



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

# **BYLAWS**

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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.
- B. If referencing a subsection, the subsection label is appended to the section label with a period. This subsection would read: CSUN Bylaw 001.02.B.

### **SECTION 03: AMENDING, RESCINDING, AND SUSPENDING BYLAWS**

- A. Amendments to the CSUN Bylaws may be proposed by any CSUN member through a member of the Internal Affairs Committee or any other senator.
  - 1. Proposals by a member of the Committee shall originate in the Committee.
  - 2. Proposals by a senator not serving on the Internal Affairs Committee shall originate from a committee in which they serve.
- B. Amending, Rescinding, or Suspending CSUN Bylaws shall pass the Internal Affairs 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 or by a majority vote in the Internal Affairs Committee, followed by a 2/3 vote in the Senate. 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. Bills should be titled 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- D. When a bylaw has no further need, action or consequence, it is redundant and should be rescinded.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 suspended 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 only 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 therein. 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. Serving as the supervisor of the Chairs of Committees.
    - i. Shall attend 1 meeting of the Internal Affairs Committee per semester and any complaints being heard at Internal Affairs Committee meetings
    - ii. Shall attend 1 meeting of the Ways and Means Committee per semester
    - iii. Shall attend 1 meeting of the Scholarships and Grants Committee per semester

- iv. Shall attend 1 meeting of the University Initiatives Committee per semester
- v. Attendance of committee meetings is contingent on scheduling
- 4. Managing the Senate Chambers and keeping them in an orderly fashion.
- 5. 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**

- A. At the first meeting of the newly seated Senate, the Senate shall proceed to the election of the Senate President. No other business shall be in order except to recess or adjourn until a Senate President has been selected.
- B. The CSUN Student Body President shall call for nominations and shall recognize each 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 or reduced by a motion.
- D. At the conclusion of debate, the Student Body President shall put the question of the election of the Senate President to a roll call vote. A majority of the Senate is required to elect a Senate President.
- E. In the event that a nominee does not receive a majority of votes, the Student Body President shall call for any additional nominations, and if applicable, re-open debate for the purpose of hearing these additional nominations. The Student Body President shall then call for rounds of voting, eliminating the nominee with the least number of votes until one is selected.
- F. In the case that the offices of the Senate President and the Senate President Pro Tempore are vacant, the CSUN President shall chair the Senate and immediately begin the procedure written above.
- G. In the case of emergency and if the Senate President and Senate President Pro Tempore are temporarily indisposed, the CSUN Student Body President shall chair the Senate.

### **SECTION 02: 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.

### **SECTION 03: 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 his or her 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 04: 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.
  - 1. A clear and complete statement of the topics scheduled to be reported during the meeting shall be submitted to the officer in charge of developing the CSUN Senate agendas; pursuant to Nev. Rev. Stat § 241.020(2)(c).
- 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.

## **SECTION 07: GENERAL DUTIES OF THE VICE CHAIR**

- A. Record the minutes of all official committee meetings.
- B. Assume the role of Chair in the temporary absence of the Chair and all responsibilities of the position therein.
- C. 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 two types of legislation from the Executive Board and the Legislative Branch, which shall be known as Bills and Resolutions.
  - 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 the Senators for Senate Legislation and either the President or Vice President 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. Senate Bills include, but are not limited to, the following:
  - 1. Legislation designed to modify, amend, or suspend CSUN Bylaws
  - 2. Amendments or changes to laws within the legislative powers of the Senate
  - 3. Creation of ad hoc committees, subcommittees, or other legislative entities
  - 4. The approval or reallocation of the annual CSUN Budget
- B. Executive Bills include, but are not limited to, the following:
  - 1. Amendments or changes to laws within the executive branch
  - 2. Creation or amendments to executive departments, operating policies or other such entities

## **SECTION 03: NUMBER ASSIGNMENT**

- A. Legislation shall be assigned a bill or resolution number.
- B. The Senate President, or their designee, shall assign senate bill or senate resolution 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 46-08.
  - 3. Committee Chairs may request blocks of Senate Bill numbers to pre-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 CSUN 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 CSUN 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.
- 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 CSUN 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. Sustainment of impeachments
  - 3. Establishment of committees
  - 4. Appointment of officers
- 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 UNLV General Counsel's Office for editions and review.
- E. Upon approval from UNLV General Counsel the proposed Amendments shall require passage in the Internal Affairs Committee by a majority vote.
- F. 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.
- G. 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 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 nominate and recruit non-paid voluntary members with majority consent of the Senate.
- B. All active Legislative Senators shall have the opportunity to produce any documents under their respective office.
- C. Legislative Senators under the same College will have the opportunity to combine their respective offices.
- D. Legislative Senators with Legislative Interns are responsible for working with the Senate President Pro-Tempore to conduct educational meetings of the Legislative Interns.
- E. 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 SPPT for approval.
    - iii. The SPPT will then send the approved message and its contents to the CSUN Advisor for final approval.
  - 2. The SPPT 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, he/she 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](mailto:CSUN@unlv.edu) email account, be updated according to the spreadsheet.

### **SECTION 03: CSUN INTERN DUTIES**

- A. A CSUN Intern will serve as a non-paid volunteer of CSUN looking to enhance their leadership within the executive and legislative branches of CSUN.
- B. The number of active CSUN interns accepted shall exceed no more than fifty (50) members at any given time.
- C. Each CSUN Intern will be assigned one to two mentors by the SPPT and Vice President following their appointment by the Senate.
  - 1. Mentors shall be one Senator and/or one member of the Executive Branch,



- regardless of their college.
2. Mentors shall be reassigned at the start of each new Senate Session or as needed in the case that a mentor is no longer able to fulfill their duties.
- D. CSUN Interns will be required to attend the first senate meeting of the month and a follow up meeting about said meeting.
1. CSUN Interns are required to stay the entire duration of the meeting or three (3) hours unless otherwise specified by the SPPT or assigned mentor.
  2. Evidence of attendance shall include the signature of either the Senate President Pro Tempore or Senate President.
  3. If there is a conflict and the meeting cannot be attended, it may be made up through a different senate meeting that will be decided on by communicating with the SPPT.
- E. CSUN Interns will be required to complete three (3) CSUN Hours each month.
1. CSUN Hours can be completed through Senate Committee meetings, marketing events, meetings with their mentor, or other events pre-approved by the SPPT.
  2. Evidence of attendance of events shall include a witness and record of the event.
- F. CSUN Interns may attend workshops that are put on by members of CSUN.
1. These workshops will be from a range of different informational meetings about Robert's Rules of Order, Nevada Open Meeting Law, CSUN Bylaws, the CSUN Constitution, CSUN Senate Committees, Bill procedures, Budget financing, leadership development, etc.
  2. The workshops can also be exercises where the interns will be able to practice legislative, executive, and judicial positions to give more direct experience with various CSUN positions and, more in depth information on their respective roles.

#### **SECTION 04: OVERSIGHT OF INTERNS**

- A. The CSUN Senate President Pro-Tempore is responsible for overseeing all CSUN Interns and the CSUN Intern program by:
1. Reporting back to the Senate on any updates regarding the development and participation of the CSUN Interns.
  2. Overseeing the requirements and standards of the internship program.
  3. Coordinating mentorship relationships.
  4. Organizing the attendance and participation of all CSUN Interns.

#### **SECTION 05: DISMISSAL AND REMOVAL OF INTERNS**

- A. In the event that a CSUN Intern fails to execute the duties of their position, the CSUN Intern may be removed from the position by recommendation of the Senate President Pro Tempore or the assigned mentors for which that Intern is serving under. The dismissal must be referred to the Internal Affairs Committee where they must be approved by a majority vote.
1. The CSUN intern whose dismissal is in question must be notified at least 5 business days before the day their action item is scheduled to be seen by

- the Internal Affairs committee.
- 2. The Senate President Pro-Tempore or assigned mentors and CSUN intern(s) in question will have 10 minutes each to present their cases.
- 3. The Internal Affairs committee will be allowed to question the presenters and discuss the dismissal charges.
- B. In the event that a CSUN Intern chooses to resign, the CSUN Intern must submit a Letter of Resignation to the CSUN Senate President Pro-Tempore effective immediately.
  - 1. Interns who have served for at least 180 days may be granted graduation from the program.
- C. All dismissals and resignations of any CSUN Intern shall be announced to the Senate by the Senate President Pro-Tempore at the Senate meeting immediately following the resignation or dismissal.

## **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](mailto: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](mailto: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](mailto: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, he/she will then submit an IT ticket, with the spreadsheet, requesting that the 'all student' listserv, on the [CSUNPresident@unlv.edu](mailto: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 and 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 handling 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.

- 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. Shall serve as Secretary to the Executive Board in the event of the vacancy in the office, or temporary absence of the CSUN Secretary.
  9. Perform all the duties delegated by the Executive Board.
  10. All other duties as contained within the Constitution and Bylaws.

#### **SECTION 04: CSUN SECRETARY**

- A. There may be appointed, at the commencement of each Executive session and in the case of a vacancy in the position, a CSUN Secretary by the Executive Board with the approval of the Senate by majority vote.
- B. In the case where a CSUN Secretary is not appointed, the duties of this section shall fall to the Senate President or their designee.
- C. The duties of the CSUN 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 be recorded and documented, both in text and audio 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.
    - ii Oversee the proper documentation and posting of Legislative Committee meeting minutes and attendance sheets.
    - iii Any improperly posted or incomplete minutes for Legislative Committees will be reported to the Senate President Pro Tempore immediately.
  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. Assist in maintaining the schedule of the CSUN Executive Board.
8. Perform all the duties delegated by the Executive Board.
9. Shall prepare and submit to the Executive Board all requested archived materials for the UNLV Libraries Special Collections by a date established by the CSUN President.
10. Shall be available for consultation with any officer or official within CSUN regarding secretarial duties.
11. Shall manage counting of votes at all senate meetings.

## **CHAPTER 202: OFFICE OF THE VICE PRESIDENT**

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

- A. The duties of the CSUN Vice President include, but are not limited to, the following:
  1. To, in the event of the vacancy in the office or temporary absence of the President, assume the office and duties of the office of the President for the remainder of the term or for the duration of the temporary absence of the President.
  2. To regularly approve and monitor the spending of the Annual Operating Budget by Executive Departments.
  3. To have, at minimum, a report read or spoken into record every other meeting of the CSUN Senate.
  4. To perform the duties of the Directors in the case of an absence or nonfeasance of any Director, Associate, or Assistant as determined by the Vice President.
  5. To offer assistance in the performance of duties of the Executive Departments as needed.
  6. To, as needed, assist in the recruitment, supervision, and execution of the CSUN Internship Program.
  7. To serve as the supervisor of the Directors, Assistant Directors, Associate Directors and all other positions who report to the aforementioned entities.
  8. To hold a meeting of the Directors a minimum of twice monthly.
  9. 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 his or her report to the Senate.
  10. 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 his or her report to the Senate.

11. To assist the CSUN President in preparing and maintaining an operating budget for CSUN.
12. To assist the CSUN President with the needs of the Executive Branch.
13. 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. All other duties contained with the CSUN Constitution and Bylaws.

## **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.

### **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**

- A. There is an Associate Director of Elections, who shall be appointed by the Executive Board with the consent of the Senate.
- B. The duties of the Associate Director of Elections include, but are not limited to, the following:
  1. Serve as head of the process.
  2. Manage all activities therein with the assistance of the Director of Elections and Operations.
  3. Present election rules for each election to the Elections Commission for approval. Once approved, the rules shall then be submitted to the Senate for approval.
  4. Create, and make available, a filing packet for all elections in which

- candidates appear on the ballot. This packet shall be submitted to the Senate for approval before filing for each election begins.
5. Ensure that physical voting booths, if applicable, are opened and closed at their designated times.
  6. Deliver a report to the CSUN Senate and Executive Board after each election cycle.
  7. Serve as the chairperson for the Elections Commission and shall vote only to break a tie.
  8. Maintain agendas and attendance for all meetings of the Elections Commission.

#### **SECTION 04: 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, 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 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. CSUN may conduct the election for Scarlet and Gray Free Press Advisory Board, on behalf of The Scarlet and Gray Free Press, upon request.
    - v. Any CSUN referendum, initiative, or recall elections.
  2. Review and approve rules for each election, as prepared by the Associate Director of Elections.
  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 with election-related duties including, but not limited to, assisting with electoral operations on Election Days.
  7. Assist the Associate Director of Elections with ballot counting, if applicable,

- on Election Days.
8. Certify CSUN elections within two weeks of the closing of the polls.

## **SECTION 05: 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 shall 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 will also 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 shall staff each physical polling location with at least one professional staff member from the Office of Student Involvement and Activities.

## **SECTION 06: 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 disbursed 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.
- C. The distribution of the Voters' Guide shall include, but is not limited to, polling locations, and bulk email.

## **SECTION 07: 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 Manager, 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.

### **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 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 during the Filing Period.
3. The Candidate Filing Packet may be downloaded from the CSUN website, or obtained from the Associate Director of Elections 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.

**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, the CSUN Election Rules, and that the candidate will attend mandatory meetings as set forth by the Elections Commission.
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 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.
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 Manager, or the CSUN Graduate Assistant in order to verify the candidate's GPA to determine whether that candidate is eligible for elections.

## **SECTION 08: 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 09: 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 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 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 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:

1. Prior to circulating any petition, the Proponent(s) shall submit to the Associate Director of Elections the proposed question.
2. The Proponent(s) shall submit a statement to the Associate Director of Elections 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 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 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 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 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. He or she is a registered UNLV undergraduate student.
    - ii. He or she witnessed the appended signatures being written.
    - iii. He or she 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 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. 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 shall verify, via the CSUN Faculty Advisor, CSUN Business Manager 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 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 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 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 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 10: 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.
- B. After the notice of intent has been filed, the Associate Director of Elections 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 11: MEETINGS AND EVENTS**

**A. The Informational Sessions:**

1. The Associate Director of Elections 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. One of the Informational Sessions will be mandatory for both the Senate and Executive elections.
3. 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 may hold a separate meeting for any candidate who is unable to attend the scheduled Informational Session.

**B. Mandatory Meetings**

**1. Senate Election:**

- i. Senate candidates are required to attend one senate meeting in its entirety during the campaigning period.
- ii. The Associate Director of Elections shall determine which meeting will be required, and whether a candidate may make up the requirement with a different meeting during the campaigning period.
- iii. The Elections Commission shall include further details about this meeting in the election rules.

2. Executive Board Election
    - i. Executive Board candidates are required to attend one Senate Meeting in its entirety between the Primary and General Executive Board Elections
    - ii. The Associate Director of Elections shall determine which meeting will be required, and whether a candidate may make up the requirement with a different meeting during the campaigning period.
    - iii. The Elections Commission shall include further details about any additional required meetings in the rules for the election.
- C. Absences
1. Absences from Mandatory Meetings will result in disqualification unless proper excusal documentation is provided within the timeframe stated in the election rules.
    - i. Documentation requirements include, but are not limited to; copies class schedules, work schedules, and/or letters requesting excusal.
    - ii. Excusals may be granted for any UNLV sponsored events which the candidate is required to attend, as well as classes, work and severe emergencies.
    - iii. Absences are subject to review and adjudication by the Elections Commission
- D. Executive Board Candidate Debate
1. The Associate Director of Elections 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.
  4. The Executive Board Candidate Debate shall be recognized as a “Mandatory Meeting” and shall be regulated accordingly.
- E. Senate Candidate Mixer
1. The Associate Director of Elections shall schedule a Senate Candidate Mixer to be held before the Senate Election.
  2. The time and location of the Senate Candidate Mixer shall be included in the filing packet.
  3. The Senate Candidate Mixer shall be recognized as a “Mandatory Meeting” and shall be regulated accordingly.

## **SECTION 12: 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 13: 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 14: 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 15: 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 16: COUNTING OF THE BALLOTS**

- A. The Associate Director of Elections shall be responsible for ensuring the security of all ballots.
- B. The Associate Director of Elections, 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 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 17: 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 18: OPERATING POLICIES**

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

## **SECTION 19: AMENDMENTS AND SUSPENSIONS**

- A. Any amendment to CSUN Bylaw 204 shall take effect immediately.
- B. Amendments must pass the Internal Affairs Committee 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 20: 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 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.

#### D. 10K Initiative

##### 1. Implementation

- i. In the first two weeks of the semester of an Executive election an advertising campaign and concurrent acceptance of proposals through the approved online submission forum shall take place.
  - ii. Submissions will then be vetted for feasibility by the Executive Board and the Department of Elections and Operations.
  - iii. The respective Executive Board and department members will then liaise with University officials in the departments impacted by the proposals to secure a determination of feasibility.
  - iv. Up to five of the most feasible proposals will then be placed on the respective semester's CSUN Executive election for a vote by the student body.
  - v. The most popular option being implemented by the Executive Board and University department.
2. CSUN will attempt to pass on maintenance of projects to the respective UNLV departments as such projects benefit the campus and are a demonstration of the students' goals for the University
  3. \$15,000 per fiscal year will be budgeted, with \$15,000 per Executive election released to fund the 10K Initiative. It will be advertised as the 10K initiative so that project ideas are created around that number and the \$15,000 will serve as a cautionary figure in case the final amount is larger than \$10,000. Any remaining, unspent funds will be re-allocated to the CSUN Discretionary Budget.
  4. This project will be maintained by CSUN and elections officials and will attempt to work with respective University departments to pass on continuity costs if deemed necessary.

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

### **SECTION 01: ESTABLISHMENT**

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

## **SECTION 02: MISSION**

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

## **SECTION 03: ATTORNEY GENERAL**

- A. There is the Attorney General, who shall be appointed by the Executive Board with the approval of the Senate by a majority vote.
- B. The duties of the Attorney General include, but are not limited to, the following:
  - 1. Serve as head of the department and manage all appointed positions therein.
  - 2. Work closely with all branches of CSUN to serve as an advisor on all matters that pertain to federal and state laws; the NSHE Board of Regents' Handbook and the NSHE Board of Regents' Procedures & Guidelines Manual; the CSUN Constitution; bylaws to the CSUN Constitution; enactments of the Senate; and the most recent edition of Robert's Rules of Order.
  - 3. Deliver a report at each Senate meeting in order to update Senators on the activities of the Office.
  - 4. Serve as a liaison between the Judicial Council and remainder of CSUN to prevent and mediate conflict, and actively correct systematic or procedural errors.
  - 5. Serve to advise the Elections Director and 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 Manager and CSUN 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. 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 30<sup>th</sup> 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. CSUN 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 four (4) Executive Departments: Marketing and Social Media, Elections and Operations, Student Engagement, and Campus Life

### **SECTION 02: COMPOSITION**

- A. Each Executive Department shall consist of a Director and two (2) Associate Directors within each department of the Executive Branch, who shall be appointed by the Executive Board with the consent of the Senate

### **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 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

## **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. Oversee the elections processes
- B. Plan team building and bonding events to be conducted throughout the semester for each branch
- C. Execute bi-annual retreats for all CSUN officials
- D. All other duties contained within the CSUN Constitution and Bylaws

## **CHAPTER 211: DEPARTMENT OF STUDENT ENGAGEMENT**

### **SECTION 01: PURPOSE**

- A. There is hereby established a Department of Student Engagement for the purposes of providing assistance to Registered Student Organizations, increasing academic engagements, and overall accessibility to CSUN

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

- A. Expand research opportunities available to undergraduate students
- B. Assist legislative committees in executing town halls
- C. Host workshops regarding financial literacy and financial aid

- D. Execute presentations regarding the scope of CSUN and relevant updates at registered student organization meetings
- E. Work to provide resources, information, and direct assistance to registered student organizations for organization maintenance and increase in CSUN campus visibility
- F. Assist the Student Body President in hosting bi-monthly Presidents' Advisory Council meetings
- G. All other duties contained within the CSUN Constitution and Bylaws

## **CHAPTER 212: DEPARTMENT OF CAMPUS LIFE**

### **SECTION 01: PURPOSE**

- A. There is hereby established a Department of Campus Life for the purposes of executing campus wide events and interacting with the student body to improve campus culture

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

- A. Execute a State of the Campus Address to be hosted at the beginning of each semester
- B. Oversee all ticket giveaways and prize-based activities
- C. Plan monthly Parties in the Pida
- D. Responsible for all tabling and collaboration with other CSUN branches to assist in tabling their respective projects
- E. All other duties contained within the CSUN Constitution and Bylaws

## **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.
- B. The Senate shall amend this Title to include the Judicial Council Operating Policy, once presented to the Senate.

## **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.

### **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 Manager 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 Manager 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.

#### **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: PG03767
  - 2. CSUN – Interest Bearing Account: PG01792
  - 3. CSUN – NEW Leadership Empowerment Scholarship: PG02790
  - 4. CSUN – Pre-Professional Health Scholarship: PG01059
  - 5. CSUN – International Student Scholarship: PG00734
  - 6. CSUN – College of Education Field Experience Scholarship: PG02483
  - 7. CSUN – Indigenous Community R.I.S.E. Scholarship: PG08807
  - 8. CSUN – Able and Advancing Scholarship: PG06928
  - 9. CSUN – Veteran and Military Families Scholarship: PG03607
  - 10. CSUN – Navigator’s Scholarship: PG01638
  - 11. CSUN – Study Abroad Scholarship: PG07679
  - 12. CSUN – Research Continuation Scholarship: PG04701
  - 13. CSUN – LGBTQIA+ Empowerment and Advocacy Scholarship: PG05681
  - 14. CSUN – Undocumented Student Scholarship: PG05744
  - 15. CSUN – LatinX Comunidad and Advocacy Scholarship: PG07723
  - 16. CSUN – Justice for Black Lives Scholarship: PG08418
  - 17. CSUN – APIME Community and Advocacy Scholarship: PG08462

### **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 31<sup>st</sup>. 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 15<sup>th</sup> 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 15<sup>th</sup>.

## **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 marketing hours as assigned by the supervising official of their branch.
- D. All stipend positions shall serve no less than 8 hours of marketing 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 shall be responsible for ensuring 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 marketing 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 an item to the Senate agenda for the reduction of a stipend.
- B. If after hearing the item, the Senate determines, by a two-thirds vote, that there is sufficient evidence to warrant a violation of the stipend requirements and approves a reduction in stipend, 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 officers 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: \$5,000.00
    - iv. Level IV: \$3,500.00
    - v. Level V: \$2,500.00
    - vi. Level VI: \$1,000.00

### **SECTION 02: OFFICIALS COVERED BY SCHEDULE**

- A. The following executive officers 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
    - ii. Chief of Staff
    - iii. Secretary
  4. Level IV:
    - i. Directors
  5. Level V:
    - i. Associate Directors
  6. Level VI:
    - 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: \$4,500.00
    - ii. Level II: \$3,500.00
    - iii. Level III: \$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. All Standing Committee Chairs of the Senate
  - 3. Level III:
    - 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: \$3,000.00
    - 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

## **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 his or her designee, for the Executive Branch.
  - 2. The Senate President, or his or her designee, for the Legislative Branch.
  - 3. The Chief Justice, or his or her 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(5):**

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 3rd floor of the Student Union in the lobby of the CSUN Offices.
    - b. Online via the UNLV Office of Media Relations
    - c. Three additional public locations on the UNLV Campus as specified on the agenda.

- ii. Each copy shall be 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 his or her designee, for the Executive Branch, the Senate President, or his or her designee, for the Legislative Branch, and the Chief Justice, or his or her 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](http://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](http://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](http://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](http://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 in January, unless otherwise approved by the CSUN Scholarships and Grants Committee and CSUN Senate with a simple majority vote.
  - 1. The scholarship application period shall end at various times throughout the spring semester of each academic year as determined by the department overseeing each individual scholarship.
  - 2. 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.

### **SECTION 06: ACCOUNTABILITY**

- A. If, during the scholarship disbursement period, a scholarship recipient receives a stipend from CSUN he or she shall forfeit the scholarship 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 Manager 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 Manager 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 Manager 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 Manager 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand dollars) each, which will be dispersed 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.
  - 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 Manager 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 dispersed 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.
  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 Manager 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 8 (eight) UNLV undergraduate International students an amount to not exceed \$1,000 (one thousand dollars) each, which will be dispersed 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.
  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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 806: NAVIGATOR'S SCHOLARSHIP**

### **SECTION 01: ESTABLISHMENT**

- A. There is hereby established the Navigator's Scholarship which recognizes students who go above and beyond in advocating for social justice in their local community. This scholarship will be awarded to 15 UNLV undergraduate mentees that are a part of the Navigator's mentorship program as overseen by SDSJ (Student Diversity and Social Justice).

### **SECTION 02: AWARD**

- A. This scholarship will be awarded to 15 UNLV undergraduate mentees that are a part of the Navigator's mentorship program as overseen by the SDSJ an amount to not exceed \$1,000 (one thousand dollars) each which will be dispersed 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 a UNLV undergraduate student.
  - 2. Must be a mentee with the SDSJ Navigator Mentorship Program.
    - a. This point of eligibility will be verified through the SDSJ Office.
    - 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 be an undergraduate student enrolled within their first 0 (zero) to 59 (fifty-nine) semester credits.
4. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
5. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
6. 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 807: NEW LEADERSHIP EMPOWERMENT SCHOLARSHIP**

### **SECTION 01: ESTABLISHMENT**

- A. There is hereby established the NEW Leadership 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand) each. The scholarship funds will be dispersed 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.
  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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 808: PRE-PROFESSIONAL HEALTH SCHOLARSHIP**

### **SECTION 01: ESTABLISHMENT**

- A. There is hereby established the Pre-Professional Health Scholarship for the purpose of recognizing students who are in good standing with UNLV and its academic policies while pursuing degrees in pre-professional health 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand dollars) each, which will be dispersed 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.
  2. Must be pursuing a degree in the pre-professional health fields. This can include any undergraduate student of any major with the intention of pursuing the following career paths: Pre-Med, Pre-Dental, Pre-Occupational Therapy, Pre-Physical Therapy, Pre-Optometry, Pre-Veterinary, Pre-Pharmacy, or Pre-Physician Assistant).

- 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 of the year 2020.
  - a. This point of eligibility will be verified through the Pre-Professional Advising Center.
4. Must maintain a 2.5 Cumulative GPA or higher throughout the duration of the scholarship disbursement period.
5. Must be enrolled in a minimum of 6 (six) credits throughout the duration of the scholarship disbursement period.
6. 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 809: 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 810: 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 his or her 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand dollars) each, which will be dispersed 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 a 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 811: 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 8 (eight) undergraduate students at \$1,000 (one thousand dollars) each, which will be dispersed 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 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 812: RESEARCH CONTINUATION SCHOLARSHIP**

### **SECTION 01: ESTABLISHMENT**

- A. There is hereby established the CSUN Research Continuation Scholarship for the purpose of supporting students from all academic disciplines who seek to continue research projects that were initiated and advanced during the preceding summer term. Secondly, the scholarship is intended to reduce financial impediments (e.g., need for outside employment to cover living expenses) that students may face while completing undergraduate research activities into the fall semester.

### **SECTION 02: AWARD**

- A. This scholarship will be awarded to 4 (four) UNLV undergraduate students at \$2,000 (two thousand) each. The scholarship funds will be dispersed in each Fall semester.
  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.
- C. Preference will be given to applicants who are Pell grant recipients, first-generation college students, members of ethnic/racial minority groups underrepresented in higher education, and/or current participants in TRIO, Title III AANAPISI, or NSF LSAMP programs.
- D. Recipients of the Research Continuation Scholarship must accomplish the following requirements over the scholarship disbursement period:
  - 1. Present their research findings at one of the UNLV Office of Undergraduate Research Symposia events (either in the spring or summer).
  - 2. Provide periodic updates regarding their research projects in accordance with the schedule and in a format established by the UNLV Center for Academic Enrichment and Outreach.

### **SECTION 03: ELIGIBILITY**

- A. Awardees must meet the following criteria:
  - 1. Must be an undergraduate student at UNLV.
  - 2. Must have a specific research/scholarly/creative project planned that will be conducted under the direct guidance of a UNLV faculty research mentor during the fall semester.
    - a. This point of eligibility will be verified by UNLV Center for Academic Enrichment and Outreach (CAEO).
    - 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. Where required, applicants must have obtained approvals for the ethical conduct of research and safety in research for the project being conducted, prior to project commencement.
  - 4. Must maintain a 2.50 GPA or higher throughout the duration of the scholarship disbursement period.
  - 5. 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 813: 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand) each. The scholarship funds will be dispersed 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 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 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 814: 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand) each. The scholarship funds will be dispersed 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 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 815: 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand) each. The scholarship funds will be dispersed 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 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 816: 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand) each. The scholarship funds will be dispersed 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 individual who leads or participates in activities, events, organizations, or initiatives that empower the APIME 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 817: 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 4 (four) UNLV undergraduate students at \$2,000 (two thousand) each. The scholarship funds will be dispersed 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 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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

## **CHAPTER 818: UNLV CSUN PRESCHOOL SCHOLARSHIP**

### **SECTION 01: ESTABLISHMENT**

A. There is hereby established the UNLV CSUN Preschool Scholarship for the purpose of providing supplemental funding to UNLV undergraduate students who have children enrolled in the UNLV CSUN Preschool.

### **SECTION 02: AWARD**

A. This scholarship will be awarded to 4 (four) UNLV undergraduate students at \$2,000 (two thousand dollars) each, which will be dispersed 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 have one or more children accepted and registered or actively enrolled in the UNLV CSUN Preschool program as full-time enrollment (who are scheduled to attend the preschool five days a week).
  - a. This point of eligibility will be verified through the UNLV CSUN Preschool professional staff.
  - 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 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 819: NON-TRADITIONAL STUDENT SCHOLARSHIP**

### **SECTION 01: ESTABLISHMENT**

- A. There is hereby established the Non-Traditional Student Scholarship for the purpose of recognizing non-traditional undergraduate students who display personal initiative, growth, and leadership qualities that enhance other's educational experience by being involved in the community.
- B. A non-traditional student is defined as any student who is under the age of 18, over the age of 24, a military veteran, or a student with a child.

### **SECTION 02: AWARD**

- A. This scholarship will be awarded to 4 (four) UNLV undergraduate students at \$2,000 (two thousand dollars) each, which will be dispersed 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 a non-traditional student.
    - i. This point of eligibility will be verified through the Student Involvement & Activities 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 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 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.

## **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 06: 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 07: RESERVATION OF RIGHTS**

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

## **SECTION 08: 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, Need-Based, 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
- 3. All qualifying funds are up to the discretion of the Scholarship 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.

## **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 Manager who will then be able to contact the Financial Aid Office regarding the exception.

### **SECTION 03: AWARDS**

- A. Individuals will be awarded up to \$2,000 (two thousand dollars) per academic year with a maximum of \$5,000 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 Manager 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.

### **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 Degree Completion Grant**

### **SECTION 01: ESTABLISHMENT**

- A. There is hereby established the CSUN Degree Completion Grants program to be distributed to qualifying members of the UNLV undergraduate student population who are actively working towards a degree and meet the established criteria as determined by the CSUN Scholarships and Grants Committee.
- B. The awarded grant must be limited to tuition and fees issued by UNLV and UNLV departments which hinders the applicant's eligibility for graduation.
- C. This grant shall only be awarded to students whose declared degree is from a college that is currently participating in the CSUN Degree Completion Grant program.

### **SECTION 02: ELIGIBILITY**

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

- B. Awardees must meet the following criteria
  - 1. Must be an undergraduate student at UNLV.
  - 2. Must have a 'graduatable' GPA based on their major.
    - i. "Graduatable GPA" is defined as the minimum GPA required as determined by the student's major department in order to qualify for graduation.
  - 3. Must be in their final 1-2 semesters of their major.
  - 4. Must have an audited degree worksheet from their respective academic advising center to prove eligibility.
  - 5. The worksheet can be retrieved and completed through a meeting with their academic adviser.
  - 6. Must have above 100 credits completed towards a degree.

### **SECTION 03: APPLICATIONS**

- A. Applications will be developed by the UNLV Professional Staff of the applicant's respective college; individuals must request a CSUN Completion Grant application through their academic advisor.
- B. Application scoring criteria will be determined by the respective UNLV Professional staff of the applicant's respective college.
- C. Applications will be scored by UNLV Professional Staff of the applicant's respective college and names of recipients shall be sent to the CSUN Scholarships & Grants Committee for final approval.
  - 1. After the Scholarships & Grants committee receives the application from the UNLV Professional staff, individuals will then be assigned a Scholarships & Grants committee member Grants Liaison who will then contact the individual about presenting a grants proposal at a scheduled Scholarships & Grants committee meeting.
  - 2. Individuals will be given at least one week's notice before their scheduled Scholarships & Grants Committee meeting.
  - 3. The Grant Liaison will inform the individual of the time and material needed for the meeting.

### **SECTION 04: AWARDS**

- A. The CSUN Completion grant will be awarded throughout the year on a rolling basis to undergraduate students.
- B. With regards to tuition, the CSUN Completion grant will only fund up to 6 credits. The CSUN Completion Grant will also fund any other fees issued by UNLV departments that may hinder the individual from graduation.
- C. The grant will award individuals up to \$2,000 (two-thousand) once in their undergraduate duration.



# **TITLE X: THE ARCHIVES**

## **CHAPTER 1001: THE ARCHIVES**

### **SECTION 01: ESTABLISHMENT**

- D. 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 1<sup>st</sup> and ending June 30<sup>th</sup> 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 a yearly audit of the CSUN Bylaws along with review and advisement of Operating Policies of all committees within the first half of the session.
  - a. Review CSUN Bylaws and Operating Policies for inconsistencies, clerical issues, formatting, outdated terms, wording, and procedures no longer applicable or existing.
  - b. Advise committee chairs regarding possible changes as listed in the previous subsection.
- B. Decide to enact or reject proposals for amendments to the Constitution and Bylaws, or proposals for new Bylaws.
- C. Establish any necessary subcommittees.
- D. Manage and review Sponsorships as maintained within the Bylaws.
- E. Meet with all CSUN officials on an as needed basis to discuss regular activities being planned throughout any branch of CSUN.
- 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. Meet to discuss any business, updates, or concerns pertaining to the other Legislative Standing Committees and act as a liaison between these committees.
  - H. Have the authority to conduct investigations regarding impeachments and general misconduct of any official within CSUN, once that individual has been referred to Internal Affairs by the faculty advisor, the evidence of which may also be presented on the Senate floor.
  - I. Have the authority to investigate Code of Conduct violations and determine appropriate consequences, as brought by the Faculty Advisor.
  - J. Authorize the audit of any entity regarding the use of CSUN funds.
  - K. Have jurisdiction to create directives towards any member of CSUN and forward them to the Senate for approval.
  - L. 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.
  - M. Act as the Audit Committee of CSUN by reviewing, questioning, or requiring any updates from CSUN officials and their respective branch of government.
  - N. Report back to the Senate on any findings, solutions, and advice on how to resolve any issues that may arise within CSUN.
  - O. Oversee any complaints or referrals submitted to CSUN, whether an impeachment investigation is being requested or not.

## **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 Manager or, in his or her absence, 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 Manager 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.

## **TITLE XII: LEGAL SERVICES**

### **CHAPTER 1201: LEGAL SERVICE**

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

- A. There is hereby established the Legal Services department within CSUN.

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

- A. The mission of Legal Services is to provide legal support for the members of CSUN by allowing for basic legal information and referrals to attorneys.

#### **SECTION 03: ATTORNEY ON STAFF**

- A. There shall be a professional attorney on staff, whose purpose is to provide legal advice.

#### **SECTION 04: AUTHORIZATION OF APPROPRIATIONS**

- A. There is hereby authorized to be appropriated such sums as may be necessary for the support of Legal Services.
- B. The appropriated funds for Legal Services shall be contained within the Operations line of the annual CSUN budget.

## **TITLE XIII: CSUN SPONSORSHIPS**

### **CHAPTER 1300: 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 and Registered Student Organizations.

#### **SECTION 02: MANAGEMENT**

- A. CSUN Sponsorships shall be managed by the CSUN Internal Affairs Committee.
  - 1. Any mention of “managing committee” or “committee tasked with managing CSUN Sponsorships” in this title shall refer to the CSUN Internal Affairs 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. Registered Student Organizations and UNLV Entities can request the time frame in which they would prefer the award to be disbursed.

1. It is not guaranteed that the committee managing CSUN Sponsorships, 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 must maintain a record of contact information for all officers within a Registered Student Organization, as well as the faculty advisor for that organization.
  2. 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.
- D. Recommend to the Senate, any and all appropriate measures to better control and manage the CSUN Sponsorships budget.
- E. Shall submit to the Senate at the beginning of each session an Operating Policy detailing the sponsorship guidelines for any Recognized Student Organizations (RSOs), Sponsored Student Organizations (SSO's) and 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.
- F. Recommend the revocation or modification of any CSUN Sponsorship of any organization or 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.
- G. 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.
- H. 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. Student organizations must be a Registered Student Organization (RSO).
- B. UNLV Entities or Registered Student Organizations must be recognized as such by UNLV with proper documentation.
  - 1. Registered Student Organizations (WITH UNIVERSITY ACCT) must have their program code; (PGxxxxx).
- C. Registered Student Organization or Sponsored Organizations may not apply for a sponsorship in conjunction with a Ways and Means funding application.
- D. The organization must be a registered NSHE supplier.
- E. The organization must be in “good standing” with CSUN and their history with the Ways & Means Committee will be reviewed.
  - 1. The Managing Committee will make the determination on “good standing” based on the standards detailed in the Internal Affairs Operating Policy.

## **SECTION 06: REQUIREMENTS OF APPLICANTS**

- A. Registered Student Organizations (RSOs) and 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 managing CSUN Sponsorships. The organization shall provide contact information for their primary point of contact, every Officer of the organization, as well as their Faculty Advisor.
  - 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.
  - 2. Any alterations in the composition of Officers for an organization shall be reflected by contacting the Chair of the committee managing CSUN

Sponsorships and providing the committee with updated information as soon as possible.

- B. Any recipient of a CSUN Sponsorship must submit a detailed report to the Internal Affairs 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 organization 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 Internal Affairs 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 Registered Student Organization or 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 recipient organization or 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:

- ii. Inappropriate use of CSUN funds.
  - iii. Any act committed that is contrary to federal, state, local law, or University policy.
  - iv. 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 Registered Student Organization and/or 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 Registered Student Organizations, 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 1301: UNLV/CSUN PRESCHOOL SPONSORSHIP**

### **SECTION 01: PURPOSE**

- A. To create a permanent funding mechanism for the UNLV/CSUN Preschool, founded by CSUN and UNLV in 1974.

### **SECTION 02: FUNDING**

- A. Each September, an amount of twenty-five thousand dollars (\$25,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV/CSUN Preschool from the CSUN sponsorship budget.

### **SECTION 03: REQUIREMENTS**

- A. Each August the UNLV/CSUN Preschool shall submit to the Internal Affairs Committee a budget that meets these requirements and justifies the continued sponsorship of the UNLV/CSUN Preschool. Once approved by the Internal Affairs Committee, an amount not to exceed \$25,000 will be transferred to the UNLV/CSUN Preschool from the CSUN sponsorship budget.
- B. The UNLV/CSUN Preschool shall use this sponsorship to continue to offer a discounted rate to UNLV undergraduate students, not to exceed 80% of the general public rate. Undergraduate child enrollment shall be no less than 20% of the total previous academic year. Undergraduate child enrollment shall be no less than 18% of the total preschool enrollment for both the fall and spring semesters, as determined thirty (30) days after the start of each semester.
- C. Representatives from the UNLV/CSUN Preschool shall provide various reports to CSUN:
  - 1. Give a report on the preschool's use of the sponsorship budget in the spring semester.
  - 2. Give a report on the percentage of undergraduate children enrolled in the preschool once in the fall semester, and once in the spring semester.
- D. CSUN's name shall be featured prominently on preschool sponsored marketing material as well as continue to be featured prominently in the name of the preschool:

1. Either an official CSUN logo or the words “UNLV CSUN” shall appear on team sponsored marketing materials prepared by the UNLV/CSUN Preschool or CSUN.
  2. For purposes of this section, marketing materials shall be defined as shirts, flyers, or any other materials designed to promote.
- E. It is the responsibility of the current Chair of Internal Affairs to contact the UNLV/CSUN Preschool prior to August 1<sup>st</sup> of each fiscal year to present them with the most recent copy of their sponsorship.
- F. All funds not expended by the UNLV/CSUN Preschool at UNLV for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before April 30 of each calendar year.

## **CHAPTER 1302: UNLV FOOD PANTRY SPONSORSHIP**

### **SECTION 01: PURPOSE**

- A. To provide a permanent funding mechanism for the sponsorship of the UNLV Food Pantry.
- B. To pay for wages for the food pantry’s student workers.

### **SECTION 02: FUNDING**

- A. Each summer at the beginning of the new fiscal year, an amount of twenty-five thousand dollars (\$25,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV Foundation, specifically earmarked for the UNLV Food Pantry from the CSUN sponsorship budget.

### **SECTION 03: REQUIREMENTS**

- A. Representatives from the UNLV Food Pantry shall provide various reports to CSUN:
  1. Give a report to the Senate on the statistical, demographic information regarding patrons of the pantry to CSUN once during the Fall semester and once during the Spring semester.
- B. 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 pantry sponsored marketing materials prepared by the UNLV Food Pantry or CSUN.
  2. For purposes of this section, marketing materials shall be defined as shirts, flyers, or any other materials designed to promote.
- C. It is the responsibility of the current Chair of Internal Affairs to contact the UNLV Food Pantry prior to August 1<sup>st</sup> of each fiscal year to present them with the most recent copy of their sponsorship.

## **CHAPTER 1303: UNLV HOPE SCHOLARS SPONSORSHIP**

### **SECTION 01: PURPOSE**

- A. To create a permanent funding mechanism for UNLV HOPE Scholars Program.

## **SECTION 02: FUNDING**

- A. Each July, an amount of twenty thousand dollars (\$20,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV HOPE Scholars Program from the CSUN sponsorship budget.

## **SECTION 03: REQUIREMENTS**

- B. Each February, the UNLV HOPE Scholars Program shall send a representative of the Hope Scholars Program to the Internal Affairs Committee to present a budget that meets these requirements and justifies the continued sponsorship of the UNLV HOPE Scholars Program. Once approved by the Internal Affairs Committee, an amount not to exceed \$20,000 will be transferred to the UNLV HOPE Scholars Program.
- C. Funding received by the UNLV HOPE Scholars Program shall go to providing room and board at UNLV for eligible UNLV students, who are currently CCSD students without housing or who are in foster care.
- D. Representatives from the UNLV HOPE Scholars Program shall provide various reports to CSUN:
  - 1. Give a report on the UNLV HOPE Scholars Program's use of the sponsorship budget once in the Fall Semester and once in the Spring semester.
- E. 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 HOPE Scholars Program or CSUN.
  - 2. For purposes of this section, marketing materials shall be defined as shirts, flyers, or any other materials designed to promote.
- F. It is the responsibility of the current Chair of Internal Affairs to contact the UNLV HOPE Scholars Program prior to July 1<sup>st</sup> of each fiscal year to present them with the most recent copy of their sponsorship.
- G. All funds not expended by the UNLV HOPE Scholars Program at UNLV for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before April 30 of each calendar year.

## **CHAPTER 1304: 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 ten thousand dollars (\$10,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV Rebel Vets from the CSUN Sponsorship Budget.

### **SECTION 03: REQUIREMENTS**

- A. Each August the UNLV Rebel Vets shall send representatives to the Internal Affairs Committee to present a budget that meets these requirements and justifies the continued sponsorship of the UNLV Rebel Vets. Once approved by the Internal Affairs Committee, an amount not to exceed \$10,000 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. Representatives from the UNLV Rebel Vets shall provide a report to CSUN;
  - 1. Give a report to the Senate on the activities of the UNLV Rebel Vets once during the Fall semester and to CSUN once during the Spring semester.
- D. 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.
- E. It is the responsibility of the current Chair of Internal Affairs to contact the Rebel Vets prior to July 1<sup>st</sup> of each fiscal year to present them with the most recent copy of their sponsorship.
- F. All funds not expended by the Rebel Vets at UNLV for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before April 30 of each calendar year.

## **CHAPTER 1305: UNDOCUNETWORK SPONSORSHIP**

### **SECTION 01: PURPOSE**

- A. The purpose of this sponsorship is to provide funds to UndocuNetwork to pay for the annual stipend of students who are presenting critical and crucial DREAMzone training and college access information to K-12 (twelve) staff, students and various spaces in the UNLV community.
- B. To train the trainer, educate the educator, and train other community members/allies on how to effectively respond to academic needs of undocumented students in higher education and provide tools on supporting these students.
- C. To spark dialogue on the barriers undocumented students, face when transitioning to higher education and its barriers in higher education, while also recognizing that higher education can be attainable.

### **SECTION 02: FUNDING**

- A. Starting with the fiscal year in which the sponsorship is passed, and every following year thereafter, CSUN shall disburse \$10,000 (ten thousand) to UndocuNetwork for the purpose of compensating members for their time and trainings they have

provided to UNLV and high school staff, professors, administration, student government representatives, teachers, counselors, students, departments, organizations, etc.

- B. The funds will cover the majority of a two hour-- DREAMzone 1(one)-3 (three) hours-- 2 (two) or 3 (three) presentations per month presented by one to three members of the UndocuNetwork; Plus, potentially 1 (one) DREAMzone training per semester if such training is requested by the UNLV community or high schools.

### **SECTION 03: REQUIREMENTS**

- A. All money disbursed must be used for the purpose of paying UndocuNetwork members for DREAMzone training and presentations they provide (\$10,000).
- B. Each end of semester, a representative from UndocuNetwork must provide a report to CSUN Senate, in-person or through email, discussing presentations and/or DREAMzone training content.
  - 1. Report shall consist of information related to the audience demographics, total number of students and total of high school and DREAMzone presentations plus report collaboration with other community members or UNLV Law Clinic.
- C. CSUN's name and/or logo shall be prominently displayed on Presentations.

## **CHAPTER 1306: 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.

### **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 dispersed 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 Senate in February to give a report that includes a minimum of monthly bank statements and a list of what the allocated funds were used for.

## **CHAPTER 1307: UNIVERSITY LIBRARIES SPONSORSHIP**

### **SECTION 01: PURPOSE**

- A. The purpose of this sponsorship is to provide funds to the University Libraries to pay for costs associated with extended study hours access to Lied Library during study week and finals week of each Fall and Spring Semester.
- B. Increasing access for students to be successful during their undergraduate careers is a shared commitment between CSUN and the University Libraries and this sponsorship honors that commitment.

### **SECTION 02: FUNDING**

- A. \$3,500 shall be allocated, and starting with the semester of passage, \$1,750 shall be disbursed each fall and spring semester, not later than mid-semester as defined by the Academic Calendar, to the University Libraries for the purposes defined in Section 01 of this chapter.
- B. Any unused funds will be returned to UNLV CSUN Student Government by the University Libraries.

### **SECTION 03: REQUIREMENTS**

- A. The University Libraries will ensure all advertisements associated with the extended hours prominently bear the UNLV CSUN logo.
- B. The University Libraries shall coordinate with a representative from the Executive Branch as designated by the President to provide for shared marketing of the extended hour program.
- C. After each two-week extended study period a written summary must be provided to the President of CSUN and the Advisor within 4 weeks of the last day of Finals Week.
- D. At the first meeting of the regular semester following each extended hour period, the University Libraries must provide an in-person report to the CSUN Senate.
- E. Every two semesters, the sponsorship shall be considered and reviewed by the CSUN Senate.
- F. In the event the University Libraries decides to cease the extended hours program, this sponsorship shall be immediately revoked.

## **CHAPTER 1308: 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 thousand dollars (\$20,000) 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. \$10,000 will be available each semester for the University Libraries to use in partnership with the UNLV Bookstore in order to purchase the necessary textbooks.
  - 2. A portion of this funding may be used to bind previously purchased textbooks in order to ensure their longevity.

## **SECTION 03: REQUIREMENTS**

- A. Prior to the funding disbursement, the University Libraries will submit a budget to the Constitution & Bylaws 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 reports twice each academic 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 Internal Affairs Committee in a document for their review.
      - a. The textbooks purchased must be presented to the Constitution & Bylaws Committee during the semester in which they are to be used.
        - 1. If a textbook is purchased after this presentation date, it will be included in the following semesters' presentation.
      - b. In choosing between used or new versions of a textbook, the decision will be made based upon the quality of the used books that are available at that time for purchase
- 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 Internal Affairs, or their chosen representative, to contact the University Libraries prior to August 1st of each fiscal year to present them with the most recent copy of their sponsorship.
- F. All funds not expended by the University Libraries system for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before April 30 of each calendar year.

## **CHAPTER 1309: THINKABILITY GRANT SPONSORSHIP**

### **SECTION 01: PURPOSE**

- A. To provide a permanent funding mechanism for the Thinkability Grant. These funds are used specifically for Psychological Assessments through The PRACTICE's Psychological Assessment and Testing Clinic (PATC).

### **SECTION 02: FUNDING**

- A. An amount of \$5,000, approved through the fiscal year operating budget, will be used to pay the invoices sent to CSUN by The PRACTICE for the testing. These funds will be awarded to UNLV undergraduate students in amounts of \$200 (two hundred dollars) to cover the cost of the psychological assessment with The PRACTICE.
1. The following offices are aware of and may refer students to The PRACTICE for funding; the DRC, CAPS, and the Academic Success Center. The final verification of financial need and granting of the funds for each student will go through The PRACTICE.

### **SECTION 03: REQUIREMENTS**

- A. Representatives from The PRACTICE shall provide various reports to CSUN:
1. Give a report to the Senate on the amount of Thinkability Grant funds utilized each fiscal year.

- B. It is the responsibility of the current Chair of Internal Affairs to contact The PRACTICE prior to August 1st of each fiscal year to present them with the most recent copy of their sponsorship.

## **CHAPTER 1310: 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 Senate 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 Internal Affairs to contact the Intersection prior to August 1st of each fiscal year to present them with the most recent copy of their sponsorship.

## **CHAPTER 1311: STUDENT INVOLVEMENT & ACTIVITIES (SIA) CAMPUS WIDE PROGRAMMING**

### **SECTION 01: PURPOSE**

- A. To provide a permanent funding for campus wide programs including Premier UNLV and Rebel Homecoming.

### **SECTION 02: FUNDING**

- A. Each August, an amount of forty thousand dollars (\$40,000) from the CSUN Sponsorship Budget received from student fees shall be transferred to the UNLV Student Involvement & Activities (SIA) department for costs associated with Premier UNLV and Rebel Homecoming.

### **SECTION 03: REQUIREMENTS**

- A. Each August the UNLV SIA Department shall send representatives to the Internal Affairs Committee to present a budget that meets these requirements and justifies the continued sponsorship. Once approved by the Internal Affairs Committee, an amount not to exceed \$40,000 will be transferred to the UNLV SIA Department from the CSUN Sponsorship budget.
- B. In order to qualify for the funds, SIA coordinators must present their proposals to CSUN no later than the start of each academic year.
  - 1. Representatives from the SIA Department shall provide a report on the use of the sponsorship budget to CSUN once during the Fall semester.
- C. 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 both Premier UNLV and Rebel Homecoming where they can market CSUN services and programs.
- D. It is the responsibility of the current Chair of Internal Affairs to contact the UNLV SIA Department in regard to the sponsorship prior to August 1st of each fiscal year to present them with the most recent copy of their sponsorship.

- E. All funds not expended by SIA for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before April 30 of each calendar year.

## **CHAPTER 1312: 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. Each August the UNLV Admissions Department shall send representatives to the Internal Affairs Committee to present a budget that meets these requirements and justifies the continued sponsorship of the Admissions Welcome Week. Once approved by the Internal Affairs 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 during the Fall semester and once during the spring semester.
- 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 Internal Affairs to contact the UNLV Admissions Department in regard to Admissions Welcome Week prior to August 1st of each fiscal year to present them with the most recent copy of their sponsorship.
- E. All funds not expended by Welcome Week for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before April 30 of each calendar year.

## **CHAPTER 1313: SENIOR SEND-OFF**

### **SECTION 01: PURPOSE**

- A. To create a permanent funding mechanism for Senior Send-off.

## **SECTION 02: FUNDING**

- A. 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. Each February, the UNLV Alumni Association shall send representatives to the Internal Affairs Committee to present a budget that meets these requirements and justifies the continued sponsorship of Senior Send-off. Once approved by the Internal Affairs Committee, an amount not to exceed \$10,000 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 CSUN:
  - 1. Give a report on the UNLV Alumni Association's use of the sponsorship budget once in the Fall Semester and once in the Spring semester.
- 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 Internal Affairs to contact the UNLV Alumni Association in regard to Senior Send-off prior to February 1st of each fiscal year to present them with the most recent copy of their sponsorship. All funds not expended by the UNLV Student Alumni Association for the purposes of Senior Send-off at UNLV for any and all purposes outlined within this chapter shall be returned to the CSUN Sponsorship Budget on or before April 30 of each calendar year.

## **CHAPTER 1314: STUDENT AMBASSADORS FOR COLLEGE RECRUITMENT SPONSORSHIP**

### **SECTION 01: PURPOSE**

- A. To provide a permanent funding mechanism for the Student Ambassadors for College Recruitment Sponsorship that will financially compensate students that serve in student ambassador roles.
- B. To encourage undergraduate students at UNLV to apply for student ambassador positions for the purpose of college recruitment.

### **SECTION 02: FUNDING**

- A. Seven-thousand dollars (\$7,000) shall be allocated in the following manner:
  - 1. Three-thousand dollars (\$3,000) shall be allocated to the College of Engineering Undergraduate Recruitment team.

2. One thousand dollars (\$1,000) shall be allocated to the College of Education Undergraduate Recruitment team.
3. One thousand dollars (\$1,000) shall be allocated to the College of Fine Arts Undergraduate Recruitment team.
4. One thousand dollars (\$1,000) shall be allocated to the College of Hospitality Undergraduate Recruitment team.
5. One thousand dollars (\$1,000) shall be allocated to the Honors College Undergraduate Recruitment team.

### **SECTION 03: REQUIREMENTS**

- A. All money disbursed shall be used to compensate the student ambassadors who have completed the required hours of their respective student ambassador programs.
- B. At the end of each semester, a representative from each student ambassador program must provide a report to the CSUN Senate, in-person or through email, discussing the various activities completed by their undergraduate recruitment team with the help of their student ambassadors.
- C. CSUN's name and/or logo must be displayed on any presentation led by any student ambassador.

## **TITLE XIV: MISCELLANEOUS**

### **CHAPTER 1401: 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 in order:
  1. The accusing senator shall create and maintain a written statement of charges that 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.
  2. Once a written statement is completed, the accusing senator shall have the option to submit an action item to the Internal Affairs Committee Chair, to appear on the agenda of the next properly scheduled Internal Affairs Committee meeting after the defendant has been properly notified under Nevada Open Meeting Law.
    - i. This action item shall allow for the Senator to receive a non-binding recommendation from the Internal Affairs Committee regarding the charges to bring to the Senate floor.



3. The accusing senator & Attorney General are required to formally meet with UNLV General Counsel where they shall obtain a non-binding recommendation in regard to the charges stated.
4. Once the non-binding recommendation is acquired, the accusing senator shall submit an action item to the Senate President, to appear on the agenda of the next regularly scheduled CSUN Senate meeting after the defendant has been properly notified under Nevada Open Meeting Law.
  - i. The accusing senator shall present a formal written statement of the charges, which will be read before the Senate during the action item.
  - ii. 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.
  - iii. 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.
  - iv. Once the question and answer period has expired, the body will move into a period of discussion.
  - v. 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 by the Internal Affairs & Senate committees, 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 his or her 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 his or her remaining time to other witnesses in attendance.
  7. The defendant shall have ten minutes to present his or her case and is allowed to yield his or her 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 1402: 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 1403: 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. 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.
  - 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 1404: 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 Officers
  - 1. Shall have access to the CSUN Senate Chambers, CSUN Directors Chambers, and CSUN Conference Room.
  - 2. Each Executive Officer shall have access to his or her own office within CSUN.
- D. Judicial Officers
  - 1. Shall have access to the CSUN Judicial Chambers (located in SU 306 which houses the Chamber and office area for the Chief Justice) 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.
- F. Faculty Advisor, Business Operations Coordinator, and Graduate Assistant
  - 1. Shall have access to all CSUN spaces.