University of Nevada Las Vegas Consolidated Students of
the University of Nevada
Code of Conduct
Last updated April 27, 2015

1. General
   a. Purpose
      i. The purpose of the University of Nevada Las Vegas Consolidated Students of the University of Nevada (“UNLV CSUN;” “CSUN”) Code of Conduct (“this Code;” “the Code”) is to set expectations and standards for elected and/or appointed officials participating in the CSUN governance process.
      ii. This Code is in addition to the UNLV Student Code of Conduct and specifies issues that directly affect the elected and/or appointed officials of CSUN regularly.
      iii. The spirit of the Code is to provide a framework of ethical conduct that maintains the integrity of CSUN while allowing elected and/or appointed officials to continue with their regularly assigned duties.
   b. Scope
      i. The Code will be applicable to any current elected and/or appointed CSUN officials (“the official;” “the officials”) regardless of compensation.
      ii. The Code is constitutionally mandated and is therefore independent of any bylaw or set of bylaws adopted by CSUN.
   c. Revision
      i. The Code may be revised through a majority vote of the CSUN Senate.

2. Conduct Training
   a. Training
      i. Within ninety (90) days of their election and/or appointment, all elected and/or appointed officials of CSUN shall attend
         1. New Official Orientation
         2. Sexual Harassment Training
         3. LGBTQIA Inclusivity Training
         4. Diversity and Inclusion Competency training
      ii. If an elected and/or appointed official can prove they have completed Sexual Harassment Training, LGBTQIA Inclusivity Training, and/or Diversity and Inclusion Competency Training in the year prior to election and/or appointment, then at the discretion of
the Faculty Advisor proof of training may be sufficient to fulfill the requirement.

b. **Retraining**
   i. Elected and/or appointed officials of CSUN will be required to repeat Sexual Harassment Training, LGBTQIA Inclusivity Training, and Diversity and Inclusion Competency Training during their fifth (5th) semester of service, not including summer semesters.
   ii. Elected and/or appointed officials of CSUN need not repeat the New Official Orientation training.
   iii. If an elected and/or appointed official can prove they have completed sexual harassment training, LGBTQIA safe space training, and/or cultural awareness training in the 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**
   i. All elected and/or appointed officials serving at the time of adoption of the Code will be required to attend these trainings during the semester after the Code is adopted, not including summer semesters.
   ii. All elected and/or appointed officials serving at the time of adoption of the 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.

d. **Responsibility**
   i. It is each elected and/or appointed official’s responsibility to ensure that
      1. training and/or retraining is attended in a timely manner
      2. proof of training is provided to the Faculty Advisor
   ii. It is the Faculty Advisor’s responsibility to ensure that
      1. appropriate trainings are scheduled and advertised on a regular basis
      2. training attendance is tracked for each official
      3. a New Official Orientation is developed and presented as necessary to all newly elected and/or appointed officials of CSUN
      4. the elected and/or appointed officials of CSUN are notified of the training schedule within fourteen (14) days of the start of a semester, or within fourteen (14) days of Senate confirmation or appointment

e. **Non-compliance**
i. Any elected and/or appointed official not in compliance with mandatory trainings after ninety (90) days can be referred for impeachment and/or removal from office.

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 elected and/or appointed official the necessary time to complete the training requirements.

3. General Conduct
   a. Professionalism
      i. Elected and/or appointed officials of CSUN are representatives of the University and of CSUN and should conduct themselves accordingly.
      ii. All elected and/or appointed officials of CSUN shall conduct themselves with a high level of personal responsibility at all times.
      iii. All elected and/or appointed officials of CSUN shall comply with the UNLV Student Code of Conduct in addition to this Code.
   b. 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, attendance is determined by E-Board
         2. For Directors, attendance is determined by the Executive Director or Vice President
         3. For Assistant and Associate Directors, attendance is determined by their Director, the Executive Director, or the Vice President
         4. For Senators, attendance is determined by the Senate President
         5. For Judicial Council, attendance is determined in the Judicial Council Operating Policy (JCOP)
   c. Decorum
      i. No elected and/or appointed official of CSUN shall engage in racist, sexist, homophobic, transphobic, ableist, or other discriminatory slurs or epitaphs.
      ii. Elected and/or appointed officials 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.
   d. Alcohol and Drugs
i. No elected and/or appointed official of CSUN shall attend meetings, events, or any required or voluntary CSUN event under the influence of illicit substances.

ii. No elected and/or appointed official of CSUN under the age of 21 shall possess or consume alcoholic beverages while participating in meetings, events, or any required or voluntary CSUN event.

iii. No elected and/or appointed official of CSUN over the age of 21 shall not purchase or provide alcoholic beverages to any elected or appointed official of CSUN under the age of 21 while participating in meetings, events, or any required or voluntary CSUN event.

iv. No elected and/or appointed official of CSUN shall possess illicit substances while participating in meetings, events, or any required or voluntary CSUN event.

v. No elected and/or appointed official of CSUN shall possess illicit substances and/or alcohol in the CSUN offices.

e. Attire

i. Elected and/or appointed CSUN officials should dress in appropriate attire for events, as determined by the elected and/or appointed official in charge of the event.

ii. Elected and/or appointed officials of CSUN should dress in business casual attire for Senate meetings.

f. Electronics

i. During Senate meetings, Senators shall not use electronic devices to communicate with others regarding Senate business.

ii. Use of electronic devices to view meeting agendas or other items pertaining to Senate business is permitted.

g. Elections

i. Elected and/or appointed officials are expected to conduct themselves professionally during campaigns regardless of if they are a candidate for office or not.

ii. No elected and/or appointed official shall seek to buy or trade valuable considerations for votes during the CSUN elections process.

h. Marketing Hours

i. Marketing hours are a required part of CSUN service.

ii. Marketing hours are coordinated by the Director of Communications.

iii. No elected and/or appointed official shall spend marketing hours or time at events engaged in homework or personal conversations on their computer, cell phone, or tablet. 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 includes jeans, pants, dresses, skirts, or shorts without holes, tears, or patches, a collared shirt, a CSUN polo, a CSUN tee-shirt, or tee-shirts promoting UNLV, a fraternity, sorority, registered student organization, or other recognized UNLV student groups, programs, or departments.

i. **Access**
   
i. No elected and/or appointed official of CSUN shall use their access to University buildings for any purpose other than to conduct official business on behalf of CSUN.

ii. No elected and/or appointed official of CSUN shall use their access to CSUN supplies or equipment for any purpose other than to conduct official business on behalf of CSUN.

j. **Theft**
   
i. No elected and/or appointed official of CSUN shall steal from the organization or from another elected and/or appointed official of CSUN.

k. **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.

l. **Use of Equipment and Space**
   
i. No elected and/or appointed official of CSUN shall use CSUN equipment for any purpose other than for CSUN events and activities unless authorized by Faculty Advisor.

ii. All elected and/or appointed officials of CSUN shall keep their assigned workspace(s) clean.

m. **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.

n. **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.

o. **Conflict of Interest**
   
i. No elected and/or appointed official of CSUN ought 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 a fraternity, sorority, registered student organization, or other recognized UNLV student group as a candidate for office, OR
3. a situation wherein the voting official is affiliated with the same a fraternity, sorority, registered student organization, or other recognized UNLV student group as the petitioner or respondent, OR
4. a situation wherein the voting official has a current or past romantic relationship with a candidate for office, OR
5. a situation wherein the voting official has a current or past romantic relationship with the petitioner or respondent, OR
6. a situation wherein the official is personally implicated in or stands to personally benefit from the results of the vote, OR
7. 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
8. any other situation wherein the voting official feels they cannot render an impartial decision or vote.

4. Violations of Conduct
   a. Violation
      i. Violation of this Code of Conduct may induce consequences up to and including impeachment and/or removal from office.
      ii. Violations of section 2 (Training) come directly from the Faculty Advisor.
      iii. Violations of section 3 (Conduct) are covered in this section.
   b. Grievance Process
      i. Any official or group of officials of CSUN may file a grievance against another official or group of officials of CSUN for violation of this code.
      ii. Grievances will be submitted in writing to the Faculty Advisor.
         1. The Faculty Advisor will keep the complainant anonymous if requested.
      iii. The Faculty Advisor will interview relevant parties and make recommendations to the Senate Oversight Committee.
      iv. Senate Oversight Committee will determine appropriate consequences.
      v. Consequences will be enforced by the Faculty Advisor.
vi. False reports may result in consequences requested in the complaint.

c. **Consequences**
   
i. Consequences should be appropriate for the offense.
   
ii. Consequences for repeated violation of this Code should be increasingly severe.
      
1. First time offenders should receive a verbal warning.
2. Second time offenders should receive a written warning delivered in person by the Faculty Advisor and placed in their student file.
3. Third time offenders are subject to increasingly severe penalties from there up to and including impeachment and/or removal from office.
4. Severe infractions may bypass verbal and written warnings at the recommendation of the Faculty Advisor.

iii. Increasingly severe consequences may include but are not limited to:

1. loss of CSUN privileges such as travel, tickets to events, and/or participation in CSUN activities
2. proceedings that can lead to impeachment and/or removal from office