



The Consolidated Students of the University of Nevada, Las Vegas

CODE OF CONDUCT

Approved by Senate: 10/4/2021

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SECTION 01: PURPOSE

- A. The purpose of the University of Nevada Las Vegas Consolidated Students of the University of Nevada (“UNLV CUSN”; “CSUN”) Code of Conduct (“this Code”; “the Code”) is to denote mandatory expectations and standards for elected and/or appointed officials who may participate in the CSUN governance process.
- B. This Code is to be followed in addition to the UNLV Student Code of Conduct and specifies issues that directly affect the elected and/or appointed officials of CSUN.
- C. The spirit of the Code is to provide a framework of ethical conduct that furthers the integrity of CSUN and CSUN officials while allowing elected and/or appointed officials to continue with their regularly assigned duties.

SECTION 02: SCOPE

- A. The Code will be applicable to any currently elected and/or appointed CSUN officials (“the official”; “the officials”) regardless of compensation or lack thereof, including any recruited voluntary CSUN Members unless explicitly stated otherwise in this Code.
- B. The Code is constitutionally mandated and is therefore independent of any bylaw or set of bylaws adopted by CSUN.

SECTION 03: REVISION

- A. Revision of this Code shall require passage in the Executive Board or Internal Affairs Committee by the appropriate vote, prior to passage by the Senate, with a majority vote.
- B. This Code may only be revised through legislation.

SECTION 04: CONDUCT TRAINING

- A. Training: all elected and/or appointed CSUN officials, within ninety (90) days of their confirmation, shall attend:
 - 1. New Official Orientation
 - 2. Sexual Harassment Training (Online Module Test)
 - 3. Diversity and Inclusion Competency Training
 - 4. Nevada Open Meeting Law Training
 - i. Within fifteen (15) working days of completion of the Nevada Open Meeting Law Training, all elected and/or appointed CSUN Officials are required to take a proficiency exam.
 - ii. If the CSUN Official fails to receive a score of 75% or higher, they must retake the Nevada Open Meeting Law Training.
 - iii. The proficiency exam shall be prepared by the Office of the Attorney General and approved by the Faculty Advisor.

- iv. The proficiency exam shall not consist of more than fifteen or less than ten questions.
- v. It is up to the discretion of the Attorney General and Faculty Advisor to decide the format of the exam.
- vi. In the case of a vacancy in the Office of the Attorney General, this duty shall fall to the Senate President Pro Tempore.

5. Robert's Rules of Order Training

- i. Within fifteen (15) working days of completion of the Robert's Rules of Order Training, all elected and/or appointed CSUN officials are required to take a proficiency exam.
- ii. If the CSUN official fails to receive a score of 75% or higher, they must retake the Robert's Rules of Order Training.
- iii. The proficiency exam shall be prepared by the Office of the Attorney General and approved by the Faculty Advisor.
- iv. The proficiency exam shall not consist of more than fifteen or less than ten questions.
- v. It is up to the discretion of the Attorney General and Faculty Advisor to decide the format of the exam.
- vi. In the case of a vacancy in the Office of the Attorney General, this duty shall fall to the Senate President Pro Tempore.

B. Retraining

- 1. Elected and/or appointed officials of CSUN will be required to repeat the Diversity and Inclusion Competency Training during their fifth (5th) semester of service, not including summer semesters.
- 2. New Official Orientation training need not be repeated by elected and/or appointed CSUN officials, unless:
 - i. There was a break or lapse in time of serving as a CSUN official.
 - ii. The CSUN official did not serve in their capacity in a consecutive fashion.
- 3. The Faculty Advisor may deem that New Official Orientation should be repeated, on a case by cases basis.
 - i. If an elected and/or appointed official can prove they have completed Diversity and Inclusion Competency training in

six (6) months prior to the beginning of their fifth (5th) semester of service, then at the discretion of the Faculty Advisor, proof of training may be sufficient to fulfill the requirement.

C. Grandfather

1. All elected and/or appointed officials serving at the time of adoption of a new, amended, or altered Code will be required to attend the four aforementioned trainings in the upcoming semester after the Code is adopted. This does not include summer terms.
2. All elected and/or appointed officials serving at the time of adoption of a new, amended, or altered Code will have the option to attend New Official Orientation during the semester after the Code is adopted, not including summer semesters. For these officials, the New Official Orientation will not be mandatory, unless deemed otherwise by the Faculty Advisor.

D. Responsibility

1. It is each elected and/or appointed official's responsibility to ensure that:
 - i. Training and/or retraining is attended in a timely manner.
 - ii. Proof of training is provided to the Faculty Advisor in a timely manner.
2. It is the Faculty Advisor's responsibility to ensure that:
 - i. Appropriate training is scheduled and advertised on a regular basis.
 - ii. Training attendance is tracked for each official and a copy of proof of training is kept in each CSUN official's file.
 - iii. A New Official Orientation is developed and presented as necessary to all newly elected and/or appointed officials of CSUN.
 - iv. The elected and/or appointed officials of CSUN are notified of the training schedule within fourteen (14) days of Senate confirmation or appointment.
3. Non-compliance
 - i. Any elected and/or appointed official not in compliance with the mandatory trainings after ninety (90) days can be referred to the Internal Affairs Committee, may face impeachment and/or removal from office, or other ramifications deemed appropriate by the Faculty Advisor or Internal Affairs Committee.

- ii. If training is not available within ninety (90) days of election and/or appointment, the Faculty Advisor can grant a brief extension on an individual basis to allow a newly created and/or appointed official the necessary time to complete the training requirements.
- 4. Voluntary CSUN Members who have not affirmed the *Oath of Office* shall not be required to adhere to this section of the Code.

SECTION 05: CONDUCT

A. General Conduct

1. Professionalism

- i. Elected and/or appointed officials and voluntary members of CSUN are representatives of the University and of CSUN and should conduct themselves accordingly, whether they are acting in their official capacity or not.
- ii. All elected and/or appointed officials and voluntary members of CSUN shall conduct themselves with a high level of personal responsibility at all times.
- iii. All elected and/or appointed officials and voluntary members of CSUN shall comply with the UNLV Student Code of Conduct in addition to this Code.
- iv. All elected and/or appointed officials and voluntary members of CSUN shall comply with the UNLV Student Code of Conduct in addition to this Code on all social media platforms, internet communications, and conduct on and off campus.

2. Attendance

- i. All elected and/or appointed officials of CSUN shall attend each meeting they are responsible for unless previously excused.
 - 1. For Executive Branch members, attendance requirements are determined by the E-Board.
 - 2. For Directors, attendance requirements are determined by the Vice President
 - 3. For Assistant and Associate Directors, attendance requirements are determined by their Director or the Vice President
 - 4. For Senators, attendance requirements are determined by the Senate President

5. For Judicial Council members, attendance is determined in the Judicial Council Operating Policy (JCOP)

3. Decorum

- i. No elected and/or appointed official or voluntary member of CSUN shall engage in any racist, homophobic, transphobic, ableist, xenophobic, or other discriminatory slurs or epithets on or off campus, including but not limited to UNLV or CSUN sponsored events, online, or on any social media or personal platform.
- ii. Elected and/or appointed officials or volunteers shall refrain from harassing fellow CSUN officials, invited guests of CSUN, or students, staff, or community officials encountered while working on behalf of CSUN. This includes but is not limited to swearing, cursing, heckling, jeering, or threatening violence against fellow elected or appointed officials of CSUN.
- iii. Elected and/or appointed officials and volunteer shall not engage in any illegal activities whether on or off campus, whether or not they are acting in an official CSUN capacity or not.
- iv. All CSUN elected and/or appointed officials and volunteers shall refrain from engaging in defaming, or derogatory comments in regard to CSUN, UNLV, or any appointed and/or elected CSUN officials on any social media platform.
- v. No CSUN elected and/or appointed officials shall create, modify, or enforce any portion of any governing document which may abridge the privileges or immunities of any CSUN member and/or official within due process.

4. Alcohol and Drugs

- i. No elected and/or appointed official or voluntary member of CSUN shall attend meetings, events, or any required or voluntary CSUN or UNLV sponsored event under the influence of drugs and/or alcohol including marijuana.
- ii. No elected and/or appointed official or voluntary member of CSUN shall possess any drugs and/or alcohol (including marijuana) while participating in meetings, events, or any required or voluntary CSUN or UNLV sponsored event.

- iii. No elected and/or appointed official or voluntary member of CSUN shall possess any drugs and/or alcohol (including marijuana) in the CSUN offices.

5. Attire

- i. Elected and/or appointed CSUN officials and all voluntary members should dress in appropriate attire for any CSUN sponsored events, as determined by the elected and/or appointed officials in charge of the event.
- ii. Elected and/or appointed officials and all voluntary members of CSUN should dress in business casual attire for Senate meetings.

6. Electronics

- i. All CSUN public officials shall not use electronics for communicating with other CSUN public officials in any way that violates Nevada Open Meeting Law (NOML).

7. Official CSUN [@unlv.edu] Emails:

- i. Elected and/or appointed officials, regardless of intent (or lack thereof), shall not utilize an official CSUN [@unlv.edu] email address to disseminate false information that may result in or cascade into a Due Process violation.
- ii. No elected and/or appointed official shall use an official CSUN [@unlv.edu] email address in any way that may violate provisions set forth in CSUN's governing documents or any doctrines by which CSUN must abide.

8. Elections

- i. Elected and/or appointed officials are expected to conduct themselves professionally during campaigns, regardless of candidacy for office.
- ii. No elected and/or appointed official shall seek to buy or trade valuable considerations for votes during the CSUN elections process.

9. Marketing Hours

- i. Marketing hours are a required part of CSUN service.
- ii. Marketing hours are coordinated by the head of each branch for their respective elected or appointed officials.
- iii. No elected and/or appointed official shall spend marketing hours or time at events engaged in homework or personal conversations on any form of an electronic device. Marketing hours are for engaging with the student body

and building relationships with fellow elected and/or appointed officials of CSUN.

- iv. Elected and/or appointed CSUN officials should dress in presentable attire for marketing hours. Presentable attire included jeans, pants, dresses, skirts, or shorts without holes, tears, or patches, a collared shirt, a CSUN polo, a CSUN t-shirt, or a t-shirt promoting UNLV, a fraternity, sorority, registered student organization, or other recognized UNLV student group, program, or department.
10. Access
 - i. No elected and/or appointed official or voluntary member of CSUN shall use their access to CSUN supplies for equipment for any purpose other than to conduct official business on behalf of CSUN.
 11. Theft
 - i. No elected and/or appointed official or voluntary member shall steal from the organization or from another elected and/or appointed official or volunteer of CSUN.
 12. Bribery
 - i. No elected and/or appointed official of CSUN shall make agreements or deals with any person where money or other valuable considerations are exchanged for a specific vote, endorsement, or appointment.
 13. Use of Equipment and Space
 - i. No elected and/or appointed official of voluntary member of CSUN shall use CSUN equipment for any purpose other than for CSUN events and activities, unless authorized by the Faculty Advisor.
 - ii. All elected and/or appointed officials of CSUN shall keep their assigned workspace(s) clean.
 14. Allocation of Funds
 - i. No elected and/or appointed official of CSUN shall use CSUN funding for any purpose other than for approved CSUN events and activities.
 15. Scholarships and Grants
 - i. No elected and/or appointed official of CSUN shall apply for or accept a scholarship and/or grant provided for by CSUN.
 16. Conflict of Interest

- i. No elected and/or appointed official of CSUN ought to cast a vote or issue an opinion in a situation where there is a conflict of interest.
 - ii. For the purpose of this document, a conflict of interest is:
 - 1. A situation wherein the voting official is affiliated with the same fraternity, sorority, registered student organization, or other recognized UNLV student group, program, or department seeking funding, OR
 - 2. A situation wherein the voting official is affiliated with the same fraternity, sorority, registered student organization, or other recognized UNLV student group as the petitioner or respondent, OR
 - 3. A situation wherein the voting official has a current or past romantic relationship with a candidate for office, OR
 - 4. A situation wherein the voting official is personally implicated in or stands to personally benefit from the results of the vote, OR
 - 5. A situation wherein an immediate family official or significant other is personally implicated in or stands to personally benefit from the results of the vote, OR
 - 6. Any other situation wherein the voting official feels they cannot render an impartial decision or vote.
17. Disclosure of a Conflict of Interest
- i. Within thirty (30) working days of their confirmation or any organizational change, all elected and/or appointed CSUN Officials shall fill out a 'Conflict of Interest' disclosure form, disclosing all organizational memberships in affiliation with UNLV and their role within them.
 - 1. If the official does not have access to the form, they may request it from the Attorney General or Faculty Advisor.
 - ii. This form shall be kept by the Office of the Attorney General and the Internal Affairs Chair.
 - iii. The format of this form shall be up to the discretion of the Attorney General and Faculty Advisor.
 - iv. Within the first working week of every month, the Attorney General shall audit previous votes in all CSUN entities to verify compliance with the form.

- v. Any violation of this provision or failure to adequately update the form shall be a violation of the Code of Conduct and shall be treated accordingly.
 - vi. In the case of a vacancy in the Office of the Attorney General, this duty shall fall to the Faculty Advisor or their designee.
18. Votes of Abstention
- i. No elected and/or appointed official of CSUN ought to abstain from a vote without disclosing so to the public body immediately when the action item is open and to the presiding officer prior to the meeting.
 - ii. No elected and/or appointed official of CSUN ought to participate in discussion or make a comment to sway a vote of the public body during an action item that they are to abstain from.
 - iii. No elected and/or appointed official of CSUN ought to abstain from a vote unless a clear and concise conflict of interest is apparent.

SECTION 06: VIOLATIONS OF CONDUCT

A. Violation

1. Violation of this Code of Conduct may induce consequences up to and including impeachment and/or removal from office.
2. Violations of section 4 (Conduct Training) come directly from the Faculty Advisor.
3. Violations of section 5 (Conduct) are covered in this section.

B. Grievance Process

1. Any member of CSUN may file a grievance against any official, volunteer, or group of officials of CSUN for violation of this code.
2. Grievances will be submitted in writing to the Faculty Advisor.
 - i. The Faculty Advisor will keep the complainant anonymous if requested.
3. The Faculty Advisor will interview relevant parties and make recommendations to the Senate Internal Affairs Committee.
4. The Senate Internal Affairs Committee will determine appropriate consequences.
5. Consequences will be enforced by the Faculty Advisor.
6. False reports may result in consequences requested in the complaint.

C. Consequences

1. Consequences should be appropriate for the offense.
2. Consequences for repeated violations of this Code should be increasingly severe.
 - i. First time offenders should receive a verbal warning.
 - ii. Second time offenders should receive a written warning delivered in person by the Faculty Advisor.
 - iii. Third time offenders are subject to increasingly severe penalties from there up to and including being referred to the Internal Affairs Committee, and impeachment and/or removal from office.
 - iv. Severe infractions of this Code and the UNLV Student Code of Conduct may bypass verbal and written warnings at the recommendation of the Faculty Advisor.
3. Increasingly severe consequences may include but are not limited to:
 - i. Loss of CSUN privileges such as travel, tickets to events, and/or participation in CSUN activities.
 - ii. Proceedings that can lead to impeachment and/or removal from office.