BYLAWS OF THE CONSOLIDATED STUDENTS OF THE UNIVERSITY OF NEVADA

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The Mission of the Consolidated Students of the University of Nevada is to empower student leadership, to advocate for the enhancement of the student experience, to provide for fiscally responsible decisions, meaningful dialogue, and demonstrate continued commitment to sharing the student voice.
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SECTION 01: PURPOSE

A. The purpose of the CSUN Bylaws is to provide for a single, well organized document that contains all 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: PROCEDURE OF AMENDING, RESCINDING AND SUSPENSION OF BYLAWS

A. Amendments to the CSUN Bylaws may be proposed by any CSUN member through a member of the Constitution and Bylaws 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 Committee shall originate in the Senate and be referred to Committee by the appropriate vote.

B. Amending, Repealing or Suspending CSUN Bylaws shall pass the Constitution and Bylaws 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. 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D. When a bylaw has no further need, action or consequence, it is redundant and should be rescinded.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 Suspend 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 Constitution and Bylaws 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 Constitution and Bylaws 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.

C. At the end of every Session of the Senate, the CSUN Bylaws shall be bound and archived as a historical reference.

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: COMPOSITION

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, Ad Hoc Committees formed by the Senate and all Legislative Interns.

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:

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 Constitution and Bylaws Committee per semester
   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 Health and Safety Committee per semester
   v. Shall attend 1 meeting of the University and Government Affairs Committee per semester
   vi. Shall attend all Oversight Committee meetings
   vii. Attendance of committee meetings are contingent on scheduling
4. Assisting the Senate President in assembling a book of minutes for the body, which shall contain the original documents of the minutes and all supporting material to the agenda.
5. Maintaining the Senate Committee archives.
6. Serve as oversight and the liaison of the Legislative Interns
   i. Record the attendance of all members within the Legislative Intern meetings.
   ii. Work with Senator’s of Colleges who have Legislative Interns to organize and facilitate informative meetings
7. Managing the Senate Chambers, and keeping them in an orderly fashion.
8. Performing all other duties assigned by the Senate President, so long as the duties do not conflict with their position as a Senator.

CHAPTER 102: TRANSITION OF SESSIONS

SECTION 01: ELECTION OF THE SENATE PRESIDENT PRO TEMPORE

A. At the first meeting of the newly seated Senate, 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 02: ELECTION OF THE CHAIRS OF COMMITTEES

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

B. When no further nominations have been received for a committee chair position, the Senate President shall recognize each nominee to deliver a 5 minute presentation to the Senate.

C. The Senate shall be able to question and debate the nominees for a period of 5 minutes respectively, unless extended by a motion.

D. At the conclusion of debate, the Senate President shall put the question of the election of the respective committee chair to a roll call vote. The Senate President shall call the roll and each Senator shall indicate by surname the nominee of his or her choice. A majority is required for the election of a committee chair.

E. If 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 amount of votes, a run-off vote will occur between those candidates to identify which candidate to remove from voting.

SECTION 03: TRANSITION TRAINING

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

CHAPTER 103: STANDING COMMITTEES OF THE SENATE

SECTION 01: ESTABLISHMENT

A. There is hereby established a Constitution and Bylaws Committee for the purposes of considering all proposed constitutional amendments and bylaws on the basis of relevance and necessity, and referring them to the Senate.

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 and Government Affairs Committee for the purposes of serving as the connection between the CSUN Senate Committees, UNLV undergraduates, local, state, and federal government officials, student body and the University of Nevada, Las Vegas (UNLV), by supporting and drafting proposals to increase student interests, needs, and welfare.

E. There is hereby established a Health and Safety Committee for the purposes of regulating campus crime prevention and the promotion of campus health and safety awareness.

F. There is hereby established an Oversight Committee for the purposes of evaluating the actions of all CSUN officials, officers, employees, and entities.
SECTION 02: COMPOSITION
A. The Standing Committees of the Senate shall consist of one chair, one vice chair, and five to seven additional voting Senators, with the exception of the Oversight Committee, which shall have up to 9 additional voting senators as well as University and Government Affairs and Health and Safety Committee which shall have 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 Senate meetings, or at a time specified by the Chair of the committee.
B. Any standing committee of the Senate may meet outside of the regularly scheduled Senate meeting provided the meeting is approved by the Senate President.
C. Quorum for Standing Committees shall be a simple majority of current committee membership, including the Chair of the committee.
D. 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, including abstention votes, shall be counted toward the final vote count. Abstentions due to temporary absence 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.

E. 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 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 closure of the second meeting of that committee.

SECTION 05: SENATOR PARTICIPATION EXPECTATIONS
A. All Senators shall serve on one internal committee and one external committee.
   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.
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.
C. The Internal Committees shall be:
   1. Constitution and Bylaws
   2. Ways and Means
   3. Scholarships, Sponsorships, and Grants
D. The External Committees shall be:
   1. University and Government Affairs
   2. Health and Safety
E. The Optional Committees shall be:
   1. Oversight

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.
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 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, Vice President or Senate 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 senate 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 session number and resolution sequence. Example: ER 42-4 or 44-10.

SECTION 04: LEGISLATION PROCEDURE
A. Proposed Executive legislation shall be submitted to the President as an action item request for the next scheduled Executive Board meeting and may be adopted by the Executive Board by Two-Thirds vote.
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 action item request for the next scheduled committee meeting.
   2. Once the legislation has been adopted by the committee by Two-Thirds vote, the action item shall be forwarded to the Senate President for the next scheduled Senate meeting.
   3. The action item shall require a supporting Two-Thirds vote for the legislation to be adopted by the senate for enrollment.
C. The proposed legislation shall be attached to all associated agendas.

SECTION 05: ENROLLMENT OF LEGISLATION
A. All legislation adopted within CSUN shall take effect forty-eight (48) hours after adjournment of the CSUN Senate meeting where the bill 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, the Senate President and the CSUN Secretary shall attest to the passage of the legislation.

C. 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 sprinted at the beginning of the Bylaws.

D. All enacted legislation shall bear the CSUN seal, affixed by the President

SECTION 06: PRESIDENTIAL VETOES

A. The CSUN President reserves the right to veto bills 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 shall automatically prompt an action 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 two-thirds vote of the members present.
   1. If the action item to override the presidential veto is approved, 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 Constitution and Bylaws Committee or any other senator.

B. Proposals by any CSUN member shall originate in the Constitution and Bylaws Committee.

C. Amendments to the CSUN Constitution shall require passage in the Constitution and Bylaws Committee by a majority vote.

D. Upon passage of any Constitutional Amendment by the Constitution and Bylaws Committee, the proposed Amendment shall be presented to the UNLV General Counsel’s Office for editions and review.

   i. Upon approval from UNLV General Counsel the proposed Amendments shall require passage in the Constitution and Bylaws Committee by a majority vote.

E. Upon approval by the office of the UNLV General Counsel and passage from the Constitution and Bylaws 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.

   i. 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 voters 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 Elections Director 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 Constitution and Bylaws 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:
   i. 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…”
   ii. An explanation of the Amendment proposed.
   iii. An opinion in favor of the Amendment proposed.
   iv. An opinion in opposition of the Amendment proposed.
   v. 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 and their respective Legislative Interns.

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-Tempo 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:
      a. Each college is responsible for sending at least one mass email to their constituents through this process each semester.
      b. The email draft will be constructed by one or multiple Senators in a single college and sent to the SPPT for approval.
      c. 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. The email listservs for each college will be maintained by the UNLV Office of Information Technology (OIT) and updated by OIT and/or the UNLV Registrar’s Office.

SECTION 03: LEGISLATIVE INTERN DUTIES
A. A CSUN Legislative Intern will serve as a non-paid volunteer of CSUN looking to enhance their leadership within the Senate and CSUN as a whole.
B. A CSUN Legislative Intern will only serve in their respective college under a specific Office of a Senator after appointment of the Senate.
C. The number of active Legislative interns accepted under the CSUN Senate shall exceed no more than twenty-five (25) members.
D. Each CSUN Legislative Intern will be assigned a mentor by the SPPT from their respective college at their appointment by the Senate.
   1. All CSUN Legislative Interns must be enrolled in the College for which they serve.
   2. The number of interns serving within each college may not exceed the number of
Senate seats allotted to their respective college.

3. In the case of a vacancy college, interns may be assigned a mentor from a college that is different from the one in which they are serving.

4. Mentors shall be reassigned at the start of each new Senate Session.

E. A CSUN Legislative Intern will be required to attend a minimum of two (2) senate meetings per month during their time serving as a member of CSUN.
   1. Legislative interns are required to stay the entire duration of the meeting unless otherwise specified by the SPPT or assigned mentor.
   2. Evidence of attendance shall include a signature of either the Senate President Pro Tempore or Senate President.

F. A CSUN Legislative intern will be required to attend a minimum of one (1) meeting per month for any standing committee of the Senate.
   1. Evidence of attendance shall include a signature of the respective committee chair.

G. A CSUN Legislative Intern will be expected to complete any reasonable task assigned by their mentor or SPPT.

SECTION 04: OVERSIGHT OF INTERNS

A. The CSUN Senate President Pro-Tempore is responsible for overseeing all CSUN Legislative Interns and the Legislative Intern program by:
   1. Reporting back to the Senate at least once a month on any updates regarding the development and participation of the Legislative Interns.
   2. Coordinating and reviewing the application/recruitment processes.

B. Meetings of the Legislative Interns shall include sessions on Roberts Rules of Orders, CSUN Constitution and Bylaw documents, Nevada Open Meeting Law, functions of the CSUN Senate Committees, Legislative Bill procedures, Budget financing, and any activities regarding leadership development.

SECTION 05: DISMISSAL AND REMOVAL OF LEGISLATIVE INTERNS

A. In the event that a Legislative Intern fails to execute the duties of their position, the Legislative Intern may be removed from the position by recommendation of the Senate President Pro Tempore or the assigned mentor for which that Legislative Intern is serving under. The dismissal must be referred to the Oversight Committee where they must be approved by a majority vote.
   1. The legislative intern whose dismissal is in question must be notified at least 7 business days before the day their action item is scheduled to be seen by the Oversight committee.
   2. The Senate President Pro-Tempore or assigned mentor and legislative intern(s) in question will have 10 minutes each to present their cases.
   3. The Oversight committee will be allowed to question the presenters and discuss the dismissal charges.

B. In the event that a Legislative Intern chooses to resign, the Legislative Intern must submit a Letter of Resignation to the CSUN Senate President Pro-Tempore effective immediately.

C. All dismissals and resignations of any CSUN Legislative 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 the entire student body via email and may use this access to contact their constituents on important topics relevant to the undergraduate population.
   1. 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.
   2. The President will send the message from their official UNLV Mail email account.
   3. The email listserv will be maintained by the UNLV Office of Information Technology (OIT) and updated by OIT and/or the UNLV Registrar’s Office.

SECTION 02: EXECUTIVE BOARD

A. There shall be an Executive Board, consisting of the President, Vice President and Senate President, which shall operate pursuant to the provisions in Article V, Section B of the Constitution.

B. The duties of the Executive Board include, but are not limited to, the following:
   1. Conduct meetings as deemed necessary for the purposes of handing all executive business.
      i. Executive Board meetings ought 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 President with the consent of the Senate and shall serve a term which shall not exceed the term ending date of the current Executive Board.

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 legislative and governmental engagement on behalf of the Executive Branch.
   8. Shall serve as Secretary to the Executive Board.
   9. All other duties as contained within the Constitution and Bylaws.

C. The accrual of three unexcused absences in a rolling six month period shall result in dismissal, during an official meeting of the Executive Board.

SECTION 04: PUBLIC RELATIONS ADMINISTRATOR

A. There is hereby established an Office of Public Relations Administrator, who shall be appointed by the President with the consent of the Senate and shall serve a term which shall not exceed the term ending date of the current Executive Board.

B. The duties of the Public Relations Administrator include, but are not limited to, the following:
   1. Serve as an advisor to the CSUN President regarding all public relations matters.
   2. Work to promote campus issues and solutions to engage students.
   3. Submit statements on behalf of the Executive Board to members and officers of CSUN.
4. Work as the liaison between the Offices of the Executive Board and media outlets as necessary.
5. Publicize resolutions passed by the Senate.
6. Attend meetings with, or on behalf of, the CSUN President if deemed necessary.
7. Coordinate any special projects assigned by the CSUN President.

C. There are hereby established a Deputy Public Relations Administrators, who shall be nominated by the Public Relations Administrator with the consent of the Senate, and shall serve a term which shall not exceed the term ending date of the current Executive Board.

1. The duties of the Deputy Public Relations Administrator include, but is not limited to, the following:
   i. Serve as an advisor to the Public Relations Administrator regarding all public relations matters.
   ii. Work with the Public Relations Administrator to promote campus issues and solutions to engage the students.
   iii. Attend meetings with, or on behalf of, the Public Relations Administrator.
   iv. Coordinate any special projects or tasks assigned by the Public Relations Administrator.

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 serve as the supervisor of the Directors, Assistant Directors, Associate Directors and all other positions who report to the aforementioned entities.
   2. To hold a meeting of the Directors twice monthly.
   3. To perform evaluations for all Directors twice monthly, and present the results to the Senate via twice monthly 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.
   4. 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.
   5. To assist the CSUN President in preparing and maintaining an operating budget for CSUN.
   6. To submit a CSUN Code of Conduct for officers and officials to the Senate for approval.
   7. To assist the CSUN President with the needs of the Executive Branch.
   8. 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 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.

SECTION 02: CSUN SECRETARY
A. There may be appointed, at the commencement of each session and in the case of a vacancy
   in the position, a CSUN Secretary by the Senate President.
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 and Senate
      Committees, as to provide record 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 and meetings of the
      Committees of the Senate, and official meetings of all other CSUN departments
      and branches as to abide by Nevada Open Meeting Law.
   3. Monitor Senate meeting attendance as to ascertain and keep a proper quorum.
      a. Post the completed minutes to the CSUN Public Google Drive within thirty (30) days of the respective Senate
         Meeting.
      b. Oversee the proper documentation and posting of
         Legislative, Judicial, and Executive Committee meeting
         minutes.
         i. Any improperly posted or incomplete minutes for
            Legislative Committees will be reported to the SPPT
            immediately.
         ii. Any improperly posted or incomplete minutes for
             Judicial Committees will be reported to the Chief
             Justice Immediately.
         iii. Any improperly posted or incomplete minutes for the
             Executive Committees will be reported to the
             Student Body President immediately.
   4. Ensure the availability of drafts of minutes and bills for all appropriate persons.
   5. Assist the Senate President with the enrollment of Public Laws and Resolutions of
      CSUN.
   6. Perform all of the duties delegated by the Senate President.
   7. Assist the SPPT in monitoring of the CSUN Legislative Internship.
      a. Legislative Interns may choose to shadow the CSUN
         Secretary by written approval of the SPPT.
   8. Shall prepare and submit all archived materials on behalf of CSUN to the UNLV
      Libraries Special Collections at the end of each Executive Session.
9. Shall be available for consultation with any officer or official within CSUN regarding secretarial duties.
10. Ensures presentation materials for speakers are made available, accessible, and prepared prior to the start of senate meetings.
11. Shall manage counting of votes at all senate meetings.
12. Perform all of the duties delegated by the Senate President.
D. The Senate President reserves the right to dismiss or appoint a CSUN Secretary pending approval by the senate for any such appointment or removal with a majority vote.

SECTION 03: SERGEANT AT ARMS
A. There may be appointed, at the commencement of each Senate session and in the case of vacancy in the position, a Sergeant at Arms for the Senate by the Senate President.
B. In the case where a Sergeant at Arms is not appointed, the duties of this section shall fall to the Senate President or their designee.
C. The duties of the Sergeant at Arms include, but are not limited to, the following:
   1. Maintain a sign-in sheet for record of public attendance at Senate meetings.
   2. Coordinate with the Chairs of the Committees as well as the Senate President to notify the Senate of members of the public featured on the agenda.
   3. Work with the legislative interns to set-up and put away items from the senate meeting.
   4. Collaborate with the Chairs of the Committees and the Senate President to provide members of the public paper copies of relevant information (agendas and action items), as requested.
   5. Perform all of the duties, within reason, as delegated by the Senate President in relation to the Senate.
D. The Senate President reserves the right to appoint, with majority approval of the Senate, or dismiss, with just cause, a Sergeant at Arms.
E. The Sergeant at Arms shall be considered an executive official.

CHAPTER 204: REPEALED
REPEALED ON JUNE 22, 2015

CHAPTER 205: 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 Operations and supervised by the Director of Operations.

SECTION 02: MISSION
A. The mission of the electoral process is to provide for fair and efficient elections for CSUN.
SECTION 03: ASSISTANT DIRECTOR OF ELECTIONS

A. There is an Assistant Director of Elections, who shall be appointed by the Executive Board with the consent of the Senate.

B. The duties of the Assistant 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 Operations & Elections.
   3. Present a budget for each election to the Senate for approval. Once approved, the budget shall be distributed to the Elections Commission.
   4. 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.
   5. 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.
   6. Ensure that physical voting booths, if applicable, are opened and closed at their designated times.
   7. Deliver a report to the CSUN Senate and Executive Board after each election cycle.
   8. Serve as the chairperson for the Elections Commission, and shall vote only to break a tie.
   9. Maintain agendas, minutes, and attendance for all meetings of the Elections Commission.

SECTION 04: ASSOCIATE DIRECTOR OF ELECTIONS OUTREACH

A. There may be an Assistant Director, who shall be appointed by the Executive Board with the consent of the Senate.

B. The duties of the Assistant Director includes, but is not limited to, the following:
   2. Serve as the liaison between the Elections Commission and candidates in each election.
   3. Assist the Assistant Director Election with the needs of the electoral process.
   4. Assist with various duties on Election Days.
   5. Count ballots on Election Days.

SECTION 05: ELECTIONS COMMISSION

A. There is an Elections Commission, members of which shall be appointed by the Executive Board with the consent of the Senate.

B. The Commission shall consist of the Assistant 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 CSUN. The Director of Operations & Elections shall be an ex-officio, non-voting member of the Elections Commission.

C. 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. CSUN Homecoming Election
   vi. Any CSUN referendum, initiative, or recall elections.
2. Review budgets for each election, as prepared by the Assistant Director of Elections.
3. Review and approve rules for each election, as prepared by the Assistant Director of Elections.
4. Conduct all complaint hearings arising from complaints filed in CSUN elections.
5. Enforce all election rules and assess all penalties for infractions thereof, including the disqualification of candidates.
6. Evaluate petitions for initiative proposals and recall elections.
7. Assist the Assistant Director of Elections with election-related duties including, but not limited to, assisting with electoral operations on Election Days.
8. Assist the Assistant Director of Elections with ballot counting, if applicable, on Election Days.
9. Certify CSUN elections within two weeks of the closing of the polls.

SECTION 06: MECHANICS OF THE ELECTIONS

A. ELECTION DATES:
   1. Election Dates shall be held in accordance with the CSUN Constitution.

B. POLLING LOCATIONS
   1. All polling locations are classified as either a “physical polling location” or an “electronic polling location.”
   2. Physical Polling Location: Any location on campus in which CSUN facilitates voting in an election using either paper ballots or 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. With the exception of referendum elections, which may be conducted entirely online, three 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. Each location shall be equipped with at least two (2) electronic devices on which student may vote electronically.
   5. Electronic voting will be conducted via an approved UNLV voting service. 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 Assistant Director of Elections shall staff each physical polling location with at least one poll worker.
   2. Poll workers shall have completed poll worker training with the Clark County Elections Department and shall demonstrate reasonable competency with electronic devices and technology as deemed appropriate by the Assistant Director of Elections.
   3. CSUN officials, students, faculty, and staff of UNLV or the Nevada System of Higher Education, are not permitted to staff polling locations without the presence of a designated poll worker, nor are they allowed to sit at polling locations at any time during open polling times, unless explicitly authorized by ⅔ majority vote of the elections commission.

SECTION 07: VOTERS’ GUIDE
A. The Voters’ Guide shall provide an opportunity to candidates and proponents and opponents of petitions to express their opinions on the Elections, and for information to be disbursed to the electorate about CSUN, the voting procedures, and the candidates and petitions.
B. The Voter’s Guide shall include candidate statements, 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 the Disability Resource Center.

SECTION 08: CANDIDATES
A. ELIGIBILITY:
   1. Each candidate must meet the requirements of eligibility for the office for which they are running as stated in the CSUN Constitution.
   2. The CSUN Faculty Advisor, CSUN Business Manager, or in their absence, the CSUN Graduate Assistant, shall verify the eligibility of the candidates.
   3. All candidates declared ineligible to run shall be notified by the Assistant 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 initials, if any, of the candidates must be included in the names of the candidates as printed on the ballot.

3. The Assistant 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 Assistant Director of Elections, or their designated agent, during the Filing Period.
3. The Candidate Filing Packet may be downloaded from the CSUN website, or obtained from the Assistant Director of Elections by email request. Prospective candidates may also fill out the online filing packet, the link to which will be published on the CSUN website and social media.
4. 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. Ticket Agreement Form, if applicable.
   vi. Grade Verification Form.
   vii. A statement signed by the Candidate that he or she is 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 Assistant 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. FINANCIAL PENALTIES:
1. In lieu of a filing fee, candidates shall authorize the CSUN Faculty Advisor, the CSUN Business Manager, or in their absence the CSUN Graduate Assistant, to
place a charge on their UNLV account for the amount of any fines incurred during an election.

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 in their absence the CSUN Graduate Assistant, in order to verify the candidate’s GPA to determine whether that candidate is eligible for elections.

SECTION 09: QUALIFICATIONS OF VOTERS
A. All members of CSUN, as defined in Article II of the CSUN Constitution, shall be eligible to vote in CSUN elections.
B. Students shall either show their Rebel Card at the physical polling location, or 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 for multiple representatives in the colleges where they are degree seeking.

SECTION 10: PETITIONS FOR INITIATIVE AND REFERENDUM
A. DEFINITIONS:
   1. PETITION: A petition is any Initiative which will be placed before the student body in a CSUN election, in pursuance of the constitutional definitions of an initiative.
   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, the Assistant 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 Board a statement for the Voters’ Guide, and submit to the Assistant Director of Elections a statement acknowledging that he or she is 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 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 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 ASSISTANT DIRECTOR OF ELECTIONS:
   1. Prior to circulating any petition, the Proponent(s) shall submit to the Assistant Director of Elections the proposed question.
   2. The Proponent(s) shall submit a statement to the Assistant Director of Elections that he or she is the Primary Proponent of the petition and is responsible for the conduct of the campaign in support of the petition.
   3. The Assistant 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 Assistant 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 Assistant 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 Assistant Director of Elections shall be available to assist any student 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 physically presented to the Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant Director of Elections in the same manner as a petition for an initiative or referendum, who shall submit it to the Senate once it has been qualified. No constitutional amendment shall be placed on the ballot without action of the Senate.

SECTION 11: RECALL ELECTIONS
A. Before a petition to recall a public officer is circulated, the persons proposing to circulate
the petition must file a notice of intent with the Assistant Director of Elections.
B. After the notice of intent has been filed, the Assistant 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 12: MEETINGS AND EVENTS
A. The Informational Sessions:
   1. The Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant 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 Assistant Director of Elections shall schedule an 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 13: ELECTION RULES

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

B. Election rules shall remain unaltered throughout the entire election cycle.

SECTION 14: COMPLAINT PROCESS

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

SECTION 15: PENALTIES FOR VIOLATIONS OF ELECTION RULES

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

SECTION 16: DISCLAIMERS

A. CSUN shall not be responsible for issues relating to:

1. The operation of the approved online voting system.

2. The actions of non-CSUN departments including, but not limited to, the improper set up of polling booth tables.

3. The failure of students to properly maintain a valid Rebel Card or log-in credentials to the approved online voting system.

B. Disallowing access to third-party software may prevent students from accessing online ballots.

SECTION 17: COUNTING OF THE BALLOTS
A. The Assistant Director of Elections, or a designee from the Elections Commission, shall collect all ballots from physical polling locations beginning at 5:00PM on each Election Day.
B. The Assistant Director of Elections shall be responsible for ensuring the security of all ballots.
C. The Assistant Director of Elections, in the presence of a minimum of two Elections Commission members, may verify ballots after polls close on the first day of the election.
D. The Assistant Director of Elections shall, in the presence of a minimum of two Elections Commission members and one poll worker, count all ballots after the election closes, and post the results in the lobby of the CSUN Offices upon completion.

SECTION 18: CERTIFICATION OF THE ELECTION
A. The Elections Commission and a minimum of one poll worker shall certify that the election has been conducted in accordance with all election rules, operating policies, and any other rules and guidelines governing CSUN elections including the CSUN Constitution, its Bylaws, and the Nevada Revised Statutes.

SECTION 19: OPERATING POLICIES
A. The Electoral Process Operating Policy shall be CSUN Bylaw.
B. The Elections Commission Operating Policy shall be CSUN Bylaw 205.05.

SECTION 20: AMENDMENTS AND SUSPENSIONS
A. Any amendment to CSUN Bylaw 205 shall take effect immediately.
B. Amendments must pass the Constitution and Bylaws Committee before being passed by the Senate.
C. Neither CSUN Bylaw 205, nor any provision contained within, may be waived or temporarily suspended once filing has begun for an election and until the election has been certified.

SECTION 21: CAMPAIGN FINANCE & EXCLUSIONARY REGULATIONS
A. CSUN Public Funds:
   1. CSUN is required to provide no less than $1,250.00 of available funds for the Senate Election Public Fund.
   2. CSUN is required to provide no less than $2,400.00 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 Operations & Elections 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 Operations & Elections Department and CSUN Advisor shall maintain records of purchased materials and the Assistant Director of Elections shall provide record of purchased materials to the candidate(s) through email correspondence.

7. Materials purchased using CSUN Public Election Fund shall be included in the expenditure forms of the candidates and shall count toward the total allowable expenditure of the respective candidate(s).

8. The CSUN Election Rules shall further regulate CSUN Public Funds if necessary.

B. CSUN Election Finance Exclusionary Clause:
   1. No candidate(s) may receive funds, directly or indirectly, for the purpose of purchasing campaign materials or services from off-campus entities including, but not limited to, the following:
      i. Local businesses
      ii. Political organizations
      iii. Non-profit organizations
      iv. Individual donors
      v. Other entities as described in the Election Rules.
   2. Candidates determined by the Elections Commission as currently receiving, or having received, funds for the purpose of purchasing campaign materials or services from off-campus entities shall be disqualified.

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

CHAPTER 206: REPEALED

REPEALED ON JUNE 29, 2015

CHAPTER 207: REPEALED

REPEALED ON JULY 20, 2015

CHAPTER 208: REPEALED
CHAPTER 210: 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.
B. There is hereby established an Attorney General Board within the Office of the Attorney General.

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 Two-Thirds 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. Delegate tasks to board members of the Attorney General to serve as either Legal Aid or Sergeant at Arms board members.
   5. Conduct performance reviews of the Deputy Attorney General and Board members serving as Legal Aids or Sergeant at Arms within the office twice monthly, and report the results to the Senate.
   6. Serve as a liaison between the Judicial Council and remainder of CSUN to prevent and mediate conflict, and actively correct systematic or procedural errors.
   7. Serve to advise the Elections Director and Board to ensure the completion of a legally successful election that does not warrant invalidation or unfair disqualification to the candidates.
   8. Work with the CSUN Business Manager and Communications Director to ensure that all CSUN documents and expenditures are appropriately publicized.
   9. Serve as the chairperson for the Attorney General Board, and shall vote only to break a tie.
   10. Maintain agendas, minutes, and attendance for all meetings of the Attorney General Board.
SECTION 04: DEPUTY ATTORNEY GENERAL
A. There may be a Deputy Attorney General, who shall be appointed by the Attorney General and Executive Board with the consent of the Senate.
B. The duties of the Deputy Attorney General include, but are not limited to, the following:
   1. Serve as an advisor to the CSUN Attorney General regarding all executive matters.
   2. Manage the Office of the Attorney General
   3. Attend meetings with, or on behalf of, the CSUN Attorney General if deemed necessary.
   4. Coordinate any special projects deemed necessary by the CSUN Attorney General.
   5. Carry out all other tasks as delegated by the Attorney General.
   6. Oversee Board members of the Attorney General Board.
   7. In the absence of the Attorney General the Deputy Attorney General will serve with all of the powers and responsibilities issued to the Attorney General.

SECTION 05: SOLICITOR ATTORNEY GENERAL
A. There may be a Solicitor Attorney General, who shall be appointed by the Attorney General and Executive Board with the consent of the Senate.
B. The duties of the Solicitor Attorney General include, but are not limited to, the following:
   1. Represent CSUN Members to the Judicial Council when necessary.
   2. Assist in the management of Clerks under the Judicial Council.
   3. Serve as an advisor to the CSUN Attorney General regarding all executive matters.
   4. Attend meetings with, or on behalf of, the CSUN Attorney General if deemed necessary.
   5. Coordinate any special projects deemed necessary by the CSUN Attorney General.
   6. Carry out all other tasks as delegated by the Attorney General.
   7. Oversee Board members of the Attorney General Board.
   8. In the absence of the Attorney General and the Deputy Attorney General the Solicitor Attorney General will serve with all of the powers and responsibilities issued to the Attorney General.

SECTION 06: ATTORNEY GENERAL BOARD
A. There is an Attorney General Board, members of which shall be appointed by the Attorney General with the consent of the Senate.
B. Board members will be directed to serve as either Legal Aids or Sergeants at Arms as delegated by the Attorney General.
C. The Board shall be chaired by the Attorney General, and consist of the Deputy Attorney General, the Solicitor Attorney General and up to nine members of CSUN.
D. The duties of the Attorney General Board include, but are not limited to, the following:
   1. Conduct meetings as designated by the Attorney General for the purposes of planning and executing the needs of the department.

CHAPTER 211: EXECUTIVE TERMS OF OFFICE

SECTION 01: TERMS OF OFFICE
A. The following officials shall serve a term beginning on May 1st of each calendar year and ending on April 30th of the following calendar year.
   1. President
   2. Vice President
   3. Senate President
B. The following officials 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. Chief of Staff
   2. Attorney General
   3. Public Relations Administrator
C. The following officials shall serve a term beginning on the date of their appointment and ending on the last business day of the last full week of the UNLV fiscal year:
   1. Director
   2. Assistant Directors
   3. Any other Executive Officials not previously mentioned
D. 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
E. 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 212: 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 the 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 THE 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 213: DUTIES OF DIRECTORS

SECTION 01: ESTABLISHMENT
A. There is hereby established a Director within each department of the Executive Branch.

SECTION 02: 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. Develop, amend, and maintain an operating policy for the department in conjunction with the Executive Board.
3. Work closely with Directors of other departments to ensure that all events are properly advertised to the campus community.
4. Deliver a report to the Senate, as needed, in order to update Senators on the activities of the department.
5. Conduct performance reviews of Assistant and Associate Directors within the department monthly.
6. Serve as the chairperson for the Board of the department, and vote only to break a tie.
7. Maintain agendas, minutes, and attendance for all meetings of the Board of the Department.
8. Serve two hours per week at the CSUN Marketing Table, unless an alternative has been agreed upon with the CSUN Vice President.
9. Attend and assist with CSUN events as able.

SECTION 03: DEPARTMENT SPECIFIC DUTIES
A. Any duties of a Director which are specific only to the department for which they preside over shall be reflected in that department’s Operating Policy.

CHAPTER 214: DUTIES OF ASSISTANT AND ASSOCIATE DIRECTORS

SECTION 01: ESTABLISHMENT
A. There is hereby established Assistant and Associate Directors within each department of the Executive Branch of CSUN.
B. The number of Assistant and Associate Directors within each department will be determined by the Executive Board, and specified within the operating policies of each department.

SECTION 02: DUTIES
A. The duties of the Assistant and Associate Directors include, but are not limited to, the following:
   1. Assist the Director with the needs of the department.
   2. Serve on the Board of their respective Department.
   3. Serve two hours per week at the CSUN Marketing Table unless an alternative has been agreed upon with the Department Director and the CSUN Vice President.
   4. Attend and assist with CSUN events as able.

SECTION 03: EXECUTIVE DEPARTMENT STAFF HIERARCHY
A. Directors
B. Assistant Directors
C. Associate Directors
D. Board Members

SECTION 04: DEPARTMENT SPECIFIC DUTIES
A. Any duties of Assistant and Associate Directors which are specific only to the department for which they preside over shall be reflected in the department’s Operating Policy.

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 a 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.
   a) 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 Ledger
      iv. Scholarships as outlined in TITLE VII: SCHOLARSHIPS
      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
b) 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 a 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. Student Government
      i. Fund: 2XXX; Area: 237; Origin: 2700
   2. CSUN – General Account
      i. Fund: 2457; Area: 237; Origin: 2702
   3. CSUN – Interest Bearing Account
      i. Fund: 2776; Area: 237; Origin 2713
   4. CSUN – Student Organizations
      i. Fund: 2776; Area: 237; Origin 2714
   5. CSUN – Payroll
      i. Fund: 2220; Area: 243; Origin: 3855
   6. CSUN – Leadership and Pre-Professional Scholarship
      i. Fund: 2220; Area: 243; Origin: 39CB
   7. CSUN – Tom Weisner Academic Scholarship
      i. Fund: 2220; Area: 243; Origin: 330H
   8. CSUN – Head Start Scholarship
      i. Fund: 2220; Area: 243; Origin: 39BY
   9. CSUN – Student Teaching Scholarship
      i. Fund 2220; Area: 243; Origin: 340T
   10. CSUN – ThinkAbility Scholarship
       i. Fund: 2220; Area: 243; Origin: 344F
   11. CSUN – Francis Manalo Study Abroad Scholarship
       i. Fund: 2220; Area: 243; Origin: 341B
   12. CSUN – Non-Traditional Student Scholarship
       i. Fund: 2220; Area: 243; Origin: 352H
   13. CSUN – Textbook Scholarship
       i. TBD
   14. CSUN – Veterans and Military Families Scholarship
       i. Fund: 2220; Area: 243; Origin: 352G

CHAPTER 403: THE BUDGET PROCESS

SECTION 01: FISCAL YEAR
A. The fiscal year of the Treasury begins on July 1 of each year and ends on June 30 of the following year. Accounts of receipts and expenditures required under law to be published each year shall be published for the fiscal year no later than December 31 following the fiscal year.

SECTION 02: BUDGET CEILING
A. Budget outlays of CSUN for a fiscal year may not be more than the receipts of CSUN for that year.

SECTION 03: BUDGET AND APPROPRIATIONS AUTHORITY OF THE PRESIDENT
A. The President shall prepare budgets of CSUN under Section 05 of this title. To the extent practicable, the President shall use uniform terms in stating the purposes and conditions of appropriations.
B. Except as provided in this Title, the President shall prescribe the contents and order of statements in the budget on expenditures and estimated expenditures and statements on proposed appropriations and information submitted with the budget and proposed appropriations. This subsection does not limit the authority of the Ways and Means Committee to request information in a form it prescribes.
C. When the President makes a basic change in the form of the budget, the President shall submit with the budget information showing where items in the budget for the prior fiscal year are contained in the present budget. However, the President may change the functional categories in the budget only in consultation with the Ways and Means Committee. The Committee shall receive prompt notification of all such changes.
D. The President shall develop programs and prescribe regulations to improve the compilation, analysis, publication, and dissemination of statistical information by executive departments in order to enhance fiscal efficiency.
E. Under regulations prescribed by the President, each agency shall provide information required by the President in carrying out this chapter. The President has access to, and may inspect, records of an agency to obtain information.

SECTION 04: BUDGET CONTENTS AND SUBMISSION TO SENATE
A. The President shall submit a proposed annual budget for CSUN for the following fiscal year to the Ways and Means Committee no later than May 31st. Each budget shall include a budget message and summary and supporting information. The President shall include in each budget the following:
   1. Information on activities and functions of CSUN.
   2. When practicable, information on costs and achievements of CSUN programs.
   3. Other desirable classifications of information.
   4. A reconciliation of the summary information on expenditures with proposed appropriations.
   5. Except as provided in subsection b, estimated expenditures and proposed appropriations the President decides are necessary to support CSUN in the fiscal year for which the budget is submitted.
   6. Estimated receipts of CSUN in the fiscal year for which the budget is submitted.
7. An analysis of changes between the last fiscal year’s budget and this fiscal year’s budget including things such as appropriations, expenditures, and receipts of CSUN in the prior fiscal year.

8. Balanced statements of the:
   i. Condition of the Treasury at the end of the prior fiscal year;
   ii. Estimated condition of the Treasury at the end of the current fiscal year; and
   iii. Estimated condition of the Treasury at the end of the fiscal year for which the budget is submitted if financial proposals in the budget are adopted.

9. Other financial information the President decides is desirable to explain in practicable detail the financial condition of CSUN.

10. For each proposal in the budget for legislation that would establish or expand a CSUN activity or function, a table showing the amount proposed in the budget for appropriation and for expenditure because of the proposal in the fiscal year for which the budget is submitted.

11. Allowances for additional estimated expenditures and uncontrollable expenditures for the fiscal year for which the budget is submitted.

12. A statement of budget authority, proposed budget authority, budget outlays, and proposed budget outlays, and descriptive information in terms of a detailed structure of needs that refers to the missions and programs of departments.

B. Proposed appropriations for the legislative branch and judicial branch shall be submitted to the President no later than May 15th for consideration and inclusion in the proposed budget.

C. The Ways and Means Committee shall submit a final version of the proposed budget to be voted on by the full Senate no later than June 15th.

CHAPTER 404: STIPEND POSITIONS

SECTION 01: DISBURSEMENT OF STIPENDS
A. Stipends shall be awarded to CSUN officials via the UNLV Payroll Office in twelve monthly installments, and prorated for the amount of time served.
B. Stipends shall be paid on the first UNLV business day of the month for work performed during the previous month.
C. No additional stipends shall be awarded.
D. All funds not disbursed that are allotted for stipends within the fiscal budget shall be proactively moved to the CSUN Discretionary line item, as made available.

SECTION 02: REQUIREMENTS OF STIPEND POSITIONS
A. All stipend positions must maintain eligibility in CSUN, in accordance with established guidelines in the CSUN Constitution.
   1. Officers and Officials who fail to meet the requirements to hold an elected or appointed position within CSUN shall be dismissed.
B. All stipend positions must perform the duties associated with their positions, as outlined in the CSUN Bylaws.
C. All stipend positions shall complete monthly marketing hours as assigned by the supervising official of their branch.
D. All stipend positions shall serve not 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. Public Relations Administrator
   iii. Chief of Staff
   iv. Secretary
4. Level IV:
   i. Executive Director
   ii. Directors
5. Level V:
   i. Associate Directors
   ii. Deputy Attorney General
   iii. Deputy Public Relations Administrator
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
      ii. CSUN Secretary
   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. Persons 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 an original copy of the agenda and all supporting material with:
   a. The President, or their designee, for the Executive Branch;
   b. The Senate President, or their designee, for the Legislative Branch;
   or
   c. The Chief Justice, or their designee, for the Judicial Council.

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 document.

C. DISTRIBUTION OF AGENDAS:
   1. For the Senate and its committees only, 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 physically handicapped people: “CSUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the CSUN Office at (702) 895-3645 in advance so that arrangements may be conveniently made.”
      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. An electronic copy shall be posted on the CSUN website, when possible.
    iii. Each copy shall be posted no later than 9:00 AM, three business days prior to a meeting. (NRS 241.020)
    iv. Only the current agenda and the prior meeting’s agenda should remain posted at any physical location.
    v. A copy of the agenda with all supported material shall be filed with the Attorney General, for the Executive Branch, the Senate President, for the Legislative Branch, and the Chief Justice, for the Judicial Branch. Such filing shall serve as the proof of posting by the presiding officer.

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 completed form shall be filed in the CSUN Lobby.
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 copy of the agenda and corresponding documents shall be filed to the following:
   i. The Chief of Staff for the Executive Branch;
   ii. The Senate President for the Legislative Branch; or
   iii. The Chief Justice for the Judicial Council.

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 exhibits 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. Present approved minutes to the presiding officer for signature.
   iv. Publish signed approved minutes after a board has approved the draft minutes.
   v. 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. DRAFT MINUTES STYLE AND FORMAT:
   1. As a matter of style and format, the original copy of draft minutes shall include an indication on the title page and footer of each page that the minutes are draft in nature, and shall be stamped in the header on the title page with a DRAFT stamp.
B. APPROVED MINUTES STYLE AND FORMAT:
   1. As a matter of style and format, approved minutes shall remove any draft reference and shall be stamped in the header on the title page with an APPROVED stamp.
C. NON-ORIGINAL ITEMS:
   1. Any document included in the record that is not an original shall be stamped with a COPY stamp.
D. SIGNING OF MINUTES:
   1. Draft minutes shall be signed only by the secretary who recorded the minutes.
   2. Approved minutes shall be signed by both the Secretary and the presiding officer.
E. ROLL CALL TALLY:
   1. When a vote is taken by roll call, the presiding officer shall sign the tally sheet.
F. ELECTRONIC VERSION:
   1. The original copy of the approved minutes shall be produced in searchable PDF format whenever possible and filed electronically with the University Archives.

SECTION 11: PRINTING OF MINUTES
A. Draft minutes shall be provided in paper and electronic form to each member of a body.
B. Approved minutes shall be provided in electronic form to each member of a body unless otherwise specified by the presiding officer.
C. Any copy print of minutes shall be double-sided whenever feasible. Original copies shall be single-sided.

SECTION 12: FILING OF DOCUMENTS
A. When the approved minutes of a meeting have been published, the following items shall be filed with the University Archives:
   1. The approved minutes.
   2. The exhibits to the minutes.
   3. A copy of the agenda.

SECTION 13: 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. The CSUN Attorney General, acting jointly with the University Archives, shall provide for the appropriate filing of each recording.

SECTION 14: PUBLICATION OF DOCUMENTS ON THE INTERNET
A. It is the policy of CSUN to publish on the CSUN website (www.unlvcsun.com) 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 format on the 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 Google Drive.

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 and Grants 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 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 Scholarship Committee.
C. Preference shall be given to students pursuing their first undergraduate degree.

SECTION 03: SCHOLARSHIP APPLICATION PERIOD
    A. The scholarship application period shall begin at 9:00AM on the second Monday of September and end at 5:00PM on the fourth Friday in March, of each academic year, unless otherwise approved by the Senate.

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: PUBLICATION OF RECIPIENTS
    A. The Chair of the Scholarship and Grants Committee shall cause the names of the recipients of each scholarship awarded by CSUN to be published in a medium that is suitable for the purpose of recognizing the recipients.

SECTION 06: 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 April 30 of each academic year, unless otherwise approved by the Senate.

SECTION 07: RESERVATION OF RIGHTS
    A. CSUN reserves the right to modify the program at any time.

SECTION 08: ACCOUNTABILITY
    A. If, during the scholarship 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 period, will forfeit the amount of the scholarship for the semester in question.
    C. Any recipient of the Textbook Scholarship who does not spend or account for all funds shall be responsible to return any funds, which are unspent or unaccounted for, to CSUN no later than 30 days after the start of the semester for which the scholarship was awarded. Failure to do so will result in a charge on the recipient’s UNLV account for the amount of funds which are unspent or unaccounted for.
    D. All scholarship applicants shall authorize the CSUN Business Manager, or CSUN Graduate Assistant in his or her absence, to verify eligibility for each scholarship and to place a charge on their UNLV account for an amount of a forfeited, or partially forfeited, scholarship in the event the recipient fails to meet and maintain the requirements set forth herein.
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. One letter of recommendation, with the exception of the Textbook Scholarship.
      i. In the case that the scholarship application period is shortened by circumstances beyond the Scholarships and Grants Committees control, the letter of recommendation may be waived with approval from Senate.
   5. 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 period, and that any chargeback may appear on my UNLV account.”
G. The following statement regarding verification: “I authorize the CSUN Business Manager, or Graduate Assistant in their absence, to verify my eligibility for all CSUN scholarships which includes registration status, unofficial transcript, and GPA.”

SECTION 03: RECEIPT OF THE APPLICATION
A. The Chair of the Scholarships and Grants Committee shall receive, via e-mail, all submitted CSUN Scholarship Applications from the CSUN website.
B. The Chair of the Scholarships and Grants Committee shall create a shared Google Document for the purposes of establishing which scholarships the applicant has qualified for and the scoring of applications by the members of the Scholarship Committee.
   1. Scholarship applications can be scored by departments or offices other than Scholarships and Grants Committee if approved by Senate.
C. Upon receiving the application the Chair of the Scholarships and Grants Committee shall submit all applications to the Senate President Pro Tempore for redaction.

D. Upon receipt of a submitted application, the Senate President Pro Tempore shall:
   1. Remove all identifiable information from the application.
   2. Assign the application a unique identification number beginning with “0001” and increasing by one digit with each submitted application.
   3. Forward the application, along with the identification number, to the members of the Scholarships Grading Committee for review.
   4. Enter the unique identification number into the shared Google Document, in order to track the scoring of the application by the members of the Scholarships Grading Committee.

SECTION 04: SCORING THE APPLICATION

   A. Upon receiving scholarship applications from the Chair of the Scholarships and Grants Committee, the Scholarships Grading Committee shall score the applications using a rubric created by the Committee.

   B. Each member of the Scholarships Grading Committee shall enter his or her score, for each application, into the shared Google Document in correspondence with the unique identification number established for each application.

   C. The Chair of the Scholarships and Grants Committee shall be responsible to ensure that all applications are scored within a reasonable timeframe.

SECTION 05: AWARDING SCHOLARSHIPS

   A. Once the scoring of applications is completed, the Scholarships Grading Committee shall select recipients for each of the CSUN scholarships and transmit the unique identification numbers of the recipients to the Chair of the Scholarships and Grants Committee.

   B. The Chief of Staff shall:
       1. Transmit the names of the chosen recipients, based on the unique identification numbers provided to them by the Scholarship Committee, to the CSUN Business Manager, or the CSUN Graduate Assistant in his or her absence for the purposes of issuing the awards via UNLV’s Office of Financial Aid.
       2. Notify all scholarship applicants via e-mail with a letter of congratulations or regret within one week of the Scholarship Committee deciding the recipients.
       3. Recognize the recipients at the next regularly scheduled Senate meeting.

SECTION 06: RESERVE FUNDS

   A. If the number of eligible and qualified applicants for a specific scholarship outlined in Title VIII of these bylaws does not exceed the maximum number of scholarships available for a specific scholarship, the excess funds shall be considered “reserve funds” for the purposes of awarding additional scholarships for the same scholarship award period.

   B. The Scholarship and Grants Committee shall award additional scholarships in the amount of $500 per recipient in order to fully disburse all scholarship funds.

   C. Additional scholarship recipients shall be chosen from the remainder of scholarship applicants who have not received an award, and shall be based on overall quality of application. Recipients must have a minimum 2.5 grade point average and be enrolled in a
minimum of 12 credits at the time of the award of the scholarship, and maintain these requirements during the term of the award.

D. In the event there is not a sufficient number of eligible and qualified applicants to satisfy the awarding of additional scholarships, all reserve funds shall be returned to the CSUN general fund.

CHAPTER 803: HEADSTART SCHOLARSHIP

SECTION 01: ESTABLISHMENT
A. There is hereby established a CSUN Head Start Scholarship for the purposes of recognizing students who go above and beyond expectations in the pursuit of their academic goals.

SECTION 02: AWARD AND ELIGIBILITY
A. This scholarship will be awarded to UNLV undergraduate students at $2,000 (two thousand dollars) each, which will be dispersed over 2 (two) academic semesters who meet one of the following criteria:
   1. Student of color (as defined, of which belonging to a minority community)
   2. Registered International Student
   3. First-Generation student (as defined, of which whose parent(s)/legal guardian(s) have not completed a bachelor’s degree meaning this student is the first in the family to attend a four-year university)

CHAPTER 804: LEADERSHIP AND PRE-PROFESSIONAL DEVELOPMENT SCHOLARSHIP

SECTION 01: ESTABLISHMENT
A. There is hereby established The CSUN Leadership and Pre-Professional Development Scholarship for the purpose of recognizing students who hold leadership positions on campus, display leadership abilities and potential, or pursue degrees in leadership, pre-professional or occupational fields.

SECTION 02: AWARD AND ELIGIBILITY
A. This scholarship will be awarded to UNLV undergraduate students at $2,000 (two thousand dollars) each, which will be dispersed over 2 (two) academic semesters who meet the following criteria:
   1. Must hold at least one current leadership position in any UNLV entity (Greek Life, RSO’s, Campus Committees, etc.)
SECTION 1: ESTABLISHMENT
A. There is hereby established The Tom Weisner Scholarship for the purpose of recognizing students who display academic abilities and potential. Priority is given to students pursuing their first undergraduate degree.

SECTION 2: AWARD AND ELIGIBILITY
A. This scholarship will be awarded to UNLV undergraduate students $2,000 (two thousand dollars) to be dispersed over 2 (two) academic semesters who meet the following criteria:
   1. Must have a 3.0 cumulative GPA or higher
   2. Must be enrolled in at least 15 credits

CHAPTER 806: STUDENT TEACHING SCHOLARSHIP

SECTION 01: ESTABLISHMENT
A. There is hereby established CSUN Student Teaching Scholarship for the purpose of recognizing students who display academic abilities and potential.

SECTION 02: AWARD AND ELIGIBILITY
A. This scholarship will be awarded to UNLV undergraduate students at $1,500 (one thousand and five hundred dollars) each, which will be dispersed over 2 (two) academic semesters who meet the following criteria:
   1. Must be an education major, pursue a career in education or currently work as a staff member for the Clark County School District.

CHAPTER 807: NON-TRADITIONAL STUDENT SCHOLARSHIP

SECTION 01: ESTABLISHMENT
A. There is hereby established CSUN Non-Traditional Student Scholarship for the purpose of recognizing students who pursue undergraduate higher education above the age of 24.

SECTION 02: AWARD AND ELIGIBILITY
A. This scholarship will be awarded to UNLV undergraduate students at $2,500 (two-thousand five-hundred dollars) each, which will be dispersed over 2 (two) academic semesters who meet the following criteria:
   1. Must be a non traditional student defined by the National Center for Education Statistics as above the age of 24 years old

CHAPTER 808: THINKABILITY SCHOLARSHIP

SECTION 01: ESTABLISHMENT
A. There is hereby established CSUN Thinkability 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 AND ELIGIBILITY
A. This scholarship will be awarded to UNLV undergraduate students at $1,000 (one thousand dollars) each, which will be dispersed over 2 (two) academic semesters who meet the following criteria:
   1. Must possess a disability as defined and recognized by the Americans with Disabilities Amendments Act (ADA).

CHAPTER 809: TEXTBOOK SCHOLARSHIP

SECTION 01: ESTABLISHMENT
A. There is hereby established CSUN Textbook Scholarship for the purpose of providing financial aid for students who need assistance affording textbooks required for class.

SECTION 02: AWARD AND ELIGIBILITY
A. This scholarship will award to UNLV undergraduate students at $150 (one hundred and fifty dollars) each.

CHAPTER 810: VETERANS AND MILITARY FAMILIES SCHOLARSHIP

SECTION 01: ESTABLISHMENT
A. There is hereby established the CSUN 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 a member of the U.S. Armed Forces currently deployed.

SECTION 02: AWARD AND ELIGIBILITY
A. This scholarship will be awarded to UNLV undergraduate students at $2,000 (two thousand dollars) each, which will be dispersed over 2 (two) academic semesters who meet one of the following criteria:
   1. A veteran of, or are currently on active duty in, the U.S. Armed Forces.
   2. A spouse of a member of the U.S. Armed Forces currently deployed.

CHAPTER 811: SAVANNAH BALTERA SCHOLARSHIP
SECTION 01: ESTABLISHMENT
   A. There is hereby established CSUN Savannah Baltera Scholarship for the purpose of recognizing low-income high school seniors who display an urge to attend higher education and serve the Las Vegas.

SECTION 02: AWARD AND ELIGIBILITY
   A. The scholarship will be awarded to UNLV undergraduates at $1000 (one thousand dollars) each, which will be dispersed over 2 (two) academic semesters who meet one of the following criteria:
   1. Must be enrolled in a Clark County School District (CCSD) recognized high school.

CHAPTER 812: RESEARCH AND DEVELOPMENT SCHOLARSHIP

SECTION 01: ESTABLISHMENT
   A. There is hereby established Research and Development Scholarship for the purpose of recognizing students who display academic ability and potential.

SECTION 02: AWARD AND ELIGIBILITY
   A. This scholarship will be awarded to UNLV undergraduate students at $3,000 (three thousand dollars) each, which will be dispersed over 2 (two) academic semesters who meet the following criteria:
   1. Have and maintain GPA of 3.0 or higher at the time of application and during the term of the award.
   2. Be an officially admitted undergraduate student and enrolled in at least 12 credits (or its equivalent as determined through DRC accommodation, with documentation).
   3. Have a specific research/scholarly/art project planned that will be conducted under the direct guidance of a UNLV faculty research mentor during the academic year.
      i. Where required, have obtained approvals for the ethical conduct of research and safety in research for the project being conducted, prior to project commencement
      ii. Present at the Fall Undergraduate Research Showcase, the Spring Undergraduate Research Forum, or the Summer Undergraduate Research Symposium.
      iii. Each recipient, determined by the Office of Undergraduate Research, with their faculty research mentor, must submit brief final progress report to OUR.
      iv. Recipients are required to present at the Spring Undergraduate Research Conference

CHAPTER 813: FRANCIS MANALO STUDY ABROAD MEMORIAL SCHOLARSHIP

SECTION 01: ESTABLISHMENT
A. There is hereby established the CSUN Francis Manalo Study Abroad Memorial Scholarship for the purpose of recognizing students who will be participating in a UNLV-sponsored study abroad program academic and professional development.

SECTION 02: ELIGIBILITY
A. This scholarship will award to UNLV undergraduate students in an amount to be determined by the Office of International Programs to not exceed $27,000 (twenty-seven thousand dollars).

TITLE IX: GRANTS

CHAPTER 901: GRANTS

SECTION 01: ESTABLISHMENT
A. There are hereby established CSUN Grants 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 Scholarships and Grants Committee.

SECTION 02: GENERAL GRANTS STIPULATIONS
A. Any student receiving a stipend from CSUN government 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 but shall not serve on the Grant Committee.
C. Preference shall be given to students pursuing their first undergraduate degree.
D. Grants are open to students regardless of immigration status

SECTION 03: GRANT APPLICATION PERIOD
A. Grant applications shall be accepted by the Scholarships and Grants committee throughout the Senate Session and referred to the Senate for approval.

SECTION 04: PROMOTION OF CSUN GRANTS
A. CSUN shall make a concerted effort to ensure that all eligible students are made aware of the availability of CSUN-funded grants through a variety of means including, but not limited to, posting printed materials throughout the campus, posting online via the CSUN website and social media, delivering via email to contact lists, during classroom speaking engagements, and at marketing tables on campus and at appropriate UNLV and CSUN events.

SECTION 05: PUBLICATION OF RECIPIENTS
A. The Chair of the Scholarships and Grants Committee shall cause the names of the recipients of each grant awarded by CSUN to be published in a medium that is suitable for the purpose of recognizing the recipients.
B. Recipients of Grants shall be expected to pay forward contributions in service to the UNLV community, guidelines for which are to be specified in each grants’ respective bylaw.

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. If, during the grant period, a grant recipient receives a stipend from CSUN they shall forfeit the grant in its entirety.
B. 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.
C. All grant applicants shall authorize the CSUN Business Manager, or CSUN Graduate Assistant in his or her absence, to verify eligibility for each grant and to place a charge on their UNLV account for an amount of a forfeited, or partially forfeited, grant in the event the recipient fails to meet and maintain the requirements set forth herein.

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.
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 the CSUN Business Manager, or Graduate Assistant in their absence, to verify my eligibility for all CSUN grants which includes 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.
B. The Scholarships and Grants Chair shall bring forth the applicant to committee to present on their grant proposal, as well as bring any required documents per grant requirement.
C. Upon approval by the Committee, the applicant will be forwarded to the Senate for confirmation.

SECTION 04: AWARDING GRANTS
A. Upon receipt of the grant application, applicants shall be invited to the Scholarships and Grants Committee to present on their funding proposal, including any additional materials as needed per grant.
B. Upon approval of the grant application by Committee, the applicant shall be forwarded to the Senate for confirmation at the next regularly scheduled Senate meeting.
C. The Scholarships and Grants Committee may reject partially or entirely, or assist an applicant to modify their proposal to ensure grant criteria are adhered to.

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 the amount of $500 per recipient in order to fully disburse all grant funds, unless otherwise approved by 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. Recipients must have a minimum 2.5 grade point average and be enrolled in a minimum of 12 credits at the time of the award of the grant, and maintain these requirements during the term of the award.
D. In the event there is 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: RESEARCH LAB GRANT

SECTION 01: ESTABLISHMENT
A. There is hereby established the CSUN Undergraduate Research Stipend for the purpose of supporting students who display research ability and potential by providing financial support while they actively engage in a research project. A primary function of this grant is to reduce financial barriers that students may face while completing undergraduate research activities by decreasing the need for outside employment.

SECTION 02: AWARD AND ELIGIBILITY
A. This grant will be awarded to UNLV undergraduate students at $5,000 (five thousand dollars) which will be dispersed over 2 (two) academic semester who meet one of the following criteria:
   1. Have and maintain a GPA of 3.0 or higher at the time of application and during the term of the award
   2. Be an officially admitted undergraduate student and enrolled in at least 12 credits (or its equivalent as determined through DRC accommodation, with documentation).
   3. Have a specific research/scholarly/art project planned that will be conducted under the direct guidance of a UNLV faculty research mentor during the academic year.
      i. Where required, have obtained approvals for the ethical conduct of research and safety in research for the project being conducted, prior to project commencement
      ii. Present at the Fall Undergraduate Research Showcase, the Spring Undergraduate Research Forum, or the Summer Undergraduate Research Symposium.
      iii. Each recipient, determined by the Office of Undergraduate Research, with their faculty research mentor, must submit brief final progress report to OUR.
      iv. Recipients are required to present at the Spring Undergraduate Research Conference.

CHAPTER 904: RTC - PUBLIC TRANSPORT GRANT

SECTION 01: ESTABLISHMENT
A. There is hereby established the CSUN Public Transport Grant for the purpose of recognizing students who need assistance commuting while utilizing public transportation.

SECTION 02: AWARD AND ELIGIBILITY
A. This grant will award to UNLV undergraduate students in an amount of one bus pass per every 30 days. An amount approved through the fiscal year operating budget will be used to pay the invoice sent by UNLV Public Transportation Department
1. If found to collect more than 1 RTC pass in 30 days, the applicant waives the right to the CSUN Business Manager/Advisor to charge their student account for the amount of bus passes collected in excess.

2. In the case that all bus passes are not distributed by the end of the fiscal year, the Center for Social Justice, or other distributing party approved by Senate, shall continue to distribute the remaining bus passes until there are none left.

SECTION 03: ADDITIONAL REQUIREMENTS

A. Undergraduates shall apply via the survey posted on the CSUN website that aggregates data on travel behaviors.

B. Upon applying to the RTC grant, the applicant will receive a receipt number starting from 001 and increasing by one digit until there are no more bus passes or the web portal is closed.

C. Upon receiving a receipt number, the applicant will pick up a bus pass from the Department established in Scholarships and Grants Operating Policy, or other distributing party approved by Senate.

D. Upon request from a student assistant at the CSJ (or other capable staff at CSJ) will record the receipt number, the date of pick-up, and the NSHE number in an Excel sheet that is to be shared with the Chair of the Scholarships and Grants Committee, CSUN Advisor, Business Manager, and Graduate Assistant.

E. The applicant must certify:
   i. “I hereby certify that I am an undergraduate enrolled in 7 (seven) credits or more at UNLV.
   ii. “I hereby certify that I am only collecting one bus pass per 30 days. Otherwise, I waive my right for my UNLV account to be charged.”

CHAPTER 905: THINKABILITY GRANT

SECTION 01: ESTABLISHMENT

A. There is hereby established the CSUN Thinkability Grant for the purpose of recognizing students who need financial assistance with placement tests through the Disability Resource Center.

SECTION 02: AWARD AND ELIGIBILITY

A. This grant will be awarded to UNLV undergraduate students in an amount to cover the $200 (two hundred dollars) cost of the assessment with the PRACTICE. An amount approved through the fiscal year operating budget will be used to pay the invoice sent by the PRACTICE.
   1. If it is determined that additional documentation is needed, the DRC then provides the student with an intake packet from the PRACTICE and encourages them to have an assessment done.
   2. If the student mentions financial need in the packet or during the assessment the assessor confirms need with Financial Aid makes a request to CSUN to offer the
CHAPTER 906: CSUN EMERGENCY FUND GRANT

SECTION 01: ESTABLISHMENT
a) There is hereby established the CSUN Emergency Fund Grant for the purpose of recognizing students who need financial assistance to obtain academic success and retention.
b) The grant application will be established by the Executive Director and Resource Coordinator of The Intersection Academic Multicultural Center

SECTION 02: AWARD AND ELIGIBILITY
A. This grant is to be awarded by The Intersection.
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 Fund Grant.
C. An amount approved through the fiscal year operating budget will be transferred to the UNLV Foundation, specifically earmarked for the UNLV Intersection Multicultural Academic Center.
D. The grant awardees will be decided by the responses to the grant application, contact to the Financial Aid Department by the Executive Director, and an interview process regarding financial management and career goals.
E. Grant 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.
F. Amounts awarded to students’ accounts shall not exceed $1,000 (one thousand dollars)
G. Any additional material purchased for the grant may be distributed until the resources are exhausted.

TITLE X: THE ARCHIVES

CHAPTER 1001: THE ARCHIVES

SECTION 01: ESTABLISHMENT
A. There is hereby established the CSUN Archives, which shall be managed and compiled by the Attorney CSUN Secretary in conjunction with the 3 branches of CSUN.

SECTION 02: PURPOSE
A. The purpose of the Archives is to provide CSUN with a comprehensive institutional memory. The Archives shall gather, organize, maintain, preserve, and make accessible for study and use the records and history of CSUN.

SECTION 03: CONTENT OF ARCHIVES
A. The Archives shall incorporate the following records and materials:
   1. Agendas and minutes of the CSUN Senate; organized chronologically and indexed.
   2. A chronological file of all CSUN resolutions, statutes, policies, and regulations enacted or promulgated.
   3. Records of CSUN Judicial Council cases and opinions including: copies of case submission forms, written briefs and documents used in each case, and final judgments of the Council.
   4. Copies of the annual budgets of CSUN and any related and clarifying budget material.
   5. Agendas and minutes of all standing CSUN Boards and Committees.
   6. Agendas and minutes of any ad hoc committees.
   7. At least one photograph of every elected official.

SECTION 04: COLLECTION, ORGANIZATION, AND MAINTENANCE OF MATERIALS
A. All records, documents, reports, and other potential archival material in CSUN shall be evaluated by the CSUN Secretary.
B. The chairpersons of the organizations listed in Section 03.a (Senate, Judicial Council, any standing Boards and Committees, etc.) shall be individually responsible for insuring that the documents listed are promptly and regularly provided to the CSUN Secretary.
C. The CSUN Secretary shall have general and overall responsibility for ensuring that records and other potential archival materials are provided to the Archives in a timely and complete manner.
D. CSUN shall appropriate funds which, at a minimum, are sufficient for the collection, organization, and safe and accessible storage of the essential documents listed in Section 03.
E. The CSUN Secretary shall prepare and present to the Senate each year both a report on the progress of the Archives and budget requests for Archive funding.

SECTION 05: TRANSFER OF MATERIALS TO UNIVERSITY ARCHIVES
A. The CSUN Secretary will compile a collection of all CSUN archival materials as described above in Section 03 of this chapter neatly and organized within Google Drive, once this is complete the CSUN Secretary shall follow the directions laid out below.
B. Contact SCA Technical Services department (specoll.techserv@unlv.edu) in Special Collections and Archives and let them know that you are donating digital files as part of your collection via Google Drive.
C. SCA Technical Services department will set up a shared folder with donors that will only be accessible to Technical Services staff and to the donor.
D. SCA Technical Services department and donors will discuss and decide on a period of time the shared folder will be accessible.
E. See the following guidelines on maintaining your digital files including file naming and maintaining the context of your files:
   https://docs.google.com/document/d/15MeulbyqegmEvQFGWkzQghSJkeVWQgOmP86dxjDddMA/edit?usp=sharing
F. Once the deadline for adding digital files to the shared folder has passed SCA Technical Services will formally accession the records and the folder will no longer be accessible.

G. Contact specoll.techserv@unlv.edu with any questions regarding the transfer of CSUN materials to the University Archives.

TITLE XI: COMMITTEES OF THE SENATE

CHAPTER 1031: CONSTITUTION AND BYLAWS COMMITTEE

SECTION 01: PURPOSE
A. The CSUN Constitution and Bylaws Committee exists to enable and facilitate thorough discussion regarding the CSUN Constitution, CSUN Bylaws, and any further documents or establishments of CSUN; including the consideration of all proposed amendments to CSUN documents.

SECTION 02: SCOPE OF PRACTICE
A. Decide to enact or reject proposals for amendments to the Constitution or Bylaws, or proposals for new Bylaws.
B. Undertake all charges deemed necessary by the full committee or the Senate.
C. Establish any necessary subcommittees.

CHAPTER 1032: 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.

CHAPTER 1033: SCHOLARSHIPS, SPONSORSHIPS, AND GRANTS COMMITTEE

SECTION 01: PURPOSE
A. There is hereby established a Scholarships, Sponsorships, and Grants Committee for the purposes of executing all scholarships, sponsorships, and grants.

B. SECTION 02: SCOPE OF PRACTICE
A. The Scholarships, Sponsorships, 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 forth in Title IX of the CSUN Bylaws, unless otherwise approved by the Senate.
   3. Manage CSUN Sponsorships as defined in Title XIII of this document.

CHAPTER 1034: UNIVERSITY AND GOVERNMENT AFFAIRS COMMITTEE

SECTION 01: PURPOSE
A. There is hereby established a University and Government Affairs Committee for the purposes of serving as the connection between the CSUN Senate Committees, UNLV undergraduates, local, state, and federal government officials, student body and the University of Nevada, Las Vegas (UNLV), by supporting and drafting proposals to increase student interests, needs, and welfare.

SECTION 02: SCOPE OF PRACTICE
A. 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.
B. Serve as the liaison between undergraduate students and university administration and faculty regarding curriculums, research, faculty affairs, academic integrity, registration and any other issues pertinent to the progress of the academic community at the University.

C. Shall be the liaisons of the undergraduate student body and the Consolidated Students of the University Nevada (CSUN) Legislative Affairs Department.

D. 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.

E. Manage the CSUN We the Rebels Petition system for the purposes of increasing student input within the Student Government.

F. Address concerns regarding Student Diversity and Social Justice issues in coordination with relevant UNLV Departments and Administration.

G. Formulate policies and legislation regarding system-wide, city, state, and federal issues to voice student concerns.

CHAPTER 1035: HEALTH AND SAFETY COMMITTEE

SECTION 01: PURPOSE

A. There is hereby established a Health and Safety Committee for the purposes of regulating campus crime prevention and the promotion of campus health and safety awareness.

SECTION 02: SCOPE OF PRACTICE

A. Develop policies and legislation to promote campus crime prevention, including but not limited to: auto theft, campus burglary, hate crimes, drugs on campus, late-night campus safety, online dangers, pedestrian safety, and sexual assault awareness.

B. Review any regulations and policies imposed and enforced by UNLV and NSHE with regards to student health, wellness, safety, and security for the purposes of ensuring that the policies continue to be updated and enforced to a satisfactory standard; and to provide feedback to the University and NSHE on how policies and regulations can be improved for the betterment of UNLV students, faculty, and staff.

C. 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.

D. Host workshops and lectures to promote student health and wellness throughout the legislative session. This includes partnering with UNLV Counseling Services, the Center for Individual and Family Counseling, and UNLV CARE.

CHAPTER 1036: OVERSIGHT COMMITTEE
SECTION 01: PURPOSE
A. The CSUN Oversight Committee exists to empower UNLV CSUN to assure that all elected and appointed Officers and Officials are held to the highest ethical standards; investigate and evaluate all matters of and pertaining to the proper order of CSUN operations, affairs, and activities; and explore qualifications and standards for nominees to CSUN Student Government positions; for the benefit of all UNLV CSUN Members.

SECTION 02: SCOPE OF PRACTICE
A. Meet with all CSUN officials on an as needed basis to discuss regular activities being planned throughout any branch of CSUN.
B. Request information in regards to any governmental nomination within CSUN. The committee may also recommend approval upon interview of any candidate looking to advance into a position within CSUN.
C. Meet to discuss any business, updates or concerns pertaining to the other Legislative Standing Committees and act as a liaison between these committees.
D. Have the authority to conduct investigations regarding impeachments of any official within CSUN, the evidence of which may also be presented on the Senate floor.
E. Authorize the audit of any entity regarding the use of CSUN funds.
F. Have jurisdiction to create and issue directives to any member of CSUN.
G. The Committee Chair may also issue, with majority vote of the Committee:
   1. A subpoena ad testificandum to any member of CSUN (a writ ordering a person to attend a specified meeting in order to testify) or;
   2. 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.
H. Act as the Audit Committee of CSUN by reviewing, questioning, or requiring any updates from CSUN officials and their respective branch of government.
I. Report back to the Senate on any findings, solutions, and advice on how to resolve any issues that may arise within CSUN.

TITLE XII: LEGAL SERVICES

CHAPTER 1101: LEGAL SERVICE

SECTION 01: ESTABLISHMENT
B. There is hereby established the Legal Services department within CSUN.

SECTION 02: MISSION
J. 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

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 Scholarships, Sponsorships, and Grants Committee.
   1. Any mention of “managing committee” or “committee tasked with managing CSUN Sponsorships” in this title shall refer to the CSUN Scholarships, Sponsorships, and Grants 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 in the form of a document, or section within the Operating Policy entitled Sponsorship Application Guidelines.
2. All documents associated with the Sponsorship Application Guidelines shall be submitted to the committee Chair or his/her designee upon completion by the applicant.

B. Keep thorough record of all committee activity regarding all current and potential Scholarships, Sponsorships, and Grants available at all times for reference.

C. 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. The Sponsorship Application Guidelines shall be submitted alongside, or within, the Operating Policy and is considered a required component of the Operating Policy.
   2. 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 Ledger 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; (PGxxxxxx).
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 Scholarships, Sponsorships, and Grants 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.

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.
      i. 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 Scholarships, Sponsorships, and Grants 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 in 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 Scholarships, Sponsorships, and Grants 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:
      i. Inappropriate use of CSUN funds.
      ii. Any act committed that is contrary to federal, state, local law, or University policy.
      iii. Indisposition or inability to abide by any and all requirements detailed in Section 07 of this title.
   2. Sponsorships revoked on the basis of misconduct are immediate, the organization shall not be funded in the following fiscal year.

SECTION 09: MODIFICATION

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

B. The modification of a CSUN Sponsorship will be written as if creating a new CSUN Sponsorship, with the addition of another required section entitled Modification.

C. The committee tasked with managing CSUN Sponsorships shall oversee all modifications to any current and ongoing sponsorship.
1. Modifications shall take effect (immediately/after 48 hours) 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.
   iii. This section shall clearly indicate whether the Sponsorship is a modification of a previously installed CSUN Sponsorship.

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.

2. Modification
   i. The modification section is required if the proposed sponsorship is a modification of a current and ongoing CSUN Sponsorship.
1. If the proposed Sponsorship is not a modification, then the Modification section shall not be present in the Senate Bill.

   ii. This section shall reference the CSUN Sponsorship that is being modified, both by the exact name as it was passed, and Bill number.

       1. The phrasing within shall clearly indicate that the referenced CSUN Sponsorship will be declared null and void upon passage of the modified CSUN Sponsorship.

   iii. This section shall plainly indicate that the proposed sponsorship is a modification and completely and clearly characterize the nature of the change from the previous CSUN Sponsorship.

   iv. In the case that the allowance to a Registered Student Organization or UNLV Entity is modified, the exact amount changed shall be documented within this section.

SECTION 11: CSUN SPONSORSHIP LEDGER

A. The CSUN Sponsorship Ledger is the official record of all current and discontinued CSUN Sponsorships.

B. CSUN Sponsorships shall only be added into the Sponsorship Ledger once the Senate Bill has been enacted through the CSUN Senate and with signage from the CSUN President.

C. The Sponsorship Ledger shall be divided into two sections, Current Sponsorships and Discontinued Sponsorship Archive.

D. New CSUN Sponsorships shall be affixed to the CSUN Sponsorship Ledger in the following manner:

   1. The Sponsorship shall be added into the Current Sponsorships section of the ledger under a new and unique chapter number that immediately follows from the most recent chapter number.

E. Modified CSUN Sponsorships shall be affixed to the CSUN Sponsorship Ledger in the following manner:

   1. The outgoing CSUN Sponsorship shall be moved into the Discontinued Sponsorship Archive section of the CSUN Sponsorship Ledger and retain its chapter number.

   2. The newly modified Sponsorship Senate Bill will be affixed to the end of the Current Sponsorship section under new and unique chapter number that immediately follows from the most recent chapter number.

F. Revoked CSUN Sponsorships shall be affixed to the CSUN Sponsorship Ledger in the following manner:

   1. The revoked CSUN Sponsorship shall be moved into the Discontinued Sponsorship Archive section of the CSUN Sponsorship Ledger and retain its chapter number.
CHAPTER 1202: REPEALED

CHAPTER 1203: REPEALED

CHAPTER 1204: REPEALED

CHAPTER 1205: REPEALED

CHAPTER 1206: REPEALED

CHAPTER 1207: REPEALED

CHAPTER 1208: REPEALED

CHAPTER 1209: REPEALED

CHAPTER 1210: REPEALED

CHAPTER 1211: REPEALED

CHAPTER 1212: REPEALED

CHAPTER 1213: REPEALED

CHAPTER 1214: REPEALED

CHAPTER 1215: REPEALED

TITLE XIV: MISCELLANEOUS
CHAPTER 1301: IMPEACHMENT OF OFFICERS

SECTION 01: PURPOSE
A. To establish guidelines for impeachment proceedings against any officer of CSUN, as defined by the CSUN Constitution.

SECTION 02: IMPEACHMENT CHARGES
A. Pursuant to Article IX, Section B of the CSUN Constitution, charges may be brought against any officer by any member of the Senate.
B. The impeachment committee shall be the Senate as a whole, excluding the defendant.
C. Any senator bringing impeachment charges against a CSUN Officer shall adhere to the following procedure 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 submit an action item to the Oversight Committee Chair, to appear on the agenda of the next regularly scheduled Oversight Committee meeting after the defendant has been properly notified under Nevada Open Meeting Law.
      i. This action item requires a simple majority to advance to the next step of the impeachment proceedings.
   3. Upon discussion & approval of the impeachment charges by the Oversight Committee, 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 Oversight & 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. Notify within twenty-four hours the defendant of the charges against them, and the date, time, and location of the impeachment hearing. An email to the defendant’s official RebelMail account, and any personal e-mail account on file, a copy of which shall serve as time-stamped evidence, shall constitute proper notification.

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. Pursuant to NRS 241.9.03 (June 2012), 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 members present is required to approve impeachment charges and remove the defendant from office.
F. Pursuant to Article IX, Section D, sustainment of impeachment charges by the Senate shall cause impeached officers to be immediately removed from office and barred from holding further CSUN offices indefinitely.

CHAPTER 1302: 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. Executive Branch: Two-thirds vote of the Executive Board.
      i. A basic operating policy or bylaw for all newly created CSUN entities shall be approved by the Senate before any paid staff is hired for said entity.
   2. Legislative Branch: Two-thirds vote of the Senate.
   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.

CHAPTER 1303: 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 Marketing Office, CSUN Storage Room, 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 and the CSUN Conference Room.
   2. The Chief Justice shall have access to his or her own office within CSUN.

E. Directors, Associate Directors, Assistant Directors
   1. Shall have access to the CSUN Storage Room and CSUN Conference Room.
   2. Each Director shall have access to his or her own office within CSUN.

F. Business Manager and Graduate Assistant
   1. Shall have access to all offices within CSUN.

SECTION 03: ACCESS TO STUDENT UNION

A. All CSUN Officers and Officials shall have access to the side entrance of the Student Union, to be utilized for work after open Student Union hours, upon written request to the CSUN President.

B. The CSUN President shall submit a request to grant access to the Student Union after business hours to the appropriate party in a timely manner.

C. The CSUN President is not responsible for any delay in this process caused by the Rebel Card office.