a budget that meets these requirements and justifies the continued sponsorship of Grad Fest. Once approved by the University Initiatives Committee, an amount not to exceed $15,000 will be transferred to UNLV Student Alumni Association, for use with Senior Send-off.
B. Representatives from the UNLV Alumni Association shall provide various reports to the University Initiatives Committee:
    1. Give a report on the UNLV Alumni Association's use of the sponsorship budget once in the Fall Semester and once every fiscal year prior to March 31st.
C. CSUN's name shall be featured prominently on sponsored marketing material:
    1. Either an official CSUN logo or the words "UNLV CSUN" shall appear on team sponsored marketing materials prepared by the UNLV Alumni Association or CSUN, for the purposes of Senior Send-off.
    2. For purposes of this section, marketing materials shall be defined as shirts, flyers, or any other materials designed to promote.
D. It is the responsibility of the current Chair of University Initiatives to contact the UNLV Alumni Association regarding Grad Fest prior to March 31st of each fiscal year to present them with the most recent copy of their sponsorship.
E. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1212: STUDENT AMBASSADORS FOR COLLEGE RECRUITMENT SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the Student Ambassadors for College Recruitment Sponsorship.
B. Allocated funds shall be utilized to provide financial compensation for undergraduate students serving in student ambassador roles for the Undergraduate Student Admissions & Recruitment offices from the Colleges of Engineering, Education, Hospitality, and the Honors College.

SECTION 02: FUNDING

A. Once per fiscal year, a total amount of eight thousand dollars ($8,000 from the CSUN Sponsorship Budget shall be divided and allocated according to the following:

1. Three thousand dollars ($3,000) shall be allocated to the College of Engineering Undergraduate Student Admissions & Recruitment.
2. Two thousand dollars ($2,000) shall be allocated to the College of Education Undergraduate Student Admissions & Recruitment.
3. Two thousand dollars ($2,000) shall be allocated to the College of Hospitality Undergraduate Student Admissions & Recruitment.
4. One thousand dollars ($1,000) shall be allocated to the Honors College Undergraduate Student Admissions & Recruitment.

SECTION 03: REQUIREMENTS

A. Funds shall be disbursed to student ambassadors that have completed the required hours of their program (as established by their respective college).
B. Once per fiscal year, a representative from each of the college's Undergraduate Student Admissions & Recruitment offices shall provide a report to the CSUN University Initiatives committee containing (but not limited to) the following information: active fiscal year spending report, upcoming fiscal year budget, relevant statistics and data, accomplishments, operations and activities, etc.
C. CSUN's name and/or official logo shall be featured prominently on all presentations and marketing materials.
D. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1213: NAVIGATOR'S PROGRAM SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the Navigator's Program, overseen by the office of Service Learning and Leadership.

SECTION 02: FUNDING

A. Once per fiscal year, an amount of fifteen thousand dollars ($15,000) will be transferred to the Office of Service Learning and Leadership. The Office of Service Learning and Leadership will distribute the funds as scholarships in varying amounts to students (referred to as 'Navigators') that successfully complete the program.

SECTION 03: REQUIREMENTS

A. All money shall be used to provide scholarships to the undergraduate students participating in the Navigator's program.
B. Prior to March 31st, a representative from Service Learning and Leadership must provide a report to the University Initiatives Committee discussing the various activities of the program and/or undergraduate student participants.

C. CSUN's name shall be featured prominently on sponsored marketing material:
    1. Either an official CSUN logo or the words "UNLV CSUN" shall appear on team sponsored marketing materials prepared by the department of Service Learning and Leadership or CSUN, for the purposes of the Navigator's Program.
    2. For purposes of this section, marketing materials shall be defined as shirts, flyers, or any other materials designed to promote.
D. It is the responsibility of the current Chair of University Initiatives to contact the UNLV Service Learning and Leadership regarding the Navigator's Sponsorship prior to March 31st to present them with the most recent copy of their sponsorship.
E. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1214: OFFICE OF UNDERGRADUATE RESEARCH SPONSORSHIP

SECTION 01: PURPOSE

A. To provide permanent supplemental funding for the UNLV Office of Undergraduate Research.

SECTION 02: FUNDING

A. In the beginning of each Fall semester, an amount of twenty thousand ($20,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV Office of Undergraduate Research to the CSUN Sponsorship budget.

SECTION 03: REQUIREMENTS

A. Each end of the fiscal year, all money disbursed towards the Office of Undergraduate Research ($20,000) must be used for the following items.
    1. Undergraduate Research Fellowships
    2. Undergraduate Poster Printing
    3. Symposium Production
B. At least two CSUN officials (chosen by the CSUN President) must serve on the OUR Fellowship selection committee.
C. Prior to March 31st, a representative from the Office of Undergraduate Research must provide a report to University Initiatives Committee detailing the usage and impact of CSUN funding and a report of overall department updates from the past year.

1. CSUN’s name and/or logo shall be prominently displayed on presentations.

D. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1215: GRAD REBEL ADVANTAGE SPONSORSHIP

SECTION 01: PURPOSE

A. To provide permanent supplemental funding for the Grad Rebel Advantage Program.

SECTION 02: FUNDING

A. In the beginning of each Fall semester, an amount of ten thousand ($10,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV Grad Rebel Advantage Program to the CSUN Sponsorship budget.

SECTION 03: REQUIREMENTS

A. Each end of the fiscal year, the money disbursed towards the Grad Rebel Advantage Program ($10,000) may be used towards but not exclusively for:
    1. Rebel Research and Mentorship (RAMP) Undergraduate Awards
    2. Cohort Incentives and Scholarships
    3. Cohort Mentorships
    4. Program Workshops

B. It shall be under the discretion of the Grad Rebel Advantage Program to utilize the remaining funds as deemed necessary in order to facilitate the most optimal execution for this program.

C. An additional program requirement option for UNLV undergraduates under workshops, is attending a CSUN hosted workshop or educational session/forum as determined by the program coordinator.

D. Prior to March 31st, a representative from the Grad Rebel Advantage Program must provide a report to CSUN, in person or through email detailing the usage and impact of CSUN funding and a report of overall department updates from the past year.
    1. CSUN’s name and/or logo shall be prominently displayed on presentations of workshops, programming, etc.

E. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

CHAPTER 1216: PERIOD PROJECT SPONSORSHIP

SECTION 01: PURPOSE

A. To create a permanent funding for the Period Product Initiative

SECTION 02: FUNDING

A. Each July, an amount of ($3,000.00) three thousand dollars from the CSUN Sponsorship Budget Line, received from student fees shall be transferred to the UNLV Student Union and UNLV Lied Library in two separate amounts of ($1,500.00) one thousand five hundred dollars for each individual building for costs associated with the purchase of Period Products from the CSUN Sponsorship Budget Line.

SECTION 03: REQUIREMENTS

A. Prior to March 31st, a representative from both the UNLV Student Union and the UNLV Lied Library shall submit a report to CSUN. The report shall contain:
    1. The maintenance of the dispenser at each location
    2. An inventory of products used up to the date of the report

CHAPTER 1217: INTERNATIONAL & IMMIGRANT STUDENT SUPPORT SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for students who need financial assistance regarding fees to apply for, renew or extend their immigration status in order to live in the United States and attend our University.
    1. Fees to be covered by those funds include, but are not limited to: initial immigration status application fees, renewal of status application fees (any VISA, federal immigration program such as DACA, residency status, culminating at Citizenship applications), biometrics appointment fees, or USCIS required medical examinations.
    2. The application will be established and managed by CSUN in partnership with The Intersection. All applicants will be reviewed by The Intersection staff for potential approval and funding.
    3. In the event that there are applications without reviewers, the CSUN University Initiatives Committee Chair will be responsible for reidentifying the applications and dividing them up amongst committee members for review and potential approval.

SECTION 02: FUNDING

A. An amount of $10,000, approved through the fiscal year operating budget, will be transferred to The Intersection at the beginning of each fiscal year.
B. Students who incur costs related to immigration are able to apply for funding through the online application portal provided by CSUN as well as on The Intersection’s platform. Applications will be reviewed based on need and merit.

C. These funds will be awarded through UNLV Financial Aid and available on a student's MyUNLV account. These funds are intended to bypass any current fees or balances listed on MyUNLV. Students will be able to access the funds via refund or direct deposit in order to pay off any outstanding balances in which they originally applied for.
D. Amounts awarded to individual students' accounts shall not exceed $500 (five hundred dollars), and are not required to be the full $500 amount.
E. Students are eligible to receive funding once every academic year.
F. Applications are available year-long, with internal deadlines provided by The Intersection and UNLV Financial Aid on a rolling basis.

SECTION 03: REQUIREMENTS

A. Representatives from The Intersection shall provide various reports to CSUN:
    1. Give a report to the University Initiatives Committee on the number of students utilizing the funds.
B. CSUN's name shall be featured prominently on sponsored marketing material:
    1. Either an official CSUN logo or the words "UNLV CSUN" shall appear on sponsored marketing materials for the fund.
    2. For purposes of this section, marketing materials shall be defined as forms/applications/website information and any physical marketing materials.
C. It is the responsibility of the current Chair of the University Initiatives Committee to contact the involved parties prior to March 31st of each fiscal year to present them with the most recent copy of their sponsorship.
D. All funds not expended by the Intersection for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before June 30 of each fiscal year.

CHAPTER 1218: COMMUTER STUDENT FUND SPONSORSHIP

SECTION 01: PURPOSE

A. To provide a permanent funding mechanism for the CSUN Commuter Fund, designed to support undergraduate students at UNLV who are facing transportation related financial hardship.
    1. The application will be established and managed by the Executive Director/designee of The Office of Student Support and Advocacy (OSSA).

SECTION 02: FUNDING

A. CSUN shall allocate $15,000 annually for each academic year, split equally between the fall and spring semesters ($7,500 per semester), within the CSUN annual budget.
B. The CSUN Commuter Fund seeks to improve student access, academic success, and retention by covering eligible commuting expenses, including but not limited to:

1. Gas and fuel expenses
2. Automobile repairs and maintenance
3. Public transit fees or rideshare services
4. Emergency transportation costs that directly affect the student's ability to attend class

C. The fund shall not be used for:
    1. Repairs or purchases related to bicycles, scooters, skateboards (manual or electric), or other similar personal mobility devices
    2. Vehicle modifications (performance or aesthetics e.g.: paint jobs, superchargers, etc.)
    3. Parking permits
D. Funds shall not exceed $500 per semester per student with a lifetime cap of $1,500 per student.
E. Funds are awarded based on demonstrated need such as receipts, documentation provided, and availability of funds.
F. Applications shall be administered through the Office of Student Support and Advocacy (OSSA) using their existing need-based vetting process. Applications must include:
    1. A written statement of need
    2. Documentation of commuting-related expenses
    3. Proof of enrollment in at least 6 undergraduate credit hour
    4. Applicants must have a current year FAFSA or Alternate Need form on file
    5. Student must be in good standing with the university

SECTION 03: REQUIREMENTS

A. The Office of Student Support and Advocacy (OSSA) shall submit a report to the CSUN Senate at the end of each academic semester including:
    1. Number of applications received
    2. Number of students awarded
    3. Average award amount
    4. Common use of funds (e.g. gas, tire replacement, minor car repairs)
B. CSUN sponsorship shall be visibly acknowledged on all application materials and promotional content.
C. All materials must include either the CSUN logo or the phrase "UNLV CSUN" in a professional and prominent manner.
D. For the purposes of this chapter, marketing materials shall include websites, forms, applications, digital communications, and print collateral.
E. It shall be the responsibility of the Chair of the University Initiatives Committee to contact OSSA before March 31 of each fiscal year to share the most updated version of this sponsorship.
F. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding

disbursed in the following fiscal year.

CHAPTER 1219: FINE ARTS WALK SPONSORSHIP

SECTION 01: PURPOSE

A. To establish an annual funding mechanism for the UNLV Fine Arts Walk event, overseen by the UNLV College of Fine Arts.
B. Allocated funds shall be utilized to subsidize the operational and logistical expenses of the UNLV Fine Arts Walk event, helping to cover essential operating costs such as (but not limited to): catering for free public distribution, venue reservation fees, event programming, and provisioning of tabling materials for organizations.

SECTION 02: FUNDING

A. Once per fiscal year, an amount of five thousand dollars ($5,000.00) from the CSUN sponsorship budget shall be transferred to the UNLV College of Fine Arts.
B. It shall be under the discretion of the UNLV College of Fine Arts to utilize the funds as deemed necessary in order to facilitate the most optimal execution of the UNLV Fine Arts Walk event.

SECTION 03: REQUIREMENTS

A. Once per fiscal year, a representative from the UNLV College of Fine Arts shall provide a report to the CSUN University Initiatives committee regarding (but not limited to) the following information: active fiscal-year spending report, upcoming fiscal-year budget plan, relevant statistics/data, accomplishments, operations/activities, etc.
B. CSUNs name and/or official logo shall be featured prominently on all presentations and marketing materials related to the UNLV Fine Arts Walk event.
    1. Marketing materials shall be defined as any item(s) designed and utilized to promote the UNLV Fine Arts Walk event. Examples of such marketing materials include (but are not limited to): flyers/posters/advertisements, apparel, promotional merchandise, etc.
C. All funds disbursed to the College of Fine Arts under this sponsorship shall be utilized exclusively for the planning, promotion, and execution of the UNLV Fine Arts Walk event. Any expenditure of these funds must be demonstrably related to the operations of this event.
D. Any CSUN sponsorship funds remaining unexpended at the end of each fiscal year shall remain within the recipient department's designated account. The remaining balance shall be reported to the CSUN University Initiatives Committee and deducted from the amount of the recurring sponsorship funding disbursed in the following fiscal year.

TITLE XIII: MISCELLANEOUS

CHAPTER 1301: IMPEACHMENT OF OFFICERS

SECTION 01: PURPOSE

A. To establish guidelines for impeachment proceedings against any officer of CSUN, as defined by the CSUN Constitution.

SECTION 02: IMPEACHMENT CHARGES

A. Pursuant to Article IX, Section B of the CSUN Constitution, charges may be brought against any officer by any member of the Senate.
B. The impeachment committee shall be the Senate as a whole, excluding the defendant.
C. Any senator bringing impeachment charges against a CSUN Officer shall adhere to the following procedure:
    1. The accusing senator shall present a formal written statement of the charges, which will be read before the Senate during the action item.
    2. The written statement of charges shall consist of the name of the accused and office held, as well as the specific reasons for impeachment, also known as the impeachment charges.
    3. There will then be a minimum of a five-minute period for question and answer directed toward the senator presenting the charges concerning the written statement.
    4. Once the question and answer period has expired, the body will move into a period of discussion.
    5. Upon closure of discussion, the body will move into voting. A simple majority is required to advance the impeachment charges to a hearing.

SECTION 03: IMPEACHMENT HEARING

A. If the impeachment charges to be filed are approved, the Senate President shall:
    1. Place on the agenda for the next regularly scheduled CSUN Senate meeting an action item for the approval of impeachment charges and removal from office of the defendant. This action item shall serve as the impeachment hearing and must appear on the Senate agenda for two weeks before a vote may be called on the item.
    2. In compliance with Nevada Open Meeting Law, the Senate President or their designee shall notify the defendant of the charges against them, and the date, time and location of the impeachment hearing, as outlined in NRS 241.
B. In the event that the Senate President position is vacant, or that they are a defendant, the Senate President Pro Tempore shall chair the meeting in which the impeachment hearing takes place.
C. In the event that the Senate President and Senate President Pro Tempore position is vacant, or that they are a defendant, the Senate shall appoint a chair for the meeting in which the impeachment hearing takes place. The appointment shall be properly included on the Senate agenda, and properly voted on, at the meeting immediately prior to the meeting in which the hearing will take place.
D. The impeachment hearing shall be conducted in the following manner:

1. This impeachment hearing may not be closed.
2. Any and all action items for the approval of impeachment charges and removal from office shall be heard immediately following Public Comment and before all other agenda items.
3. The Senate President shall begin by reading the charges pending against the defendant and entertain any preliminary matters that the plaintiff and/or defense bring before them at that time. Under no circumstances shall the Senate President unilaterally dismiss the charges pending against the defendant. Likewise, they may not convict.
4. Both the accusing senator and defendant shall be allowed representation either by an attorney or another student.
5. The Senate President shall read the following to the senators prior to the start of the hearing: “The standard of evidence to be used in determining the guilt or innocence of the defendant shall be by a preponderance of evidence that an impeachable offense has occurred and that removal from office is warranted; that is, each voting member is to consider the totality of the facts as presented at the hearing and then cast a vote based on whether it is more likely than not that the subject of the hearing is guilty of the charge(s) against them and removal from office is warranted.”
6. The accusing senator shall have ten minutes to re-read the letter of formal charges and speak on the letter and is allowed to yield the remaining time to other witnesses in attendance.
7. The defendant shall have ten minutes to present the case and is allowed to yield the remaining time to other witnesses in attendance.
8. Once time has expired, the Senate will move into a period of question and answer, followed by a discussion period, followed by a roll call vote.

E. A two-thirds vote of the total Senate membership is required to approve impeachment charges and remove the defendant from office.
F. Pursuant to Article IX, Section D, sustainment of impeachment charges by the Senate shall cause impeached officers to be immediately removed from office and barred from holding further CSUN offices indefinitely.

CHAPTER 1302: RESIGNATION OF OFFICERS

SECTION 01: PURPOSE

A. To establish a procedure for the resignation from any office or position within CSUN

SECTION 02: RESIGNATION FROM THE EXECUTIVE BRANCH

A. Should an individual see themselves as unable to execute their position within the Executive branch for any reason, they may resign and shall:
    1. For the President’s Resignation:
        i. Author a formal resignation letter addressed to the Student Body.
        ii. Submit this letter to the Student Body, UNLV President, and CSUN Advisor with the understanding that, upon doing so, their term will conclude effective immediately, rendering their position vacant.
        iii. The Senate President shall inform the Senate at the next regularly scheduled meeting.

2. For other Executive Resignations:
    i. Author a formal resignation letter addressed to the Student Body President.
    ii. Submit this letter to the Student body President and CSUN Advisor with the understanding that, upon doing so, their term will conclude effective immediately, rendering their position vacant.
    iii. The Student Body President shall inform the Senate at the next regularly scheduled meeting.

SECTION 03: RESIGNATION FROM THE LEGISLATIVE BRANCH

A. Should an individual see themselves as unable to execute their position within the Legislative Branch for any reason, they may resign and shall:
    1. Resignation from Chair of a Committee
        i. Author a formal resignation letter addressed to the Senate President.
        ii. Submit this letter to the Senate President, CSUN Advisor, and to the members of the Committee they are resigning as Chair from with the understanding that, upon doing so, they shall no longer serve as the Chair of that committee effective immediately, rendering their position as Chair vacant. They will remain a voting member of the committee.
        iii. The Senate President shall inform the Senate at the next regularly scheduled meeting.
    2. Resignation from Vice Chair of a Committee
        i. Author a formal resignation letter addressed to the Senate President and Committee Chair.
        ii. Submit this letter to the Senate President, CSUN Advisor, and Committee Chair with the understanding that, upon doing so, they shall no longer serve as Vice Chair of that committee effective immediately, rendering their position as Vice Chair Vacant.
        iii. The Committee Chair shall inform the Senate at the next regularly scheduled meeting
    3. Office of the Senate President Pro Tempore
        i. Author a formal resignation letter addressed to the Senate President.
        ii. Submit this letter to the Senate President and CSUN Advisor with the understanding that, upon doing so, their title as Senate President Pro Tempore shall be revoked, rendering the office of the Senate President Pro Tempore as vacant.
        iii. The Senate President shall inform the Senate at the next regularly scheduled meeting.
    4. Resignation from a Committee
        i. Author a formal resignation letter addressed to the Committee Chair
        ii. Submit this letter to the Committee Chair with the understanding that, upon doing so, they shall no longer serve as a member of that committee effectively immediately.
        iii. The Committee Chair shall inform the Senate at the next regularly scheduled meeting.
    5. Resignation from the Senate
        i. Author a formal resignation letter addressed to the Senate President.

ii. Submit this letter to the Senate President and CSUN Advisor with the understanding that, upon doing so, their term will conclude effective immediately, rendering their position vacant.
iii. The Senate President shall inform the Senate at the next regularly scheduled meeting.

SECTION 04: RESIGNATION FROM THE JUDICIAL BRANCH

A. Should an individual see themselves as unable to execute their position within the judicial branch for any reason, they may resign and shall:
    1. For the Office of the Chief Justice
        i. Author a formal resignation letter addressed to the Student Body President.
        ii. Submit this letter to the Student Body President and CSUN Advisor with the understanding that, upon doing so, effective immediately their title as Chief Justice shall be revoked, rendering the office of the Chief Justice as vacant.
        iii. The Student Body President shall inform the Senate at the next regularly scheduled meeting.
    2. For the Office of the Associate Chief Justice
        i. Author a formal resignation letter addressed to the Chief Justice
        ii. Submit this letter to the Chief Justice, Student Body President, and CSUN Advisor with the understanding that, upon doing so, effective immediately their title as Associate Chief Justice shall be revoked, rendering the office of the Associate Chief Justice as vacant.
        iii. The Chief Justice or their designee shall inform the Senate at the next regularly scheduled meeting.
    3. For other Judicial Resignations
        i. Author a formal resignation letter addressed to the Chief Justice
        ii. Submit this letter to the Chief Justice, Student Body President, and CSUN Advisor with the understanding that, upon doing so, their term will conclude effective immediately.
        iii. The Chief Justice or their designee shall inform the Senate at the next regularly scheduled meeting.

CHAPTER 1303: CSUN ENTITIES

SECTION 01: PURPOSE

A. To establish a procedure for the creation, modification, or termination of CSUN entities.

SECTION 02: DEFINITION

A. A “CSUN entity” shall be defined as any board, committee, or department within any branch of CSUN. For the purpose of this chapter, this excludes the Executive Board, Senate, and Judicial Council.

SECTION 03: CREATION, MODIFICATION, TERMINATION

A. Any proposal which addresses the creation, modification, or termination of CSUN entities shall be considered a valid proposal for that purpose, including the annual CSUN budget.
    1. If the proposal for CSUN entities is given by way of the annual CSUN budget, the creation, modification, and/or termination of all said entities must take place before the budget is approved by the Senate, in accordance with Section 03.b. of this bylaw.
B. Procedure for the creation, modification, or termination of a CSUN entity:
    1. Termination, modification, and creation of Executive Entities.
        i. The Executive Board shall provide for the creation or termination of Executive Branch entities via an executive bill adopted by a two-thirds vote of the Executive Board followed by a majority vote of the Senate
        ii. A basic Operating Policy or Bylaw for all newly created Executive Entities must be approved by the Senate before any paid staff is hired for said entity.
        iii. Existing Executive Entities may be modified through creation or amendments of and to the CSUN Bylaws and/or the operating policy of the aforementioned entity.
    2. Termination, modification, and creation of Legislative Entities.
        i. The Senate shall provide for the creation of Legislative Branch entities via a legislative bill adopted by a majority vote of the Senate.
        ii. Legislative entities enacted by way of the CSUN Bylaws through legislation shall not be terminated unless through the passage of legislation by a majority vote in the Internal Affairs Committee and two-thirds vote in the Senate.
        iii. Legislative entities enacted by the way of legislation without any associated CSUN Bylaws shall be terminated at the end of the Legislative Session unless explicitly stated earlier in the legislation.
        iv. The President shall be permitted to create advisory bodies and/or coalitions outside the provision of this chapter.
            1. Advisory bodies created by the President shall permit no additional financial compensation for any members of CSUN.
            2. The creation of CSUN entities that require the usage of a budget, or a change to the CSUN budget, must follow provisions in this chapter.
    3. Judicial Branch: The Judicial Council shall provide for the creation of Judicial Branch entities via the Judicial Council Operating Policy.

SECTION 04: AMENDMENTS

A. Amendments to this chapter shall take effect immediately upon passage by the CSUN Senate and signing by the Student Body President.

CHAPTER 1304: BUILDING ACCESS

SECTION 01: PURPOSE

A. To establish guidelines for appropriate access to the Student Union and CSUN Offices for elected and appointed officials within CSUN.

SECTION 02: ACCESS TO CSUN OFFICES

A. All CSUN Officials
    1. Shall have access to the main entrance to the CSUN Offices during Student Union business hours.
B. Legislative Officers
    1. Shall have access to the CSUN Senate Chambers and the CSUN Conference Room.
C. Executive Branch Members
    1. Shall have access to the CSUN Senate Chambers, CSUN Directors Chambers, CSUN Conference Room, and the individual CSUN student offices.
D. Judicial Officers
    1. Shall have access to the CSUN Judicial Chambers (located in SU 306) and the CSUN Conference Room.
E. Directors, Associate Directors, Assistant Directors
    1. Shall have access to the CSUN Directors Chambers and the CSUN Conference Room.

CHAPTER 1305: PARLIAMENTARY PROCEDURE

SECTION 01: PURPOSE

A. To establish guidelines to support the compliance of CSUN entities with the latest edition of Robert's Rules of Order.
B. This bylaw shall supersede any conflicting provisions of the current edition of Robert's Rules of Order, and such provisions shall be void and no effect.

SECTION 02: ORDER OF BUSINESS

A. For all CSUN entities, the public notice of the meeting shall denote the order of business of that meeting.
B. Agenda items shall represent actionable or informative items brought to the floor by the chair.
C. At the time of their consideration, the Chair shall state the question pertaining to the agenda item and begin the process for its consideration.
    1. Once any necessary debate has ended, the Chair shall put the item to a vote if necessary.
D. The Chair shall be empowered to specify reasonable time limits for all agenda items, unless otherwise specified in these bylaws, the constitution, or other enactments of the Senate.

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SECTION 03: HANDLING OF MOTIONS IN COMMITTEES

A. All subsidiary motions as described in Robert's Rules of Order shall require only a majority vote in committees.
    1. Any other provisions within these bylaws, or above these bylaws, shall supersede this bylaw if any conflicting provisions arise.

SECTION 04: COMMITTEE WORKSHOP SESSIONS

A. The Standing Committees of the Senate shall be authorized to denote certain agenda items as *Committee Workshop Sessions.*
    1. Such an indication carries the suspension of all rules of debate as it pertains to the considered main motion and all subsidiary motions to that main motion.
    2. Any subsidiary motions must still be made in compliance with Robert's Rules of Order.
    3. The suspension of debate will only apply to agenda items marked as Committee Workshop Sessions.
    4. The public notice of the meeting must provide this indication for all agenda items it applies to.
        i. Workshop sessions may not be used to bypass any spirit or letter of the Open Meeting Law.

SECTION 05: SPECIAL PROVISIONS

A. The Chair of any entity may call items on the agenda out of order, and may combine two or more agenda items for consideration, given notification of such a possibility is provided within the public notice of the meeting.
B. Members of the public shall be permitted to speak on agenda items outside public comment if the floor is yielded to them by a member.